YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	**BALURGHAT B.ED. COLLEGE**
• Name of the Head of the institution	**DR BOBBY MAHANTA**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Alternate phone No.	**03522259179**
• Mobile No:	**9434963214**
• Registered e-mail ID (Principal)	**balurbedcollege@gmail.com**
• Alternate Email ID	**NIL**
• Address	**MANGALPUR, BALURGHAT, DAKSHIN DINAJPUR**
• City/Town	**BALURGHAT**
• State/UT	**WEST BENGAL**
• Pin Code	**733101**
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	**Co-education**
• Location	**Rural**

• Financial Status	**Self-financing**
• Name of the Affiliating University	**The West Bengal University of Teachers' Training, Education Planning And Administration**
• Name of the IQAC Co-ordinator/Director	**SHOVAN GHOSH**
• Phone No.	**03522259179**
• Alternate phone No.(IQAC)	**8768971030**
• Mobile (IQAC)	**8768971030**
• IQAC e-mail address	**shovan.phys86@gmail.com**
• Alternate e-mail address (IQAC)	**balurbedcollege@gmail.com**
3.Website address	http://www.balurghatbedcollege.org/index.php
• Web-link of the AQAR: (Previous Academic Year)	http://www.balurghatbedcollege.org/aqar.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.balurghatbedcollege.org/pdf/Aca2122.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.71**	**2009**	**15/06/2009**	**20/06/2012**
Cycle 2	**B**	**2.21**	**2012**	**16/09/2012**	**20/04/2017**
Cycle 2	**B**	**2.50**	**2017**	**27/11/2017**	**26/11/2022**

6.Date of Establishment of IQAC	**10/09/2008**

7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	0	Nil	0

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• (Please upload, minutes of meetings and action taken report)	[View File](#)
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• IQAC reviewed the post Covid-19 situation and suggested necessary steps for further professional development of the staff as per norms of NCTE which has been achieved. • A discussion and interaction between teachers and students was held to build confidence in the students to devote full attention to learning activities and feedback was recorded from the students and appropriate actions were taken to emphasize the teaching-learning process without creating any additional stress or pressure. • A seminar on 'Quality Teacher Education for Quality Education' was held to motivate the students to be encouraged to continue their studies and learning with maximum possible effort. • The teachers were requested to help the students retain their reading learning habit and activities and complete the courses (BEd & MEd) effectively.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may

be provided).

Plan of Action	Achievements/Outcomes
• Discuss in the matter of maintenance of rules and norms of different cells of the college as per government/ University/NAAC directives to the college.	? Resolved that rules and norms should be strictly maintained and followed to enhance the academic administration of the college as well as the quality of teacher education of the college.
• Discuss in matter of the present status of faculty members' association with research and professional development programmes.	? The IQAC of the college expressed full satisfaction that more or less all the faculty members are actively engaged in preparing, writing, and getting published their research papers on the regular basis.
• Discuss in the matter of the present status of placement cell as well as Guidance and Counselling Cell.	? Further improvement in the functioning and performances of the cells in the interest of the students. In this regard a MoU has already been made with Job Resource point, Webel I.T., Module No.408, Bankura with effect from 29.06.2021
• Discuss in the matter of Add-On Courses.	? Resolved that value added courses were organized successfully in virtual mode.
• Discuss in the matter of organizing departmental workshop, seminars, fieldtrips etc	? Resolved that Departmental Seminar, Workshops etc. done through Virtual mode.
Discuss in the matter of observation and outreach programme.	? Resolved that observation and outreach programee held successfully.
• Discuss in the matter of Non-Teaching Staff development programme.	? Resolved that 5-day's non-teaching Staff Development programme on "Communicative Skill Development" duly organized from 08/07/2021 to 12/07/2021 in virtually.

• Discuss in the matter of faculty development progremme	? Resolved a faculty development programme on Digitalization of Higher education to meet the challenges of Education during COVID-19 Pandemic situation duly organized from 20/08/2021 to 27/08/2021 virtually.
• Discuss in the matter of full sanitization of the college premises as per Covid-19 protocol.	? Resolved that the premises of the college be fully sanitized as directed by the Ministry of Health, Govt. of India.
• Discuss in the matter of holding offline classes for all sections as per University instructions.	? Resolved that classes of all sections be regularly held as per instructions of the University and proper measures be adopted to make the classes effective for students.
• Discuss in the matter of improvement of micro-teaching and models of teaching.	? Improvement of micro-teaching and models of teaching to enhance and strengthen the quality of teacher education in the right direction.
• Discuss in the matter of computers and laboratories.	? Resolved that the computers and laboratories of different departments which had so long remained unused because of Covid-19 situations and non-inclusion in the curriculum be properly maintained and taken care of. Departmental Faculty be taken positive initiative in this matter.
• Discuss in the matter of selection of a new NAAC co-ordinator following the resignation of Mr. Subhadeep Das (Co-ordinator).	? Mr. Shovan Ghosh be appointed as NAAC Coordinator in place of Mr. Subhadeep Das.
• Discuss in the matter of observation and outreach programme.	? Several outreach program and observation days of national and international days were held maintaining Covid-19 protocol.

• Discuss in the matter of Add-On Courses.	? The IQAC successfully organized 5 Day's Add-on Certificate Course on Research paper Writing and Presentation on 19/09/2021 to 23/09/2021.
• Discuss in the matter of organizing Departmental Workshops, Seminars, Fieldtrips etc.	? Successfully organized departmental seminar on Psychological Counselling with mental state Examination by Department of M.Ed. on 26/11/2021 through online mode.
• Discuss in the matter of organizing international webinar.	? Successfully organized an International Webinar on 05/10/2021 themed Teacher's at the Heart of Education Recovery to highlight the status of teachers, rights and responsibilities of teachers as adopted by ILO/UNESCO in 1966 in blended mode
• Discuss in the matter of the teachers professional quality development through encouraging them to conduct researches in relevant fields.	? Resolved that the teachers be encouraged to conduct researches in relevant fields as part of their individual professional quality development and the college be pleased to provide the interested teachers all possible supports in this matter.
• Discuss in the matter of necessary repair and certain re-construction of college buildings for differently abled students.	? Resolved that some rooms of the college buildings be repaired and the entire college buildings be white-washed. It was proposed that the college authority be active in constructing certain parts for the advantage of differently-abled students.
• Discuss in the matter of current status of the library.	? Resolved that the librarian of the college library be asked to submit the current status of the library in terms of number of

	titles and computerization of the entire system. The librarian be asked to submit the list of titles and quality journals of already purchased for the library.
• Discuss in the matter of college playground inside the campus & beatification.	? Resolved that the playground inside the college campus be properly dressed to allow the students of the college to organize and participate in games and sports and physical exercises program as per as per sports curriculum regularly.
• Discuss in the matter of observation and outreach programme.	? National and international observation days, celebration days and outreach programs held successfully.
• Discuss in the matter of organizing Departmental Workshops, Seminars, Fieldtrips etc.	? Several Departmental seminars, workshops, fieldtrips and awareness programs were held successfully.
• Discuss in the matter participation in sports and games.	? Student of the college participated in State Level Cricket match representing Dakshin Dinajpur cricket team in the year 2021-202. Students won in athletic sports meet. They were selected for participation in the state level competition in the year 2021-2022.
• To discuss on the observance of World Red Cross Day and International Yoga Day.	? Resolved that as per decision, the World Red Cross Day was observed on 08.05.2022. It was also resolved that to mark the international Yoga Day an institutional seminar will be held on 21.06.2022 to create students interest in yoga training and education and also the value of yoga in leading a healthy life.

