



ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE IQAC: 2012-13
Bhatler College, Dantan

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self-learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment to categorization on institutional quality is intended.

2.	
1) Kindly provide the details of the institution	
Name of Institution:	Bhatter College, Dantan
Year of establishment of the Institution:	1963
AddressLine1:	P. O. - Dantan
AddressLine2:	Dist. – Paschim Medinipur
City/Town:	Midnapore
State:	West Bengal
Postal Code:	721426
Email Address:	<u>principal@bhatcollege.ac.in</u>

2) NAAC Accreditation/ Reaccreditation Details	
Year of Accreditation/ Reaccreditation:	2007
Current Grade:	B+
CGPA:	75-80

3) Institutional Status	
Govt. Aided College	

4) Contact Person Details	
Name of Head of Institution:	Dr. Pabitra Kumar Mishra
Contact Phone:	+919434053238
Email:	Principal@bhatcollege.ac.in
Website URL:	Bhatcollege.ac.in
Name of IQAC Co-ordinator	Prof. Tarun Tapas Mukherjee
Email:	ttn1974@gmail.com

3.	
SECTION I	
This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.	
5) Number of academic programmes existing (Enter a number; 0 for nil)	
Undergraduate (BA/B.Sc./B.Com etc.)	15
Post Graduate (MA/M.Sc./M.Com etc.)	10 (RBU)

Research Programmes (M.Phil/PhD)	0
Certificate Programmes	04
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Para medical/Nursing etc)	01 (NCVT approved ITI with two Trade) 1. Fitter, 2. Electrician
Other value added programmes	03
Any other programme offered (Specify)	0

6) Details on Programme Development (Enter a number; 0 for nil)	
New programmes added during the year	01
New programs designed	0
Programs under revision	0
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	01
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under	0
Number of NAAC peer team recommendations under implementation	0
Number of UGC / any other expert committee recommendations under implementation	0

7) Faculty Details (Enter a number; 0 for nil)	
Total faculty strength required as per norms for all programmes	72
Total faculty on rolls	14
Faculty added during the year	0
Faculty positions vacant	18
Faculty left during the year	0
Total number of visiting faculty	13
Total number of guest faculty	24

8) Qualification of Faculty	
PhD and Above	06
M. Phil	11
Masters	34
Any other (Specify)	1 L.L.B,

9) Faculty qualification improvement	
PhD awarded to existing faculty	0
M.Phil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10) Administrative Staff Details (Enter a number; 0 for nil)	
Administrative staff (Total sanctioned)	14
Administrative staff (Actual strength)	12
Added during the year of reporting	0
Left during the year	01
Number of posts vacant	02

11) Technical support Staff Details (Enter a number; 0 for Nil)	
Technical Support Staff (Total sanctioned strength)	02
Technical Support Staff (Actual strength)	02
Added during the year	0
Left during the year	0
Number of posts vacant	0

4.	
SECTION II	
This section surveys the quality sustenance and development activities during the year taken up by IQAC.	
It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.	
12) Establishment details	
DD-MM-YYYY	
Year of establishment of IQAC	02-04-2014

13) Composition of IQAC (Enter a number; 0 for nil)	
Number of IQAC members	09
Number of Alumni in IQAC	01
Number of Students in IQAC	0
Number of Faculty in IQAC	5
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External experts in IQAC	1
Number of any other stakeholder and community representatives	0

14) IQAC Meeting	
Number of IQAC meeting held during the year	0

15) Whether Calendar of activities of IQAC formulated for the academic year
Yes

16) IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	0
Number of value added programmes proposed	0
Number of skill oriented programmes proposed	2
Number of faculty competency and development programmes proposed	0
Number of other staff development programmes proposed	2
Number of student mentoring programmes proposed	02
Number of co-curricular activities proposed	17
Number of inter departmental cooperative schemes	02
Number of community extension programmes proposed	02
Any other programmes proposed (Specify)	04

17) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of academic programmes implemented	0
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	1
Number of faculty competency and development programmes implemented	0
Number of other staff development programmes implemented	2
Number of student mentoring programmes implemented	2
Number of co-curricular activities implemented	16
Number of inter departmental cooperative programs implemented	01
Number of community extension programmes implemented	05
Any other programmes suggested that are implemented (Specify)	04

18) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of seminars/ conferences/ workshops organized by IQAC within the institution	13
Number of participants from the institution	600
Number of participants from outside	40
Number of external experts invited	16
Number of external conferences/seminars/ workshops on institutional quality attended	0
Number of events conducted with IQACs of other institutions as collaborative programs	0

19) Did AQAC receive any funding from UGC during the year?	
Yes	
No	✓

20) If the response to Qn. 19 is Yes, please provide the amount received from UGC – (Input 0 – if NA/NIL) Any other source including internal financial support from the management (Specify amount)	
Amount Received from UGC	0
Amount Received from any other sources including the college management	0

21) Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)
<ul style="list-style-type: none"> i) Modernisation and up-gradation of facilities in the departments ii) Innovative performance-based approaches

5.	
SECTION III	
In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.	
22) Number of academic programmes existing (Enter a number; 0 for nil)	
Number of new academic programs developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring / revision / syllabus development	0
Number of programmes in which evaluation process reformation taken up and implemented	0

Number of active teaching days during the current academic year	187
Average percentage of attendance of students	67%
Percentage of classes engaged by guest faculty and temporary teachers	40%
Number of self-financed porgrammes offered	0
Number of aided programmes offered	0
Number of programmes discontinued during the year	2 (Certificate Programmes)

23) Whether any systematic student feedback mechanism is in Place ? **Yes**

24) Feedback Details (If answer to Question 23 is Yes)	
Percentage of courses where students feedback is taken	100%

25) Is feedback for improvement provided to the faculty? Yes

26) Faculty Research, Projects and Publication details for the year	
Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	1
Number minor ongoing projects	0
Number of major projects completed	0
Number of minor projects completed	3
Number of major projects proposals submitted for external funding	0
Number of minor projects proposals submitted for external funding	0
Number of research publications in peer reviewed journals	7
Number of research publications in international peer reviewed journals	0
Number of research publications in national peer reviewed journals	2
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	2
Average of impact factor of publications reported	0

Number of books published	0
Number of edited books published	3
Number of books (single authored) published	3
Number of books (co-authored) published	0
Numbers of conferences attended by faculty	22
Number of international conferences attended	03
Number of national conferences attended	08
Number of papers presented in conferences	22
Number of papers presented in international conferences	0
Number of papers presented in national conferences	15
Number of conferences organized by the institution	0
Number of faculty acted as experts resource persons - International	0
Number of faculty acted as experts resource persons - National	0
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for the year	0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year	0
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	6 %

6.	
SECTION IV	
This section deals with Students Mentoring and Support existing in the Institution. This includes student activities, mentoring and opportunities for development and inclusive practices.	
27) Number of academic programmes existing (Enter a number; 0 for nil)	

The total intake of students for various courses (Sanctioned)	2929
Actual enrollment during the year	2745
Student dropout percentage during the year	2%
Success percentage in the final examination across the courses	95%
Number of academic distinctions in the final examination and percentage	1
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET / SET	02
Number of students qualified GATE/CAT/other examination (Specify)	0

28) Does student support mechanism exist for coaching for competitive examinations? Yes

29) Students participation, if response is yes to Qn. 28

Number of students participated	200
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30) Does student counseling and guidance service exist? Yes

31) Student participation, if answer to Qn. 30 is yes

Number of students participated	150
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32) Career Guidance

Number of career guidance programmes organized	02
Percentage of students participated in career guidance programmes	40%

33) Is there provision for campus placement No

34) If Yes to Qn. 33

Number of students participated in campus selection programmes	0
Number of students selected for placement during the year	0

35) Does gender sensitization program exist?	Yes
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36) If Answer is Yes to Question 35	
Number of programmes organized	2

37) Student activities	
Number of students participated in external cultural events	17
Number of prizes won by students in external cultural events	07
Number of cultural events conducted by the institute for the students	12
Number of students participated in international sports and games events	0
Numbers of students participated in national level sports and games events	01
Number of students participated in state level sports and games events	01
Number of students participated in university level sports and games events	25
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national sports and games events	0
Number of prizes won by students in state level sports and games events	01
Number of prizes won by students in University level sports and games events	02
Number of sports and games events conducted by the institute for the students	15

38) Composition of students	
Percentage of Scheduled Caste	16%
Percentage of Scheduled Tribe	10%
Percentage of other backward communities	15%
Percentage of women students	40%
Percentage of physically challenged	0.25%
Percentage of rural students	100%
Percentage of urban students	0

