



Yearly Status Report - 2017-2018

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	HIRALAL BHAKAT COLLEGE
Name of the head of the Institution	Shri Debabrata Saha
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	919836782254
Mobile no.	9836782254
Registered Email	iqac@hbcnht.edu.in
Alternate Email	hbcnaac@gmail.com
Address	Nalhati, Birbhum, West Bengal, Pin 731220
City/Town	Nalhati
State/UT	West Bengal
Pincode	731220

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Gautam Sen			
Phone no/Alternate Phone no.		919434182461			
Mobile no.		9564231212			
Registered Email		Gautam.dogfather.sen@gmail.com			
Alternate Email		suddhasattwabanerjee@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.hbcnht.in/aqar.php			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://www.hbcnht.in/academic_calendar.php			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	65.5	2007	31-Mar-2007	30-Mar-2012
2	B	2.05	2016	05-Nov-2016	04-Nov-2021
6. Date of Establishment of IQAC			20-Apr-2007		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Workshop on CBCS	29-Aug-2017 1	1284
Global vision of rural college	06-Apr-2018 1	188
CBCS: Prospects and challenges	24-Apr-2018 1	382

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Hiralal Bhakat College	Research Project	ICSSR	2018 365	80000
Hiralal Bhakat College	MLA (LAD)	State Govt.	2018 1	200000
Hiralal Bhakat College	NCC	Govt. Of India	2018 365	26020

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

i) Preparation for obtaining RUSA Grant. ii) The vendor of the Online Admission Portal of college is enquired regarding arrangement of all round College Management Software by continuing cashless finance, transparent administration and cloud based college management system for immediate implementation. iii) Planning for academic and financial audit of 201617 be arranged without any

delay. iv) Preparation for purchase of a plot of land in Mouja: Gopalpur, Block: Nalhati1, Ward No: 1, Nalhati Municipality for new campus of college as no further infrastructural facilities can be developed in the present campus for scarcity of land. v) Proposal for purchase of at least five (05) computers (either desktop or laptop) for the Computer Laboratory of the Department of Computer Science and the same of a few (at least five) Laboratory equipments for the laboratory of the Department of Physics be done for further advancement of the academic atmosphere of the said Departments of college.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation for obtaining RUSA Grant by involving all the teaching and nonteaching staff according to merit and utility	A committee was formed by Teachers' Council headed by Teacher in Charge and convened by Coordinator IQAC to achieve the grant.
Arrangement of induction programme for the newly admitted students at the beginning of any Academic session	Induction Programme was successfully arranged by IQAC on 29-08-2017.
Arrangement of modernization of all round College Management by continuing i) cashless finance, ii) transparent administration and iii) cloud based college management software	Real Time, the Admission Portal Service Provider was instructed to arrange a College Management Software.
Discussion regarding preparation for purchase of land in mouza: Gopalpur, Block: Nalhati-1, Ward No: 1, Nalhati Municipality for new campus of college	The said purchases were done from college fund.
Planning and arrangement of promotion of teachers under Career Advancement Scheme (CAS) were done.	A committee be formed for proper planning and arrangement of promotion of teachers under Career Advancement Scheme (CAS) and further resolved that the said committee be formed following the advice of the Teachers' Council of college.
Arrangement of Post-NAAC Workshop for further advancement of college	Post-NAAC Workshop on Global Vision of a Rural College was successfully arranged by IQAC on 06-04-2018.
Arrangement of a Workshop on freshly introduced CBCS was planned.	A workshop was arranged by IQAC on CBCS: Prospects & Challenges on 24-04-2018.
Tutorial and Remedial Classes for slow learners were planned	Tutorial and Remedial Classes for all slow learners were initiated beyond regular schedule of classes and Teachers' Council of college be requested to suggest a suitable schedule for such classes.
Planning for creation of teaching posts	A plan for creation of teaching posts

in different subjects was done.	in different subjects be made and further resolved that Academic Council of college be requested to submit a report on the possible Departments in which additional teaching posts are needed to be created following the Teacher-Student ratio approved by the Academic Audit of the Academic Session 2016-17.
A planning of flawless continuation of cashless finance was done	Manager SBI, Nalhati Branch was consulted for availing SBI Online Collect service for flawless continuation of cashless finance.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	13-Dec-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	23-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, the institution has management software which is partially operated.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Hiralal Bhakat College is affiliated to Burdwan University and follows the curriculum prescribed by the affiliating University. The different ways through which the institution devises mechanisms for well-planned curriculum delivery and documentation are as follows:-