• Discuss on the need modify the playground and campus by campus beautification and plantation committee.	? Resolved to take up steps for dressing the playground. The Campus Beautification and Plantation Committee to take the initiative in this regard.
• Discuss on the need for special drive by the faculty members for plan-based completion of the 4th semester B.Ed. and 3rd Semester M.Ed. syllabuses within the period	? The Principal of the college be requested to instruct and personally monitor the plan based special drive for the completion of B.Ed. 4th Semester and M.Ed. 3rd Semester syllabuses within the period.
• Discuss on the matter of supply of required reading materials and other related supports from the library through the teachers to the 4th Semester students of both the programs for making them ready for the examinations.	? Resolved to supply the required reading materials to the faculties and students as and when required.
• Discuss on more constructive steps, to make the students more aware of sanitation and health awareness to prevent bacterial and viral diseases	? Resolved taken to keep the campus fully clean, to make the students and others aware leading healthy life and free from bacterial and viral diseases.
• Discuss in the matter of Departmental Seminars, Workshops Activities and Fieldtrips.	? Several departmental seminars. community work activities, fieldtrips were held successfully.
• Discuss the matter of outreach Programme.	? An Awareness programme of the ill effects of use of mobile phones and others conducted on 22/04/2022
• Discuss the matter of sports and games	? Students of college participated in State Level Cricket match organized by Dakshin Dinajpur District Sports Association on 10/05/2022
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
G.B. MEETING NO. 71 date – 11-12-2021 & 72 date – 22-03-2022 (IQAC MEETING NO. 50 DATED 20-09-2021, MEETING NO. 51 DATED 06-12-2021 & MEETING NO. 52 DATED 05-03-2022 & MEETING NO. 53 DATED 06-06-2022).	22/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	10/12/2022

15.Multidisciplinary / interdisciplinary

This College is affiliated to the West Bengal University of Teachers' Training, Education Planning and Administration, Kolkata, West Bengal. The university has framed the design of the course having multidisciplinary and interdisciplinary approaches.

The Teacher Education and Teacher Educator Programs have been designed for all these approaches; the holistic development of teachers and teacher educators is our concentrated pathway to enrich all these programs. Presently the multidisciplinary courses like Language across Curriculum, Fine Arts, and Performing Arts such as Music, Dance, Drama, Paintings, Drawing, model making, etc. are included in the curriculum.

16.Academic bank of credits (ABC):

This College is affiliated to the West Bengal University of Teachers' Training, Education Planning and Administration Kolkata, West Bengal and so it looks forward to guidelines from the statutory body in this direction.

17.Skill development:

- Life Skills

- ICT Skills

- Skills for Fine Arts

- Skills for Performing Arts

- Development of teaching skills:

- Development of listening, reading, speaking, and writing skills:

- Class Management Skills

- Observation Skills

- Students' engagement skills

- Time Management Skills

- Communication Abilities and Skills

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The teacher education and training program includes various components strengthening Indian cultural identity and cultural unity amidst diversity, awareness of linguistic and racial diversities in the fabric of national unity and uplift of Indian society in an effective way. The program has been launched with a view to enhancing understanding of cultural identity, language acquaintance and the perception of inheritance. Language across curriculum is introduced to ensure proficiency in Indian languages which has been integrated well in various programs offered at the college. The college uses Bengali and English as the modes of communication for curriculum transaction as per the instruction of the affiliating university. However, the Sanskrit language is included as a method subject. Students are made oriented to ancient Indian Knowledge as there are various subjects, courses, units that deal with Indian history, culture and philosophy. The college observes national days giving reverence to the great saints and sages, legendary personalities of high social, historical and human values who propagated various theories and principles of teaching and rendered immense contributions to our social, cultural, linguistic, educational development.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-based education (OBE) is education in which emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system. The teaching-learning process at this college has these aims and objectives, so there has been a central vision as outcome based process. The twenty-first century is being regarded as the age of ICT, where preservation and assimilation of information is very easy, so there are specific outcomes of specific teaching learning programs.

20.Distance education/online education:

The Covid-19 situation that we have almost left behind has led us to understand the need for Distance Education and Online Education for our students in all stages of education. Our college has made effective use of Online Mode during pandemic period. The online learning programs have benefited the students. At present the College is not thinking about Distance Education but stresses the necessity of online education and learning for additional better knowledge.

During the pandemic situation teachers strived to prepare their instructional materials and take the classes through the virtual mode. However, during this period, online education provided by the faculty members proved to be a boon for the students, which gave them an opportunity to come to terms with synchronized and a-synchronized modes of online learning. Although students faced problems to participate in classes provided through online mode, gradually they got adapted to it.

Extended Profile

1.Student

2.1	**492**
Number of students on roll during the year	

File Description	Documents
Data Template	[View File]

2.2	**250**
Number of seats sanctioned during the year	

File Description	Documents
Data Template	[View File]

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	120

File Description	Documents
Data Template	View File

2.4 Number of outgoing / final year students during the year:	240

File Description	Documents
Data Template	View File

2.5Number of graduating students during the year	197

File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	250

File Description	Documents
Data Template	View File

2.Institution

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	95.36

4.2 Total number of computers on campus for academic purposes	117

3.Teacher

5.1 Number of full-time teachers during the year:	41

File Description	Documents
Data Template	View File
Data Template	View File

5.2 Number of sanctioned posts for the year:	**42**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Planning

1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words

Balurghat B.Ed. college follows the guidelines issued by the affiliating university in planning and implementation of the curricula meant for the teacher education programmes i.e. B.Ed. and M.Ed. This activity of curriculum planning is planned, supervised and monitored by a special team consisting of experienced teachers headed by the Principal. Experts from outside are often invited to plan curriculum delivery and train teachers how to present curriculum delivery effectively. Providing suggestions as and when needed; faculties attend workshop & seminars organized by Higher Education Department, Government West Bengal. The Management discusses with the Principal and both the members of teaching and non-teaching staff for development of curriculum in the form of giving suggestions and constructive remarks on it, to help the principal for smooth administration of the college. Besides, the Management discusses with the members of the Governing Body for the allocation of resources to be utilized by the institution for the preparation of trainees. Depending on our resource potentiality, institutional goals and concern towards the students, we impart quality education. IQAC prepares academic plan of the year. At the beginning of each academic session, college prepares its proposed academic calendar.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	View File
Plan developed for the academic year	View File
Plans for mid- course correction wherever needed for the academic year	No File Uploaded
Any other relevant information	No File Uploaded