39) Scholarships and financial Support	
Number of students availing financial support from the institution	841
Amount of disbursed as financial support from the institution	Rs. 1,78,850/-
Number of students awarded scholarship from the institution	11
Number of students received notable National / intentional achievements/recognition	0

40) Students initiatives	
Number of community upliftment programmes initiated by students	02
Number of literary programmes initiated by students	02
Number of social action initiatives based on science / environment initiated by students	0
Number of student research initiatives	0

7.	
SECTION V	
This section surveys the Governance the Innovation at the institution related to quality management. The educational management strategies adopted and the practice for achieving the objectives are focused.	
41) Whether perspective plan for overall development activities is created?	
Yes	✓
No	

42) If the answer for Qn.41 is yes, is the plan implemented and monitored?	
Yes	✓
No	

43) Whether benchmarking is created for institutional quality management efforts?	
Yes	✓
No	

44) If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format
<ul style="list-style-type: none"> • Continuous Internal Assessment • Class room seminar • 100% student feedback • Study Tour • Self-appraisal by faculty members

- Self-appraisal by Administrative Staff
- Regular evaluation by administration
- Regular monitoring of students' attendance
- Academic Audit
- Academic and physical expansion
- ICT support to Library & Department

45) Is a Management Information System (MIS) in place?

Yes	✓
No	

46) If answer to question 45 is Yes, please provide details of MIS applied to

- Administrative procedures including finance
 - Student admission
 - Student records
 - Evaluation and examination procedures
 - Research administration
 - Payment of Fees by the students
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- Payroll, Tax, Fees, PF.
 - Online through website of the college.
 - Development-in-progress.
 - Library using SOUL

47) Existence of learning resource management

	Yes	No
e-database in library	✓	
ICT and smart class room	✓	
e-learning sources (e-Books, e-Journals)	✓	
Production of teaching modules		✓
Interactive learning facilities		✓

48) Internal resource mobilization : Kindly provide the amount contributed

Research	Rs. 372739/-
Consultancy and training	Rs. 140962/-
Student contribution	0
Alumni contribution	0
Well-wishers	0

49) Infrastructure and welfare spending : Please specify the amount	
Amount spent for infrastructure development	Rs. 7589548/-
Amount spent for student welfare	Rs. 103616/-
Amount spent for staff welfare	Rs. 101278/-

50) Is delegation of authority practiced	
Yes	✓
No	

51) Does grievance redressal cell exist?		
	Yes	No
Faculty	✓	
Students	✓	
Staff	✓	

52) Grievances received from faculty and resolved (Enter a number; 0 for nil)	
Number of grievances received	0
Number of grievances resolved	0

53) Number of grievances received from students and resolved (Enter a number; 0 for nil)	
Number of grievances received	0
Number of grievances resolved	0

54) Number of grievances received from staff members and resolved (Enter a number; 0 for nil)	
Number of grievances received	0
Number of grievances resolved	0

55) Has the institution conducted any SWOT analysis during the year	
Yes	✓
No	

56) The SWOT analysis was done by internal or by external agency	
Internal	✓
External	

57) Kindly provide three identified strengths from SWOT Analysis (in bullet format)
<ul style="list-style-type: none"> • Committed teaching staff and support staff • Strong management team • Positive Attitude of the Students

58) Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)
<ul style="list-style-type: none"> • Inadequate infrastructure • Lack of Interaction with Resource Persons from outside the Department • Very low number of full time teachers

59) Kindly provide two opportunities identified from the SWOT analysis (in bullet format)
<ul style="list-style-type: none"> • Improvising ICT for Academics • New Advance Syllabus

60) Kindly provide two identified challenges/threats from the SWOT analysis (in bullet format)
<ul style="list-style-type: none"> • Introduction of New courses in emerging areas • Organizing Programmes with External Resource Persons.

61) Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

62) How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)
<ul style="list-style-type: none"> • Recommendations of NAAC help us to improve our quality of teaching learning and Research • NAAC assessment help us to discover our strengths and weaknesses • NAAC puts us in right path to move forward to achieve our goals and objective

Dr. P. K. Mishra
Principal
Bhatter College, Dantan
Dantan, Paschim Medinipur
Pin. – 721426

Prof. T. T. Mukherjee
Co-ordinator
IQAC



BHATTER COLLEGE, DANTAN

DANTAN::PASCHIM MEDINIPUR

ACADEMIC CALENDAR

For the session 2012-2013

1st Term : From 01-07-2012 to 13-11-2012

Month	Date	No. Of no-class days	No. Of days available for classes/Examinations	Remarks
1.	2.	3.	4.	5.
July-2012	01.07.12 to 07.07.12	2 Days	5 Days	01-07-2012 (Sunday) 06-07-2012 (Sababarar)
	08.07.12 to 14.07.12	1 Day	6 Days	08-07-2012 (Sunday)
	15.07.12 to 21.07.12	1 Day	6 Days	17.07.2012 Commencement of 1 st , 2 nd , 3 rd , year B.A. / B.Sc. / B.Com. classes. 15-07-2012 (Sunday)
	22.07.12 to 28.07.12	1 Day	6 Days	24-07-2012 – Last date of admission of 1 st year B.A./ B.Sc./ B.Com. students. 22-07-2012 (Sunday)
July-August, -2012	29.07.12 to 04.08.12	1 Day	6 Days	01-08-2012- Last date of admission of academic auditing report to V.U. 29-07-2012 (Sunday)
August-2012	05.08.12 to 11.08.12	2 Days	5 Days	05-08-2012 (Sunday) 08-08-2012 –Last date of changing subjects for 1 st year B.A./B.Sc./B.Com. students. 09-08-2012 (Janmastami)
	12.08.12 to 18.08.12	2 Days	5 Days	12-08-2012 (Sunday) 15.08.2012 (Independence day)
	19.08.12 to 25.08.12	2 Days	5 Days	19-08-2012 (Sunday) 20-08-2012 (Id-UI-Fitre) 25.08.2012 Last date of submission of registration form to V.U. for 1 st year B.A./B.Sc./B.Com. students Without fine
August & Sept., 12	26.08.12 to 01.09.12	1 Day	6 Days	26-08-2012 (Sunday) 30-08-2012 – Last date of admission for 2 nd & 3 rd year B.A./B.Sc./B.Com. students.
September-2012	02.09.12 to 08.09.12	1 Day	6 Days	02-09-2012 (Sunday) 1 st week of September- Inter College Cultural Meet. 04.09.2012 –Last date of submission of Teachers' Bio-data to V.U.
	09.09.12 to 15.09.12	1 Day	6 Days	09-09-2012 (Sunday) 10-09-2012 - Last date of submission of Registration Forms to V.U. for 1 st year B.A./B.Sc./B.Com. students With fine
	16.09.12 to 22.09.12	1 Day	6 Days	16-09-12 (Sunday) Students' Union Election to be held in between 12-09-2012 to 22-09-2012
	23.09.12 to	3 Days	4 Days	23-09-2012 (Sunday) 26-09-2012 (Vidyasagar's Birth day)

	29.09.12			29-09-2012 (University Foundation Day)
Sept-Oct.,12	30.09.12 to 06.10.12	2 Days	5 Days	30-09-2012 (Sunday) 02-10-2012 (Mahatma Gandhi's Birth Day)
Oct.,2012	07.10.12 to 13.10.12	1 Day	6 Days	07-10-2012 (Sunday)
	14.10.12 to 20.10.12	3 Days	4 Days	14-10-2012 (Sunday) 15-10-2012 (Mahalaya) 20-10-2012 (Puja Holidays begin)
	21.10.12 to 27.10.12	7 Days	Nil	(Puja Holidays)
Oct.-Nov.,12	28.10.12 to 03.11.12	7 Days	Nil	
Nov.,2012	04.11.12 to 10.11.12	7 Days	Nil	
	11.11.12 to 13.11.12	3 Days	Nil	
			87 Days	

N.B.: At least 2(two) Class Tests per paper for Honours students and at least 1(one) class Test per paper for General students will have to be conducted by the college within the period of the 1st Term.

**2nd Term : From 14-11-2012 to 01-01-2013
For the session 2012-2013**

Month	Date	No. Of no-class days	No. Of days available for classes/Examinations	Remarks
1.	2.	3.	4.	5.
November-2012	14.11.12 to 17.11.12	1 Day	3 Days	15-11-2012 (Bhatridwitiya)
	18.11.12 to 24.11.12	1 Day	6 Days	18-11-2012 (Sunday)
Nov & Dec-2012	25.11.12 to 01.12.12	2 Days	5 Days	25-11-2012 (Sunday) 28-11-2012 (Guru Nanak's Birth day)
Dec., 2012	02.12.12 to 08.12.12	1 Day	6 Days	02-12-2012 (Sunday)
	09.12.12 to 15.12.12	1 Day	6 Days	09-12-2012 (Sunday)
	16.12.12 to 22.12.12	1 Day	6 Days	16-12-2012 (Sunday)
	23.12.12 to 29.12.12	6 Days	1 Day	23-12-2012 (Sunday) 25-12-2012 to 29-12-2012 (Winter Recess)
Dec., 2012-Jan. 2013	30.12.12 to 01.01.13	3 Days	Nil	30-12-2012 to 01-01-2013 (Winter Recess)