- The college, under the supervision of IQAC prepares its own academic calendar in compliance with the academic calendar published by the affiliating University prior to the commencement of Academic

Session which is uploaded on the college website and is displayed on the college/departmental notice boards. • The routine committee along with IQAC prepares routine for the present academic session which is distributed to the respective heads of the departments and is displayed on the departmental notice boards and college website. • Teacher-in-charge and coordinator, IQAC conduct a meeting at the beginning of the session with all the departmental heads to discuss the strategies for effective implementation of curriculum. • Departmental heads conduct meeting before the commencement of classes with their respective faculty members for allocation of class and syllabus which after approval in TC meeting is communicated to the students. • Following the syllabus allotted and class routine, respective teachers prepare their Annual Lesson/ Teaching Plan and conduct their classes accordingly. • Student's attendance records are maintained by the respective departments. • Teachers predominantly use the traditional method for teaching i.e. chalk and talk, lecture method. However, other than the traditional methods some teachers use ICT to enhance the teaching-learning experience. • Individual faculty members also supplement their classroom teaching with special lectures, periodical lectures, seminars, project works, field visit, industrial visits and internships.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali	01/07/2017
BA	English	01/07/2017
BA	History	01/07/2017
BA	Sanskrit	01/07/2017
BA	Political Science	01/07/2017
BA	Philosophy	01/07/2017
BA	Geography	01/07/2017
BCom	Accountancy	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>For the academic session 2017-2018, IQAC, Hiralal Bhakat College sought feedback from teachers, parents, alumni and students. We received feedback from a total of 47 teachers, 12 Alumni, 45 parents and 110 students. The alumni were given a questionnaire consisting of 11 questions seeking to know their views on their Alma Mater and how they would like to contribute to its upliftment. The parents were given questionnaire consisting of 11 queries seeking to know their views on the facilities for study and extra-curricular activities, extension services etc. provided to their wards as well as on the progress their wards are making in life and in learning. As for the students, they were supplied with four questionnaires, one each for evaluation for teachers, Library and administration, program for teaching and curriculum, in addition to the questionnaire for student satisfaction survey. The students were asked to evaluate the teachers on the basis of their sincerity/commitment, regularity/punctuality, communication skills, use of ICT, and coverage of Syllabus. They were asked to evaluate the college administration and library facilities on the basis of behaviour and timely services of the staff, availability of books/journals/newspapers, internet facilities, photocopy facilities, cleanliness of classrooms /toilets/canteen/reading rooms, quality and access of drinking water/food etc. Teachers were asked to provide feedback on teaching facilities, availability of ICT for teaching, opportunity for self-development and research. The feedback received from alumni, students and their parents constitute an essential input in the decision-making process of the college going forward. Therefore, once the collection of feedback was over, a draft report was prepared providing a comprehensive account of all the responses received. This draft report was then discussed and analyzed by the IQAC and a final report was prepared along with main recommendations. The final report was shared with the Principal and the various administrative bodies functioning in the college, in particular, the College Governing Body, the apex administrative body of the Institute for their cognizance and taking appropriate actions. The following are the recommendations made by IQAC on the basis of the feedback from teachers, students, parents and alumni during 2017-2018 and on which the Principal and the Governing Body agreed to initiate</p>

action from the following academic year i.e. 2018-2019 • More books will be purchased for the College Library on different subjects which are being taught in the college. • More ICT enabled classrooms will be created. • To enhance the overall security through installation of CCTV cameras in laboratory, library, corridor of each floor of each building. • To appoint guest teachers in the different subjects which are urgently required. • To create virtual classrooms for effective teaching learning process. • To strengthen of health unit placement cell. • More toilets in administrative building. The Principal and IQAC also met the teachers to deliberate on the evaluation of their performance and teachers who received below par overall rating by the students were asked to take extra efforts to improve their performance in the coming academic year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali	87	679	72
BA	English	78	572	68
BA	History	82	699	53
BA	Sanskrit	35	124	35
BA	Political Sc	65	117	40
BA	Philosophy	59	325	24
BA	Geography	22	59	21
BCom	Accountancy	49	3	0
BA	BA(G)	1580	3209	1343
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1656	0	47	0	47