1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni

A. All of the above

File Description	Documents
Data as per Data Template	View File
List of persons who participated in the process of in-house curriculum planning	No File Uploaded
Meeting notice and minutes of the meeting for in-house curriculum planning	View File
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	No File Uploaded
Any other relevant information	No File Uploaded

1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and

A. All of the Above

students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	http://www.balurghatbedcollege.org/index.php
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	**No File Uploaded**
Report and photographs with caption and date of teacher orientation programmes	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available

1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year

7

File Description	Documents
Data as per Data Template	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	**No File Uploaded**
Academic calendar showing time allotted for optional / electives / pedagogy courses	**No File Uploaded**
Any other relevant information	http://www.balurghatbedcollege.org/pdf/Aca2122.pdf

1.2.2 - Number of value-added courses offered during the year

5

1.2.2.1 - Number of value-added courses offered during the year

5

File Description	Documents
Data as per Data Template	View File
Brochure and Course content along with CLOs of value-added courses	View File
Any other relevant information	View File

1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

91

1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

91

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	View File
Course completion certificates	View File
Any other relevant information	**No File Uploaded**

1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance	**All of the above**

File Description	Documents
Data as per Data Template	*View File*
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	*View File*
Document showing teachers' mentoring and assistance to students to avail of self-study courses	*View File*
Any other relevant information	**No File Uploaded**

1.2.5 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

1.2.5.1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

File Description	Documents
Data as per Data Template	*View File*
Certificates / evidences for completing the self-study course(s)	*View File*
List of students enrolled and completed in self study course(s)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

The college emphasizes the enrichment of the curricula of BEd and

MEd programs with practical activities for effective concept formation and clarification. Additional information is also provided to the students in the classrooms to widen the range of knowledge of the students on particular topics of the curriculum. The supreme aim of the college is to ensure and provide quality teacher education to prospective teachers who are undergoing teacher education and training program in the college. The academic administration as well as general administration of the college which is very essential for the provision of quality teacher education has been reorganized. The discipline in both the administrative set-up has been achieved. The cumulative effect of all these activities have definitely attributed to the enhancement of quality teacher education in the college.

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded
Photographs indicating the participation of students, if any	View File

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations   International and comparative perspective

The curricula of both B.Ed. and M.Ed. courses contains school systems and school governance which are extensively taught to the students in relation to school education systems as prevalent in different countries of the world. The teachers compare the Indian school education system with the systems followed in other countries of the world. In India the entire education systems is broadly classified into 04(four) categories, namely upper-primary level, secondary and higher level, tertiary level and post graduate level. The upper primary level is divided into two - parts primary level and upper primary level. This system is followed more or less in the same way in India. Schools up to the secondary level are to strictly follow the guidelines and instructions of the Boards. Curriculum and syllabus constructed by Boards aim at raising the standard of school education to the national and international levels.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	View File
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

The college organizes various activities like co-curricular activities, college magazine, wall magazine, observing various national and international days, cultural programs, field visits, excursions, community programs etc to enable students to participate actively. It also holds institutional seminars and workshops to refresh the knowledge of both students and teachers and also to enrich them with additional updated information. The students will be in a position to develop professionally as effective facilitator in classrooms in future.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

1.4 - Feedback System

1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI	**All of the above**

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	No File Uploaded

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following	Feedback collected

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

250

2.1.1.1 - Number of students enrolled during the year

250

File Description	Documents
Data as per Data Template	View File
Document relating to sanction of intake from university	No File Uploaded
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
Any other relevant information	No File Uploaded

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year

180

2.1.2.1 - Number of students enrolled from the reserved categories during the year

180

File Description	Documents
Data as per Data Template	View File
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View File
Final admission list published by the HEI	View File
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year

0

2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year

0

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	**No File Uploaded**
List of students enrolled from EWS and Divyangjan	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.2 - Honoring Student Diversity

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

The college assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in teacher education programmes are identified as per their learning needs based on their Higher Secondary and graduation marks and then a teaching aptitude test is conducted by the college. A bridge

course – "Basics of Computer and Internet" for students is arranged by the college and ICT experts are invited to impart knowledge about hands-on experience on computers and creating technology aided lesson plans.

The college enhances the intellectual capability of advanced learners by motivating them to take part in presentations, seminars, quizzes and group discussions. The college arranges additional classes for students to which experts from outside are invited to deliver lectures on various current and important topics related to the course programs.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	No File Uploaded
Any other relevant information	No File Uploaded

2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs	All of the above

File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the activities to address the student diversities	No File Uploaded
Reports with seal and signature of Principal	View File
Photographs with caption and date, if any	View File
Any other relevant information	View File

2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity	All of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	No File Uploaded
Photographs with caption and date	View File
Any other relevant information	No File Uploaded

2.2.4 - Student-Mentor ratio for the academic year

`10:1, 8:1`

2.2.4.1 - Number of mentors in the Institution

`4`

File Description	Documents
Data as per Data Template	View File
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

`Experiential learning is provided through school internship`

programmes for Teacher education courses i.e. B.Ed. & M.Ed. so that students may learn by doing/ teaching in real settings and activities. Students are encouraged for participative learning approaches. They are encouraged to participate in verious extempore knowledge and skil reflacting programme like quiz, extempore essay writing, extempre speech delivery on verious valu based topics and also in such programmes eming at extending student knowledge of verious social activities of national importance. In addition to these students are encouraged to join verious social and academic promotion programmes among the people of backward classess, mainly the tribal people. Our students activities are not only successfull but also highly appriciated.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	View File
Any other relevant information	No File Uploaded

2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year

41

File Description	Documents
Data as per Data Template	View File
Link to LMS	http://www.balurghatbedcollege.org/smart-class.php
Any other relevant information	No File Uploaded

2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

491

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	**No File Uploaded**
Documentary evidence in support of the claim	View File
Landing page of the Gateway to the LMS used	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports	**Five/Six of the above**

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	**No File Uploaded**
Link of resources used	http://www.balurghatbedcollege.org/smart-class.php
Any other relevant information	**No File Uploaded**

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

The faculties of the college provide continual mentoring to students for developing professional attributes in them. Group activities are organized for establishing team spirit and enable them to work in groups and to develop skills like cooperation, coordination and democratic participation. Group activities are encouraged keeping in

view the guidelines of the WHO, the instruction of the Government and the notice of the affiliating university. The entire activities are directly supervised by the principal in association with some senior faculty members of the college. The activities aim to help the students attain the spirit of unity, equality and fellow feeling. The activities of the students are found to have been politively influenced and bring about a balance between work stress at home and work stress in the college. Finally this activities keep them updated with recent development in education and life as experienced by them.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education-from local to regional to national to global	Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students