			33 Days	
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N.B. : At least 1 (one) Class Test per paper for Honours students will have to be conducted by the college within the period of the 2nd Term.

**3rd Term : From 02-01-2013 to 30-06-2013
For the session 2012-2013**

Month	Date	No. Of no-class days	No. Of days available for classes/Examinations	Remarks
1.	2.	3.	4.	5.
January -2013	02.01.13 to 05.01.13	Nil	4 Days	
	06.01.13 to 12.01.13	1 Day	6 Days	06-01-2013 (Sunday)
	13.01.13 to 19.01.13	1 Day	6 Days	13-01-13 (Sunday)
	20.01.13 to 26.01.13	4 Days	3 Days	20-01-2013 (Sunday) 23-01-2013 (Netaji's Birth Day) 25-01-2013 (Fateha-Duaz-Daham) 26-01-2013 (Sunday / Republic Day)
Jan & Feb-2013	27.01.14 to 02.02.14	1 Day	6 Days	27-01-2013 (Sunday)
February - 2013	03.02.13 to 09.02.13	1 Day	6 Days	03-02-2013 (Sunday)
	10.02.13 to 16.02.13	1 Day	6 Days	10-02-2013 (Sunday)
	17.02.13 to 23.02.13	1 Day	6 Days	17-02-2013 (Sunday)
Feb & Mar-2013	24.02.13 to 02.03.13	1 Day	6 Days	24-02-2013 (Sunday)
March-2013	03.03.13 to 09.03.13	1 Day	6 Days	03-03-2013 (Sunday) 07-03-2013 Closing of 3 rd year B.A./B.Sc./B.Com. classes.
	10.03.13 to 16.03.13	1 Day	6 Days	10-03-2013 (Sunday)
	17.03.13 to 23.03.13	1 Day	6 Days	17-03-2013 (Sunday)
	24.03.13 to 30.03.13	4 Days	3 Days	24-03-2013 (Sunday) 27-03-2013 (Doljatra) 29-03-2013 (Good Friday) 30-03-2013 (Easter Saturday)
Mar-Apr-13	31.03.13 to 06.04.13	1 Day	6 Days	31-03-2013 (Sunday)
April-2013	07.04.13 to 13.04.13	1 Day	6 Days	07-04-2013 (Sunday) 12.04.2013 - Closing of 1 st and 2 nd year B.A./B.Sc./B.Com. classes.
	14.04.13 to 20.04.13	1 Day	6 Days	14-04-2013 (Sunday)
	21-04-13 to 27.04.13	1 Day	6 Days	21-04-2013 (Sunday)

Aprl& May-2013	28.04.13 to 04.05.13	2 Days	5 Days	28-04-2013 (Sunday) 01-05-2013 (May Day)
May-2013	05.05.13 to 11.05.13	2 Days	5 Days	05-05-2013 (Sunday) 09-05-2013 (Rabindranath Tagore's Birth Day)
	12.05.13 to 18.05.13	4 Days	3 Days	12-05-2013 (Sunday) 16-05-2013 to 18-05-2013 (Summer Recess)
	19.05.13 to 25.05.13	7 Days	Nil	(Summer Recess)
May& June-2013	26.05.13 to 01.06.13	7 Days	Nil	
June-2013	02.06.13 to 08.06.13	7 Days	Nil	
	09.06.13 to 15.06.13	7 Days	Nil	
	16.06.13 to 22.06.13	7 Days	Nil	
	23.06.13 to 29.06.13	7 Days	Nil	
	June - 30	1 Day	Nil	
			107 Days	

N.B. At least 2 (two) Class Tests per paper for Honours students and at least 1(one) class Test per paper for General students will have to be conducted by the college within the period of the 3rd Term.

Total no. of days available for holding classes / Examinations= 87 days +33 days + 107 days = 227 days