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
4	4	2	2	1	1
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is an indispensable part of teaching-learning and evaluation process. This system is very important to provide academic and non-academic support to the students of our college having varied socio-economic background. Mentoring for our students has the following aims and objectives :-

- To develop teacher-student relationship.
- To encourage students to attend class regularly.
- To boost up for better academic performance and progression.
- To help them realize and explore their potentialities in both academic and non-academic areas.
- To actively participate in different co-curricular and extra-curricular activities.
- To reduce students drop out- rates.
- To identify slow learners and to take necessary steps.
- To inspire advanced learners.
- To render equitable service to students.
- To inculcate ethics and values among them.
- To promote personal and psychological well-being of students.
- To help students solve their problems in non-academic matters.

The college has followed the suggestions made by the IQAC, Hiralal Bhakat College, to introduce the mentoring system. The IQAC had taken the initiative for implementing the mentoring system of students. Students are categorized on the basis of their core/Honours subjects and general subjects. They are divided into groups of 20-25 depending on the number of students in that particular course. Each group is assigned a Mentor-teacher who would take mentoring classes. The mentor-mentee system enables mentors to connect with mentees, and also share personal experiences by openly disclosing learning experiences, successes and challenges. We have more than 4700 enrolled students at our college. With an objective of bringing all the students under mentoring system, each mentor has 20-25 mentees under his/her supervision. Mentoring classes are also reflected in the class routine. During regular mentoring classes, the mentors identify the strengths, weakness, opportunities and challenges of each of the mentees assigned under the mentors. Features :-

- The mentoring system of Hiralal Bhakat College is student-centric.
- Mentors provide the mentoring Format which contains space for entering particulars like contact number, email id, photo, address, father's occupation, problems etc.
- After collecting all necessary information, mentors are expected to offer guidance and counseling, as and when required.

Achievements :- Need based remedial class has proved to be beneficial for the students in particular Honours/ Core subject and the entire college in general. The practice of Mentoring System has considerably enhanced the environment of the college campus and brought about the following improvements:

- Minimization of student drop-out rates
- Introduction of Classes for slow learners and classes for advance learners.
- Identification of students for Remedial Classes.
- Improvements in students' attendance records.
- Better academic and extracurricular performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1656	47	1 : 35

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	19	1	0	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BA	AH	Part-III	21/04/2018	16/07/2018
BCom	CH	Part-III	21/04/2018	16/07/2018
BA	AP	Part-III	23/04/2018	11/10/2018
BCom	CP	Part-III	23/04/2018	11/10/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Students are made aware of the evaluation and assessment system in the induction programme. • Tutorials are conducted regularly and weekly for doubt clarification and assessing their performance. • Double evaluation has been introduced. • In order to prepare the students and to augment their level of understanding/ learning in the respective subject various multiple choice questions (MCQ) based objective tests, quizzes, debates, creative writing competition etc. are regularly organized. • Students are encouraged to participate actively in seminars and workshops. • In order to enhance observation skills of the students, field works are organized. • To develop research aptitude, methodology based project work /dissertation and field reports are prepared. • Open Book tests are conducted.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Hiralal Bhakat College is affiliated to the University of Burdwan. The college prepares tentative Academic Calendar and Holiday list in compliance to the Academic Session. Based on the Academic Calendar prepared, the college schedules its activities such as admission, teaching-learning days and all its Examinations–Theory, Practical, Internal Assessments. As per the instructions of the affiliating University, B.A./ B.Sc/ B. Com 1st year Honours and General classes commence from 2nd week of July 2017 and classes of B.A/ B.Sc/ B. Com 2nd and 3rd year Honours and General classes commence from 4th week of July 2017. Class tests are conducted after commencement of Honours classes, decided by the individual departments as per the Academic Calendar. The class-tests are undertaken to identify the students for remedial classes, slow learners and advanced learners. Abiding by the instructions of University of Burdwan, internal assessments are scheduled for both Honours as well as General courses. Theory and practical examinations for all classes of 1st year, 2ndc year and 3rd year Honours and General courses were held as per the notice of the University of Burdwan during last week of March to last week of June, 2018.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.hbcnht.in/course_outcome.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGH	BA	Bengali Hons	42	28	67
ENGH	BA	English Hons	23	18	87