The students are engaged in the community-based activities and they visit the community for literacy campaign, environment related initiatives, Health and other related activities. After their visit, they are asked to prepare a field study report and share their

experiences. Some problem-solving initiatives are taken up and they initiate to give their views and opinions to cope with the situations. The college emphasizes the need for nurturing the students' creative and innovative potentials through models and chart preparation as per their creative and innovative ideas. The faculty members are there to help them in this direction and the principal of the college supervises all these activities and provides necessary support to the students as a means of encouragement.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

2.4 - Competency and Skill Development

2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing Learning (lesson plan) Developing Teaching Competencies Assessment of Learning Technology Use and Integration Organizing Field Visits Conducting Outreach/ Out of Classroom Activities Community Engagement Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)	**All of the above**

File Description	Documents
Data as per Data Template	[View File](#)
Documentary evidence in support of the selected response/s	[View File](#)
Reports of activities with video graphic support wherever possibl	[View File](#)
Any other relevant information	[View File](#)

2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content	**Ten/All of the above**

mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement

File Description	Documents
Data as per Data Template	View File
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of each selected activity	View File
Any other relevant information	No File Uploaded

2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback

All of the above

File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	No File Uploaded
Any other relevant information	No File Uploaded

2.4.4 - Students are enabled to evolve the

All of the above

following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	No File Uploaded
Documents showing the different activities for evolving indicated assessment tools	View File
Any other relevant information	No File Uploaded

2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/ developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations

All of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	No File Uploaded

2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports

All of the above

events in school Planning and execution ofcommunity related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event

File Description	Documents
Data as per Data Template	View File
Documentary evidence showing the activities carried out for each of the selected response	**No File Uploaded**
Report of the events organized	**No File Uploaded**
Photographs with caption and date, wherever possible	View File
Any other relevant information	**No File Uploaded**

2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study	**All of the above**

File Description	Documents
Data as per Data Template	View File
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	**No File Uploaded**

2.4.8 - Internship programme is systematically planned with necessary preparedness Describe institution's preparatory efforts at organizing internship programme in not more than 100-200 words with respect to the following: Selection/identification of schools for internship: participative/on request Orientation to school principal/teachers Orientation to students going for internship Defining role of teachers of the institution Streamlining mode/s of assessment of student performance Exposure to variety of school set ups

- **The internship programmes for the D.El.Ed., B.Ed. and M.Ed. courses are planned and prepared meticulously as per the university norms and guidelines. The visiting teachers provide them necessary instructions to make the observation program effective and meaningful.**
- **The students are grouped under several batches and each batch**

is for one educational institution for internship program.

- The principal decides and specifies the faculty members to visit regularly the institutions where internship program are held.
- The Principal instructs the teachers to prepare the report of daily performance of the students in the internship programs,
- The principal with some senior teachers holds discussion and examines everyday report for effective evaluation.
- The principal regularly contacts the Head of the institutions where school internship programs are held in order to know their opinions and suggestions.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)

2.4.9 - Number of students attached to each school for internship during the academic year

2.4.9.1 - Number of final year students during the academic year

200

File Description	Documents
Data as per Data Template	[View File](#)
Plan of teacher engagement in school internship	[View File](#)
Any other relevant information	No File Uploaded

2.4.10 - Nature of internee engagement during internship consists of Classroom teaching Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments & tests Organizing academic and cultural events Maintaining documents Administrative responsibilities- experience/exposure Preparation of progress reports	Nine/All of the above

File Description	Documents
Data as per Data Template	View File
Sample copies for each of selected activities claimed	View File
School-wise internship reports showing student engagement in activities claimed	View File
Wherever the documents are in regional language, provide English translated version	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

The teachers regularly visit the allotted schools for internship to supervise and monitor the learners. They observe the activities and performances of the students in the school classrooms and provide suggestions. They meet the Headmasters of the schools and collect their suggestions in relation to the internship program. The daily reports are placed before the Principal of the college who examines the reports and suggests measures accordingly.

File Description	Documents
Documentary evidence in support of the response	View File
Any other relevant information	**No File Uploaded**

2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School* Teachers Principal / School* Principal B. Ed Students / School* Students (* 'Schools' to be read as "TEIs" for PG programmes)	All of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	View File
Two filled in sample observation formats for each of the claimed assessors	View File
Any other relevant information	View File

2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness	**Five of the above**

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	View File
Five filled in formats for each of the aspects claimed	View File
Any other relevant information	**No File Uploaded**

2.5 - Teacher Profile and Quality

2.5.1 - Number of fulltime teachers against sanctioned posts during the year

42

File Description	Documents
Data as per Data Template	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	**No File Uploaded**
Any other relevant information	View File

2.5.2 - Number of fulltime teachers with Ph. D. degree during the year

4

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	**No File Uploaded**

2.5.3 - Number of teaching experience of full time teachers for the during the year

42

2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year

42

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	View File

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1.   In house discussions on current developments and issues in education 2.   Share information with colleagues and with other institutions on policies and regulations

Teachers attend in house discussions on current developments and issues in education like an extension lecture on quality teacher education. Information relating to policies and regulations of NEP-2020 were shared with colleagues and other institutions on the policies and regulations. Teachers of the college are asked to attend webinars relating to professional development. In addition to these the teachers attended many online programs on teacher education and training organize by the online platform "Swayam". The teachers hold discussions among themselves in every fourth Saturday on the their attainment of new knowledge and experiences.

File Description	Documents
Documentary evidence to support the claim	View File
Any other relevant information	**No File Uploaded**

2.6 - Evaluation Process

2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words

The evaluation of the students on the basis of examinations is an integral part of the teaching-learning process. The college follows criteria for internal evaluation system prescribed by the affiliating University. The faculty elaborates the syllabus along with internal and external evaluation scheme, its objectives and paper patterns to students at the beginning of their respective academic session. The faculties provide extra guidelines and counselling to students regarding evaluation whenever required. Internal evaluation of the students is based on assignments, class tests, seminar presentation which carry weightage for evaluation. The internal assessment system of the college is very robust and transparent. Subject and class wise internal examiners are selected by the principal to conduct the viva-voce and practical examinations. A team headed by the principal finally assessed and evaluated the outcome and remedial measures are recommended if necessary.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually	**Five of the above**

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	View File
Annual Institutional plan of action for internal evaluation	View File
Details of provisions for improvement and bi-lingual answering	**No File Uploaded**
Documentary evidence for remedial support provided	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.6.3 - Mechanism for grievance redressal related to examination is operationally effective

Students, in case of having grievances related to examination can write to Principal/Chairperson of the Grievance Cell shortly after the examination is over. The grievances related to unit test/ Exams/Class tests/Assignments are dealt with at college level by the concerned committee. If students have grievances regarding university examination, their grievances/ complaints/ requests are forwarded to the Controller of Examinations, of the affiliating university through the principal for further necessary action in this regard. The follow-up action and the response from the university are duly communicated to the aggrieved student.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