HISH	BA	History Hons	23	19	83
PHIH	BA	Philosophy Hons	11	5	45
GEOH	BA	Geography Hons	26	16	64
PLSH	BA	Political Sc	2	0	0
SANH	BA	Sanskrit Hons	17	8	47
BAG	BA	BA Gen	161	27	16
BCH	BCom	Accountancy Hons	2	1	50
BCP	BCom	Accountancy (P)	1	1	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.hbcnht.in/feedback.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
WB	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	1	5.4
National	English	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	3
Geography	1
History	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	0	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	0

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	2	1
Presented papers	10	11	0	0
Resource	0	0	0	0

persons

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Rally on Road Safety	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum	3	67
Blood Donation Camp in collaboration with Rampurhat Medical College Hospital	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum in collaboration with Red Ribbon Club, Kolkata.	3	47
Health Check-up Camp	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum	3	82
Organisation of Aranya Saptaha with plantation programme	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum	3	87
Mega Pollution Awareness Pakhwada 03/07/2017 Time - 10:00	Hiralal Bhakat College NCC Unit / Nalhati Railway Side	1	114
The Green Revolution And Stop Pollution	Hiralal Bhakat College NCC Unit / Nalhati Bazaar Side	1	96
NCC New Admission	Hiralal Bhakat College, NCC Unit	1	69
Independence Day	Hiralal Bhakat College, NCC Unit	1	144
World Aids Day 01/12/2017 Time - 10:30	Hiralal Bhakat College NCC Unit / Nalhati Railway Side	1	121
Republic Day 26/01/2018 Time -08:00	Hiralal Bhakat College NCC Unit / Nalhati Railway Side	1	179

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Extension Activity	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum	Rally on Road Safety	3	67
Extension Activity	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum	Blood Donation Camp in collaboration with Rampurhat Medical College Hospital	3	47
Extension Activity	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum	Health check up camp	3	82
Extension Activity	NSS UNITS , I , II III, Hiralal Bhakat College, Nalhati, Birbhum	Organisation of Aranya Saptaha with plantation programme	3	87
Extension Activity	Hiralal Bhakat College NCC Unit / Nalhati Railway Side	Mega Pollution Awareness Pakhwada 03/07/2017 Time - 10:00	1	114
Extension Activity	Hiralal Bhakat College NCC Unit / Nalhati Bazaar Side	The Green Revolution And Stop Pollution	1	96
Extension Activity	Hiralal Bhakat College, NCC Unit	NCC New Admission	1	69
Extension Activity	Hiralal Bhakat College, NCC Unit	Independence Day	1	144
Extension Activity	Hiralal Bhakat College	World Aids Day 01/12/2017	1	121

	NCC Unit / Nalhati Railway Side	Time - 10:30		
Extension Activity	Hiralal Bhakat College NCC Unit / Nalhati Railway Side	Republic Day 26/01/2018 Time -08:00	1	179
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	Nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	0	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
27.95	28.76

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	16.11	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15321	1267279	1491	346240	16812	1613519
Reference Books	2704	543120	263	148389	2967	691509
e-Books	0	0	12	3500	12	3500
Journals	1255	6506	154	9351	1409	15857
e-Journals	0	0	11	2400	11	2400
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	17	1	17	2	1	3	8	100	0
Added	3	0	3	1	0	0	1	0	0
Total	20	1	20	3	1	3	9	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7.7	2.35	22.1	1.41

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• The college takes adequate care for proper maintenance and utilization of its physical, academic and support facilities. • A dedicated team of electrician, plumber, sweepers, carpenters and gardeners provide round the clock service to the Departments, Classrooms, Canteen, Laboratories and Library. • The Building Subcommittee ensures proper maintenance of the buildings. • Whenever required, computers and peripherals are checked, cleaned, calibrated and maintained by the technical assistants hired from outside. • The Laboratory Attendant takes care of the Laboratories and equipments of the Geography Department. • While purchasing equipments, it is always ensured that the installation charges and maintenance charges are provided by the Company which delivers the equipment. Annual Maintenance Contract (AMC) is opted for most of the services and equipments. The AMC facility includes maintenance of Generator, AC Machines, CCTV Cameras, Water Purifiers, and Software etc. • The campus of the college is well protected by surveillance cameras. For the maintenance of computers, one dedicated private organization offers service.