As an affiliated college, our college has to follow the academic calendar prepared by the affiliating university and the West Bengal Board in case of the D.El.Ed, Program. An academic calendar of the college is prepared by the committee at the beginning of the academic session. It is a very useful document, which contains important dates of various curricular and extra - curricular activities to be followed in that academic year. It helps and guides

the students and the teacher. Once the academic calendar is prepared, it is distributed among the teachers. All the departments have to follow this calendar. The Principal monitors the implementation of the academic calendar. A systematic evaluation process is practiced in the college. Sometime the regular academic calendar gets changed due to some circumstances. Moreover due to the outbreak of Covid-19 the whole academic got affected not only in the state of West Bengal but globally every institutions, departments, organizations etc were drastically affected by this.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

The Performance Learning Outcome (PLOs) of Teacher Education courses are to make the students good teachers who can disseminate the knowledge effectively in view of paradigm shift in Teacher Education and acquire relevant knowledge with respect to core & optional courses as per the structure and guidelines of the affiliating university syllabus. The teaching learning process of the institution is aligned with Performance Learning Outcome (PLOs) of Teacher Education as due emphasis is given on conceptual as well as practical aspects of core and teaching subjects. A well structured internship program is being followed for developing teaching skills among teachers to be in B.Ed.program.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
Any other relevant information	**No File Uploaded**

2.7.3 - The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements

The performance of the students need to be put into record to know their progress and performance and therefore sincere efforts are always made to keep progressive performance of students and attainment of professional and personal attributes in line with Programmes Learning Outcomes. Attainment of Course Learning Outcomes is also emphasized while dealing with various Teacher Education programs. A record of performance of students on various internal assessment tasks is maintained and analysed through appropriate measurement scale. The performance record of each of the students is distributed among them to let them know their strengths and weaknesses in the fields of various branches of education.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	View File
Any other relevant information	**No File Uploaded**

2.7.4 - Performance of outgoing students in internal assessment

2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

240

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	[View File](#)
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

The college takes initiative to identify the learning needs of the students. It is being catered to by adopting different instructional strategies such as the class test, unit test, oral question and answer techniques, group and individual activities, and so forth. It is then analysed and feedback is dealt with remedial teaching or peer tutoring as the case might arise. Basics of computer and internet, communicative English class, art & craft, performing arts and physical health and education are also imparted to the students to add variety to their learning process. The principal of the college along with some senior faculty members examines and assesses the performances of the students and suggest appropriate measures for further improvement.

File Description	Documents
Documentary evidence in respect to claim	[View File](#)
Any other relevant information	**No File Uploaded**

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

Yes the students satisfaction survey is done through online process

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

0

File Description	Documents
Data as per Data Template	View File
Sanction letter from the funding agency	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

00

File Description	Documents
Sanction letter from the funding agency	**No File Uploaded**
Income Expenditure statements highlighting the research grants received certified by the auditor	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research	**One of the above**

File Description	Documents
Data as per Data Template	View File
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	View File
Any other relevant information	No File Uploaded

3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports	All of the above

File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	No File Uploaded
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	No File Uploaded

3.2 - Research Publications

3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year

3

File Description	Documents
Data as per Data Template	View File
First page of the article/journals with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the journals in which articles are published	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.2.2 - Number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the year

7

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.3 - Outreach Activities

3.3.1 - Number of outreach activities organized by the institution during the year

3.3.1.1 - Total number of outreach activities organized by the institution during the year

17

File Description	Documents
Data as per Data Template	View File
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
Any other relevant information	View File

3.3.2 - Number of students participating in outreach activities organized by the institution during the year

3.3.2.1 - Number of students participating in outreach activities organized by the institution during the year

398

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	View File
Report of each outreach activity with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

398

3.3.3.1 - Number of students participated in activities as part of national priority programmes during the year

398

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	**No File Uploaded**

3.3.4 - Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development Describe the way in which outreach activities conducted sensitized students to social issues and community development in not more than 100-200 words.

The college arranged online session with students of the college to let them know and understand the high necessity of mass awareness of the danger of the spread of corona virus and to encourage them to let the people of the society and the community to know about the gravity of the situation. The principal of the college took some programs to interact with the students in order to sensitize them to continue their studies with full effort and to seek help from their teachers when necessary for clearing all doubts and problem areas in the process of study and learning.

File Description	Documents
Relevant documentary evidence for the claim	View File
Report of each outreach activity signed by the Principal	View File
Any other relevant information	**No File Uploaded**

3.3.5 - Number of awards and honours received for outreach activities from government / recognized agency during the year

53

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	View File
Any other relevant information	**No File Uploaded**

3.4 - Collaboration and Linkages

3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year

19

3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year

0

File Description	Documents
Data as per Data Template	View File
List of teachers/students benefited by linkage – exchange and research	**No File Uploaded**
Report of each linkage along with videos/photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

35

File Description	Documents
Data as per Data Template	View File
Copies of the MoU's with institution / industry/ corporate houses	View File
Any other relevant information	**No File Uploaded**

3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges	**Three/Four of the above**

File Description	Documents
Data as per Data Template	View File
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

The college has adequate physical and academic facilities required as per NCTE and the affiliating University guidelines to run the different teacher training programs. The infrastructure facilities and learning resources are categorized as under:

(a) Learning Resources include resources and infrastructure required for the library, laboratories, computer centre, classroom teaching, events, meetings and conferences.

(b) Support facilities include hostels, non-resident students' center, canteens, seminar halls, auditorium, garden, and sports grounds.

(c) Utilities include safe drinking water, restrooms and power generators.

There are 18 number (B,.Ed. 12 + M.Ed. 6) of classrooms, one smart classroom, library and reading room with internet facilities, psychology lab, mathematics lab, chemistry lab, physics lab, zoology lab, language lab, geography lab, computer application lab, history lab, one auditorium, one conference hall, physical health and education centre, art and craft (fine arts) centre, performing arts centre, medical centre, common rooms for boys and girls separately, toilet facility for boys and girls separately.

File Description	Documents
List of physical facilities available for teaching learning	View File
Geo-tagged photographs	No File Uploaded
Any other relevant information	View File

4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.

4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities

8

File Description	Documents
Data as per Data Template	[View File](#)
Geo-tagged photographs	**No File Uploaded**
Link to relevant page on the Institutional website	http://www.balurghatbedcollege.org/infrastructure.php
Any other relevant information	**No File Uploaded**

4.1.3 - Expenditure for infrastructure augmentation excluding salary during the year (INR in lakhs)

10.36

File Description	Documents
Data as per Data Template	[View File](#)
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

Library automation is the general term for ICT trends and techniques that are used for replacing manual system in the library. The college has adopted automation of library.

Name of the ILMS software is Koha and the nature of automation is fully automated in the year 2022 with the version 21.05.13.000

Internet Access: There are 05 (five) systems in the library. Four is exclusively used by the students, faculties and staff of the college and one is for the librarian. These systems are with the internet, The Digital Library service is available. Adequate space is provided for browsing and relaxed reading. It subscribes to various journals of national and international repute, along with magazines and newspapers for general reading. The library also houses a rich reference collection viz., Encyclopedia, dictionary, competitive

books, and employment newspaper. There is a Xerox, cum printing and scanning machine in the library.

File Description	Documents
Bill for augmentation of library signed by the Principal	View File
Web-link to library facilities, if available	http://45.126.161.54/cgi-bin/index2.asp
Any other relevant information	View File

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

The Institution's Library has computers, internet and reprographic facilities. The students and staff avail unlimited number of hours of the said facilities during the library hours. Students and staff extensively use the library facilities for their course work, dissertation, research work and new references. The librarian provides all support to the students in selecting topic or subject oriented books and issues them to the students as per their requirements. Faculties of the college help the student in the selection of necessary reference books. The students avail the facility of getting their study material Xeroxed free of cost in the library. Since automation system had been introduced, it helps them in selecting books and other study items.

File Description	Documents
Landing page of the remote access webpage	View File
Details of users and details of visits/downloads	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases	**One of the above**

File Description	Documents
Data as per Data template	View File
Receipts of subscription /membership to e-resources	**No File Uploaded**
E-copy of the letter of subscription /member ship in the name of institution	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)

0.11

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	View File
Any other relevant information	**No File Uploaded**

4.2.5 - Per day usage of library by teachers and students during the academic year

4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

10

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	NIL
Any other relevant information	No File Uploaded

4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College	**All of the above**

File Description	Documents
Data as per Data Template	View File
Any other relevant information	No File Uploaded