https://www.hbcnht.in/physical_infrastructure.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Swami-Vivekananda Scholarship	1708	8123500
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	0	0

No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	0	0	Nil	Nil	Nil
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	College level	212
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
2017	Nil	Nil	Nil	Nil	000	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Hiralal Bhakat College has a democratically elected and well functional Students' Council. Students of the college have their representations in Governing Body, IQAC, Admission Committee, Library Committee, Cultural Committee and many other Academic and Administrative matters and their implementations. The representatives of Students' Council have actively approached the Local MLA and MP for sanctioning financial support for the construction of Gym, Stage and arrangement of drinking water. The Students' Council along with the college Administration has actively solved many problems of the students like concession, admission, examination etc. The Fresher's Welcome Ceremony, Annual Function, Cultural competition, Annual Sports, Saraswati Puja etc. are jointly organized by both Students' Council and College Management. Students' Council actively collaborated with the NCC and NSS units in organizing and conducting programmes like Tree Plantation, Swachh Bharat Abhiyan, and Blood Donation Camp etc. During Annual Sports, many team and individual events were conducted and winners were awarded mementos and trophies. Breakfast and lunch for staff and students were also provided. The main event of attraction was throwing a ball into a bucket by all the staff members of the college. Students come forward to make the Annual Sports successful and colourful in true sense. Thus, the Students' Council has an active participation along with the College Management for enhancing the name of the Institution as a whole.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

There are two practices of decentralization and participative management during the last year are as follows:- 1. Organization of Fresher's Welcome Ceremony :
- In the Academic Session 2017-2018, our college, like every year organized the Nabin Baran Utsav or Freshers Welcome Ceremony 2017, in the month of September, 2017. For this purpose the College authority in consultation with IQAC constituted a committee comprising student representatives from the 2nd year, 3rd year of under-graduate courses, senior teachers and office staff well before the date of organizing the Fresher's Welcome Ceremony. The function of

the committee was to look after the smooth conduct of the event. The event was well organized with the ceremony of welcoming the newly admitted students by the senior students along with the cultural programme. The active participation of all students, teachers and office staff made the event a very successful one. It shows one of the best practices of decentralization and participative management in the college. 2. BU Examination :- In the Academic Session 2017-2018, the college for smooth conduct of the Burdwan University B.A/ B.Sc/ B. Com Part-I, II, III and CBCS Semester Examination had constituted a committee involving senior teachers and office staff under the supervision of the Centre- in- Charge and Centre Supervisors. The active involvement and dutiful invigilation of all the Teachers and office staff according to the Examination Duty Roster made the process of the University Examination smooth and uninterrupted. This gives an evidence of the practice of decentralization and participative management in the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • Faculty members were motivated to participate in Faculty Development Programmes. • Use of Teachers Diary for Self- Appraisal of the Teachers. • Regular Seminars, workshops are organized by the Institution for the enrichment of the Faculty members and students. • Keeping in mind about the fitness of members of staff, the college has a well equipped Gymnasium with a qualified Instructor. • Psychological Counseling Cell offers emotional support and strength to the members of staff and students when required. • Health Unit provides timely treatment to the staff and students when they feel unwell. • Anti- Ragging Committee and Grievance Redressal Cell offer timely support and assistance to the students and staff when required.
Teaching and Learning	<p>The institution conducts assessment of the students on a regular basis through class tests, assignments. • Tutorial classes and remedial coaching classes are being provided to the students as and when required. • The institution motivates faculty members in enriching and enhancing their knowledge through participation in seminars, conferences, symposiums and different research related works.</p>
Examination and Evaluation	<p>The examination and evaluation process is done as per the rules and regulations of the affiliating university. In order to provide</p>

continuous assessment of the progress of the students, class tests, students' seminars, field studies have been conducted. The faculty members actively engaged in evaluation process of the university as examiners, paper setters, head examiners, reviewers, moderators, etc.

Research and Development

Faculty members are encouraged and motivated to engage in different research activities, publishing research papers in the journals of national and international repute, submitting research proposals to approved authorities, presenting proposal for projects, presenting papers and participating in the recognized conferences and seminars. Non-PhD faculty members are encouraged to complete their Doctoral thesis.

Library, ICT and Physical
Infrastructure / Instrumentation

A prayer for a grant from MP LAD for a Water Purifier and a Multi Gym in college be sent to honourable M.P., Birbhum through the President, Governing Body, Mr. Biplab Ojha. Further resolved that honourable Teacher in Charge be requested to take proper initiative in this regard. Honourable M.P., Smt. Satabdi Roy was proposed a tentative sum of Rs. 10 lac for purchase and installation of gymnasium in Room No. 1 and a couple of water purifiers to be installed in the corridors of both Old and New Buildings. The said appeal was intensified by honorable President of the Governing Body, Mr. Biplab Ojha. Purchase of certain books and Journals for our College Library be done with immediate effect especially because of the initiation of CBCS in the present Academic Session. The said purchases were done under Purchase Advisory Committee vide a paper tenders displayed in college notice board, local Railway station, local BDO Office, local Police Station and local Municipality. The total expenditure was of Rs. 89,979/-. All the books purchased were recommended by the Heads of all the different departments. INFLIBNET-NLIST membership of College Library were continued just like the previous years as without the e-materials available in the said platform it is really difficult both for teachers and students of college to

aim at any further academic excellence. This decision was approved by Library Advisory Committee and the Governing Body. Proposal for purchase of at least five (05) computers (either desktop or laptop) for the Computer Laboratory of the Department of Computer Science and the same of a few (at least five) Laboratory equipments for the laboratory of the Department of Physics be done for further advancement of the academic atmosphere of the said Departments of college. Computers and Laboratory equipments have been purchased for both the departments of Computer Science and Physics following the recommendations made by Purchase Advisory Committee and relevant guidelines of purchase procedure. Preparation for purchase of a plot of land in Mouja: Gopalpur, Block: Nalhati-1, Ward No: 1, Nalhati Municipality for new campus of college as no further infrastructural facilities can be developed in the present campus for scarcity of land. A plot of 3.17 Acre was purchased for 2nd campus of college in the said area. No stamp duty was paid for registration process as the Department of Land Revenue, Government of West Bengal exempted it vides a special order. The plot has to be freed from burga encroachment. The plot has to be recorded in the portal of Land Revenue Department of the Government of West Bengal. Preparation for obtaining RUSA Grant: RUSA Grants are given to the college mentioning all conditions laid down by the Govt. time to time.

Human Resource Management

- Faculty members were motivated to participate in Faculty Development Programmes.
- Use of Teachers Diary for Self- Appraisal of the Teachers.
- Regular Seminars, workshops are organized by the Institution for the enrichment of the Faculty members and students.
- Keeping in mind about the fitness of members of staff, the college has a well equipped Gymnasium with a qualified Instructor.
- Psychological Counseling Cell offers emotional support and strength to the members of staff and students when required.
- Health Unit provides timely treatment to the staff and students when they feel unwell.
- Anti- Ragging Committee and Grievance Redressal Cell

	offer timely support and assistance to the students and staff when required.
Industry Interaction / Collaboration	Several initiatives were taken for faculty and student exchange programs, library and research related purpose.
Admission of Students	1. Admission process is conducted through online mode as per policy. 2. In adherence to the rules and regulations of the affiliating university and the Government of West Bengal, admission is being done on basis of merit list which is duly published in the college website.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	All decisions regarding planning and development taken by the IQAC and the Governing Body are electronically preserved. Notices and circulars regarding development works are uploaded to college website from time to time.
Administration	The following administrative mechanisms are essential in maintaining college administration: - • E-Tendering • Online Notification in College Website • Circulations of all important notifications are maintained through SMS, WhatsApp, E mail etc.
Finance and Accounts	Salary of both teaching and nonteaching staff is maintained through WBIFMS software. Salary of casual staff and other party payments are made through NEFT.
Student Admission and Support	Office Module software is used during admission process of UG level. Fees collection, maintenance of Student's profile, creation of admit card, printing of mark sheets are done through software. Students' merit list is prepared by software and published on website. Data verification for all kinds of scholarships under the schemes like Kanyashree/SC/ST/ Minority is done through online mode. All supports are provided to the students by the college.
Examination	Information regarding examination duties of the teaching cum non-teaching staff is circulated. • All examination related notifications are given in the teachers and students through SMS. • Student module software is used during examination processes such as in case