4.3 - ICT Infrastructure

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

The institution has a well-equipped computer lab connected in Local Area Network (LAN). All the systems are having Internet (Wi-Fi) facilities. In addition, there is an ICT Lab with all required ICT tools and resources. A special computer room has further been alloted where systems placed are specifically meant for use by faculty and students for academic purposes like attending academic programmes, preparing ppts and for maintaining records, etc. In the

```
Computer Lab software available in the form of Ms Office with tools,
MS- Word, MS-Excel, MS- Power, Adobe Reader, Internet Explorer etc
are easily available for the students as well as teachers.
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File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	No File Uploaded

4.3.2 - Student – Computer ratio during the academic year

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1 : 5
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File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View File
Any other relevant information	No File Uploaded

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:	`C. 250 MBPS - 500MBPS`

File Description	Documents
Receipt for connection indicating bandwidth	No File Uploaded
Bill for any one month during theacademic year indicating internet connection plan, speed and bandwidth	View File
Any other relevant Information	No File Uploaded

4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit	`One of the above`

File Description	Documents
Data as per Data Template	View File
Link to videos of the e-content development facilities	NIL
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	NIL
Any other relevant information	No File Uploaded

4.4 - Maintenance of Campus and Infrastructure

4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support facilities during the year (INR in Lakhs)

23.85

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	No File Uploaded

4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.are in place Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words

The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and non-teaching staff. Staff members are deputed to ensure maintenance of the campus. There are various committees like Academic Committee, Admission Committee, Time-Table Committee, Library Committee, Sports & Games Committee, Examination Committee, Cultural Committee, Career Counselling, Employment & Placement Committee, Discipline Committee, Canteen & Hostel Supervision Committee, Medical Cell, Students Support & Progression Committee, Research, Consultancy & Extension Committee etc. to ensure proper maintenance of the college. Suitable

budget is allocated every year for the maintenance of various facilities. The committees meet regularly to monitor the optimum use of physical, academic and support facilities which are accessible to the students and staff of the college.

File Description	Documents
Appropriate link(s) on the institutional website	http://www.balurghatbedcollege.org/
Any other relevant information	**No File Uploaded**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning	**All of the above**

File Description	Documents
Data as per Data Template	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	**No File Uploaded**
Photographs with date and caption for each initiative	View File
Any other relevant information	**No File Uploaded**

5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid	**Nine or more of the above**

Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	**No File Uploaded**

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

`E. None of the above`

File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	**No File Uploaded**
Samples of grievance submitted offline	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)

`Five or more of the above`

File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	**No File Uploaded**
Report of the Placement Cell	View File
Any other relevant information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of students of the institution placed as teachers/teacher educators during the year

Number of students placed as teachers/teacher educators	Total number of graduating students
2	2

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	View File
Any other relevant information	**No File Uploaded**

5.2.2 - Number of student progression to higher education during the academic year

5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

1

File Description	Documents
Data as per Data Template	View File
Details of graduating students and their progression to higher education with seal and signature of the principal	View File
Documentary evidence in support of the claim	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)

05

File Description	Documents
Data as per Data Template	View File
Copy of certificates for qualifying in the state/national examination	View File
Any other relevant information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

The student council plays a very significant role in the all round development of the college right from infrastructure development to student to facility program. It regularly maintains link with the principal and with the management also to consider their chatter of demands for more effective teaching learning process and more facilities to students to achieve course based excellence. They cooperate with the principal as well as the management in the process of development of the physical infrastructure of the college and systematic holding of classes and classroom teaching and finally evaluation and examination processes. They actively participate in all the social and national programs organized and held in the college on specific dates.

File Description	Documents
Copy of constitution of student council signed by the Principal	View File
List of students represented on different bodies of the Institution signed by the Principal	View File
Documentary evidence for alumni role in institution functioning and for student welfare	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.3.2 - Number of sports and cultural events organized at the institution during the year

8

File Description	Documents
Data as per Data Template	View File
Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution   Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

The alumni association meets the principal and management with some proposals for improvement in all domains of development of the college. It meets the current students and enquires about the basic facilities which the college provides to them. It also let them know about further higher studies, employment opportunities and recruitment policies of various state and central government departments. It donates books and other teaching and learning aids to the college and often proposes further improvement of infrastructure of the college. It played an important role in building confidence in the students to build their professional and academic career.

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	View File
Any other relevant information	**No File Uploaded**

5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support	**All of the above**

File Description	Documents
Documentary evidence for the selected claim	**No File Uploaded**
Income Expenditure statement highlighting the alumni contribution	View File
Report of alumni participation in institutional functioning for the academic year	View File
Any other relevant information.	View File

5.4.3 - Number of meetings of Alumni Association held during the year

2

File Description	Documents
Data as per Data Template	View File
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
Any other relevant information	**No File Uploaded**

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students

as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

The alumni of the college always extends all sorts of possible supports to the college in its effort for institutional improvement. The college holds interaction with the alumni on various improvement-related activities conducted by the college in the meetings with the alumni. The alumni provide valuable suggestions which are discussed and considered by the Principal as to their implementation. The Principal specially sits with them to devise future plans on the basis of the previous experiences how to cope with some minor problems in the whole process of teaching learning in the college. The alumni promises and keep their words in providing all possible support in this direction. The alumni meets the current students to encourage them to make plans for their employment or further education or both to be more empowered.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

The College attempts:

- **To develop an understanding of academic content at a higher level by weaving 21st century interdisciplinary themes into core subjects;**
- **To develop learning and innovative skills among students and teachers;**
- **To equip teachers and students with research-driven instructional practices;**
- **To foster life skills and work place skills among students and teachers;**
- **To empower teachers and students with knowledge, skills and attitude required to create inclusive and multicultural**

learning environments;
- **To instill among the students and teachers the civic virtues and the spirit of giving back to the society multifold.**
- **To inculcate moral values and professional ethics in teachers and students.**
- **To strengthen students' national spirit to achieve the goal of clean, corruption free nation.**

File Description	Documents
Vision and Mission statements of the institution	[View File](#)
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	[View File](#)
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

The college tries hard to strengthen democratic outlook in the students. Various duties and responsibilities related to the overall development including the development of the physical infrastructure of the college have been distributed among various committees to expedite and systematize the progress of work. The management of the college is very active and constructive in this matter. The number of existing students' committees and sub-committees, constituted to promote cooperation, initiative and leadership among them. The students participate actively in all programs of the college and enrich themselves with the matters related to their future profession and their role in the society for justice for all.

File Description	Documents
Relevant documents to indicate decentralization and participative management	[View File](#)
Any other relevant information	[View File](#)

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

The college maintains complete transparency in its financial, academic, administrative and other functions by clearly defining its vision, mission, objectives and procedures and disseminating them at all levels. The college website is updated with information and is transparent for students, teachers and other staff of the college. The annual academic plan is prepared in advance, communicated and displayed by the respective bodies. The details of various activities are regularly reported to concerned bodies and committees and records and minutes of the meetings maintained meticulously. The entire academic plan is clearly explained to all students in a compulsory induction programme. All vacant posts are advertised in local and wide leading newspapers, and list of candidates screened and forwarded to the affiliating university for conducting the interview and selecting the candidates. Audits are prepared by the expert auditor annually. The income of the college is properly spent for the development of the institution.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	[View File](#)
Any other relevant information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

Over the past 18 years the college has shown tremendous growth and to sustain the process, strategic plans must be formulated and implemented effectively. The institute has student centric approach. Some of the strategic plans are listed below:

- Developing Multidisciplinary innovation ecosystem
- Publishing paper in reputed journals by faculty members and encourage students to do the same
- Encouraging faculty members to participation in seminars, conferences etc.
- Organize Workshops/Training for Faculty/ Organizing Conferences
- Introduce Certificate/Value Added Courses
- Interactions with experts, alumni and other dignitary persons.
- Purchase of Lab Equipment, Lab Accessories/Tools, Software purchase

- **Training of Non-teaching staff**
- **Women/Student/Faculty Grievance**
- **Financial Planning & Management**
- **Institute – Industry Interaction**
- **Constant Growth in Research and Development**
- **Alumni Interaction and Outreach activities**
- **Mounting Physical Infrastructure**

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	http://www.balurghatbedcollege.org/pdf/PROCEDINGS%20OF%20IQAC%202021-2022.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

The Governing Body of the college which is duly constituted as per norms of Higher Education Department, Govt. of West Bengal maintains and follows the guidelines and instructions of the NCTE and the affiliating university in respect of its policies and administrative activities as reflected in academic and administrative report duly prepared. Every item of policy and program is discussed in the Governing Body. Different sub-committees are formed to expedite and implement the policies and programs. The administration maintains transparency in all academic and administrative phases. Appointments are made as per vacancy requirements in accordance with the guidelines of the affiliating university and NCTE. Selection of faculty members is absolutely made by the affiliating university. The academic activities of the college for each complete semester are prepared by the affiliating university and followed by the college. All these things are mentioned in the college prospectus which is uploaded in the college website.

File Description	Documents
Link to organogram on the institutional website	http://www.balurghatbedcollege.org/index.php
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

6.2.3 - Implementation of e-governance are in the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students	All of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	View File
Annual e-governance report	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the meetings of various Bodies / Cells / Committees which is successfully implemented in not more than 100 - 200 words.

The Governing Body of the college formed the following Committees for smooth conducting of Academic and Administrative works. The teachers, students, alumni, stakeholders are included as a resourceful member of the committees.

1. **Academic Committee**
2. **Time Table Committee**
3. **Admission Committee**
4. **Library Committee**
5. **Examination Committee**
6. **Cultural Committee**
7. **Sports & Games Committee**
8. **Career Counselling, Employment & Placement Committee**
9. **Construction Committee**
10. **Discipline Committee**
11. **Canteen & Hostel Supervision Committee**
12. **Medical Cell**
13. **Students Support & Progression Committee**
14. **Research, Consultancy & Extension Committee**
15. **Infrastructure & Learning Resources Committee**
16. **Finance cum Governance & Leadership Committee :**
17. **Grievance Redressal Cell**

18. Alumni Association
19. Internal Quality Assurance Cell (IQAC)
20. Campus Beautification & Plantation Committee
21. Ragging Squad
22. Women Workers Welfare Cell
23. Sexual Harassment Cell
24. Staff Council
25. Student Council

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

Effective implementation of welfare measures for teaching and non-teaching staff is in place. There are provisions for the following:

- Study leave
- Flexible time for medical reasons leave
- On duty leave for attending seminars/workshops/ conferences.
- Awards of excellence for best staff
- RO facility for drinking water
- Fee Concession for staff wards
- Conducive/cordial environment.
- Medical Insurance
- Doctor on Call
- Permissible possible facilities specific to women like maternity leave.
- Financial aid for funeral expenses to the dependent person of all staff members.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the year

0

File Description	Documents
Data as per Data Template	View File
Institutional Policy document on providing financial support to teachers	**No File Uploaded**
E-copy of letter/s indicating financial assistance to teachers	**No File Uploaded**
Certificate of participation for the claim	**No File Uploaded**
Certificate of membership	**No File Uploaded**
Income Expenditure statement highlighting the financial support to teachers	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the year.

2

File Description	Documents
Data as per Data Template	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

4

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
Any other relevant information	View File

6.3.5 - The institution has a performance appraisal system for teaching and non-teaching staff Describe the process of performance appraisal system for teaching and non-teaching staff in not more than 100 - 200 words.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The college places a specific importance to the system and the principal of the college is in charge of the assessment and evaluation of the system for better outcome.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal or /and external financial audit regularly Describe the process of internal and external financial audits along with the mechanism for settling audit objections, if any, during the year in not more than 100 - 200 words

The college strictly maintains financial transparency. The incomes of the college through collection of fees from the students are spent in the college for its development and maintenance and monthly payment of salaries to all teaching and non-teaching staff. The accounts of expenditures are maintained as per norms and regularly checked. The Accountant of the college maintains all accounts and get those checked by the Governing Body. The accounts are internally and externally audited by experienced auditors and recognized Chattered Accountant.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	View File
List of audit objections and their compliance with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

6.4.2 - Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs)

00

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	**No File Uploaded**
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

The college maintains and follows a well-planned process for the mobilization of funds and resources. The fund mobilization and utilization is done as per direction of the Governing Body. It is done with its emphasis on the development of infrastructure of the college. The process involves various committees of the college and Accountant in charge of accounts of the college. The college has designed some specific rules for the fund use and resource utilization which is strictly maintained.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

The Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies by

- **Teaching faculties encouraged to conduct researches in relevant fields**

- **All possible support within limited capacity to be provided to them.**
- **Achievement of gradual, professional and career improvement to be appreciated.**
- **Proposes teacher quality enhancement programmes**
- **Recommends teachers participation in various seminars and workshops as a step to enrich themselves.**

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	[View File](#)
Any other relevant information	**No File Uploaded**

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

The institution reviews its teaching-learning process periodically through IQAC or any other mechanism:

- **Face-to-face Classes**
- **Blended Learning**
- **Providing hands-on experience**
- **Students' Wall Magazine and Inter departmental activities and competitions**
- **Emphasis on the use of ICT in the process of teaching-learning**
- **The Principal monitors the progress and suggests steps in the direction of improvement of teaching and learning.**

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

6.5.3 - Number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the year

15

File Description	Documents
Data as per Data Template	View File
Report of the work done by IQAC or other quality mechanisms	**No File Uploaded**
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF	**All of the above**

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	http://www.balurghatbedcollege.org/pdf/PROCEDINGS%20OF%20IQAC%202021-2022.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	http://www.balurghatbedcollege.org/aqar.php
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	**No File Uploaded**
• Supporting document of participation in NIRF	**No File Uploaded**
Feedback analysis report	View File
Any other relevant information	**No File Uploaded**

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6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

Incremental improvement as per 1st cycle and 2nd cycle recommendations the college has so far provided all optional papers, encouraged participative role of teachers in the academic development of the college, followed the systems and regulatory frameworks by the trust, enriched the library with more titles of books and journals, introduced M.Ed. course, organized seminars, workshops and conferences along with a number of outreach programmes of social and national importance, emphasized and introduced computer assisted teaching and learning, made the campus eco-friendly, held the time bound course for the development of communication skill in English language among students and teachers, encourage the teachers to attend seminars and workshops, organized teacher and non-teaching staff professional development programme, constructed ramp and provided ICT equipped smart class rooms.

File Description	Documents
Relevant documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

The Governing Body of Balurghat B.Ed. College maintains Energy policy with the aim to conserve power and to prevent misuse and wastage of power in order to ensure round-the-clock supply of power to the college. The policy provides for energy efficiency improvement with the aim to continually improve the energy performance. The college is committed to conserve, set targets and review and continually improve the use of energy by reduction of specific energy consumption through efficient use of energy and

monitoring energy use and performance in the areas of significance. A framework had been set for monitoring and review energy objective and target with the commitment to allot necessary resources and ensure availability of relevant information for use. The policy also includes constant upgradation of technology and improvement of efficiency of equipment. It finally tries for clean source of energy.

File Description	Documents
Institution's energy policy document	[View File](#)
Any other relevant information	[View File](#)

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

The college recognizes the importance of meeting these basic environmental requirements and to manage its wastes responsibly, reduce the volume of waste and maximize reuse and recycling wherever possible. It tries hard:

- To minimize waste generation at the source and facilitate repair,
- To reuse and recycling over the disposal of wastes, in a cost effective manner.
- To provide clearly defined roles and responsibilities, to identify and co-ordinate each activity of the waste management.
- To instill in students the habit of making best out of waste and transform old items into value added products.
- To ensure safe handling and management of waste in the campus.
- To provide appropriate training to teachers, residents, staff and students on waste management issues
- To promote holistic approach of waste management in the campus.
- To prevent wastage and provide for storages of rain water

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Institution waste management practices	Two of the above

include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant

File Description	Documents
Documentary evidence in support of each selected response	View File
Geo-tagged photographs	No File Uploaded
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage | **All of the above** |

File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	View File
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

The college is very particular about keeping the college premises clean, healthy and pollution free with plants and trees growing and standing inside the campus. Dustbins are kept in specific areas to prevent littering. The focus areas of our policy for maintenance of healthy environment are:

- **Clean Campus Initiatives;**
- **Clean Air Initiatives.**
- **Smoking Free Campus:**
- **Waste Management processes**

- **Solid Waste Management;**
- **Liquid Waste Management;**
- **E-Waste Management Awareness Initiatives;**
- **Environment-centric Student Societies and Department Activities;**
- **Plastic-Free Campus**
- **Campus sanitization.**

File Description	Documents
Documents and/or photographs in support of the claim	[View File](#)
Any other relevant information	[View File](#)

7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants

All of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	[View File](#)
Circulars and relevant policy papers for the claims made	[View File](#)
Snap shots and documents related to exclusive software packages used for paperless office	**No File Uploaded**
Income- Expenditure statement highlighting the specific components	**No File Uploaded**

7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)

11.85, 2.36

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

In the post-Covid-19 period the college is trying to do much with respect to environmental awareness or protection but yet the college tried its best to keep the campus and community always clean and dirt free. In addition to these, the entire campus including building and classroom was time-to-time sanitized as per instructions of the Ministry of Health, Government of India. Post-Covid protocol was strictly maintained during the period and special on emphasis on our swatch Bharat National program inside the college campus. Posters were pasted on the college entry gate letting people be aware of the infection and prevention of corona virus and maintenance of the post-covid-19 protocol. A team of the college consisting of teachers and students armed with posters and plakers headed by senior teacher visited different localities to let the community be aware of the value of cleanliness and scientific life style to be protected against infection with virus and beckteria borne diseases.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of	A. All of the above

Conduct are organized

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View File
Web-Link to the Code of Conduct displayed on the institution's website	No File Uploaded
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	View File
Details of the Monitoring Committee, Professional ethics programmes, if any	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website) Describe any two best practices successfully implemented by the institution as per NAAC format

The college makes all efforts to build confidence in students in the matter of their successful completion of their program in order to become successful and responsible men in the society. With this aim in view the college attempts:

1. To teach students with confidence building in the background of post-Covid situation.
2. To provide all support to students to re-strengthen their learning mind and motivate them to devote full attention to learning of acquisition of knowledge .
3. Continuous and Comprehensive Evaluation forms the part and parcel of the course study. The college conducts meeting with the staff to know the progress of the students. The students' performances are evaluated through their participation in various activities and internal examinations conducted by the respective departments
4. Necessary instructions to teachers and students to attribute top importance to teaching-learning for attaining quality teacher education.

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File Description	Documents
Photos related to two best practices of the Institution	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

Balurghat B.Ed. College visualizes quality teacher education in tune with the present emerging, and changing educational needs of society in general and attempts to provide world-class professional education. It also focuses on building and developing the youth into worthy citizens of society. The vision of the College is to grow not only quantitatively but qualitatively as well. The vision-mission statements and objectives of the college focus on quality education and lifelong learning to the aspirants. All educational activities and programmes are organized to mould student teachers to become capable members for facing the challenges in the competitive era. The Governing Body of the college is very supportive in all its endeavours. The Governing Body provides financial support in the form of fees to the poor and needy students and distribute books to them free of cost. The college has adequate and good infrastructure facilities-technology enabled classrooms, computer labs, language laboratory, automated library, and YOGA hall, music room, and good auditorium. It continues to improve its infrastructure to provide best teacher education to students.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	[View File](#)
Any other relevant information	[View File](#)

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