of entering marks in computer. • E-mark sheets are preserved in the cloud. • Mark sheets are generated electronically in college.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	07/11/2017	04/12/2017	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF scheme, Easy loan from Hiralal Bhakat College Cooperative Credit Society, Quick PF Loan facility, First aid/health check up, maternity leave, Medical GPF scheme, Easy loan from Hiralal Bhakat	GPF scheme, easy loan from Hiralal Bhakat College Cooperative Credit Society, medical treatment, Puja Bonus, Puja Advance, Quick PF Loan facility, First aid/health check up, maternity leave, Medical	Education and medical treatment, First aid/health check up, Annual Excursion etc.

College Cooperative Credit Society, Quick PF Loan facility, First aid/health check up, maternity leave, Medical leave/casual leave/compensatory leave, Free Annual Excursion, Sponsorship for presenting papers in seminars/conferences etc.	leave/casual leave/compensatory leave.	
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal and external financial audits are conducted regularly. The Head Clerk, Accountant, Cashier and TIC check the Cash Book and Passbook regularly. A finance advisory committee comprising of internal and external members review the financial position and its implications for various purposes. The Statutory auditor engaged by the higher education department , Govt. of West Bengal visit the college and verified the accounts, bills, vouchers, resolutions etc. and submit the report to the College Authority and to the Govt. of West Bengal.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

42897132.25

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CA	Yes	TIC
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

There is no formal Parent-Teacher Association in the College. But regular interactions are held between the parents and teachers within the department in general and with the management in special. Suggestions are also received from the parents for the improvement of the institution. Accordingly, the college tries to implement them. Many parents participate in organization of the cultural programmes by the College.

6.5.3 – Development programmes for support staff (at least three)

1. Support staff is given training on the use of Computer. 2. For medical treatment support staff is provided financial assistance by the college. 3. They are trained to handle Online Admission process and new technology. 4. Puja Advance and Puja Bonus are given to them. 5. They are given subsidy for participation in Annual Tour.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Preparation for RUSA Grant with active participation of all staff of the college. • Creation of teaching posts in various subjects • Planning for many workshops in relation with CBCS system introduced by the University of Burdwan w.e.f 2017 -2018 session. • Planning for purchase of land in the adjacent areas of the present campus. • Purchase of computers for various science departments of the college • Purchase of more books in accordance with the CBCS system • Renewal of INFLIBNET- NLIST programme.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Workshop on CBCS	29/08/2017	29/08/2017	29/08/2017	1284
2018	Global vision of rural college	06/04/2018	06/04/2018	06/04/2018	188
2018	CBCS: Prospects and challenges	24/04/2018	24/04/2018	24/04/2018	382

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Eve Teasing , Impact and Redressal	08/03/2018	08/03/2018	72	21

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

"Aranya Saptaha " week celebration from 14-21st July for carrying out plantation programmes and cleaning drives in adopted villages namely Atgram, Choto Podhra and Boro Podhra adjacent to the college by NSS volunteers. The college has pledged to measurably reduce plastic footprints in the campus, making the campus 'Plastic Free Zone'. Rain water harvesting is another eco-friendly initiative that measurably reduces the dependence on ground water. Vermin composting procedure is used as biodegradable method for waste management treatment option. The solar panels installed on the roof top of the

old building of the college reduce the electricity consumption from conventional source of electricity as well as supply of surplus units of electricity to general source of electricity. It helps to increase the resource mobilization of the college to some extent.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	21/11/2017	1	Rally on Road Safety	Repeated Road Accidents	163
2018	1	1	12/04/2018	1	Health Check up camp	Fluoride infection and chronic dysentery	127

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct: Handbook for Students, Employees and Visitors	06/07/2017	The handbook on code of conduct provides a transparent and disciplinary set of detail regarding the methods of disposing set of behaviours within the college premises for the students, teachers too.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil

No file uploaded.

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The initiative of low coal use and firewood practices, especially in the college canteen has helped in reducing carbon content to a great extent.
- The Save Paper Campaign has been largely efficient in saving paper among the students and staff.
- Plantation of a large number of saplings, especially on

the 5th June and through different environmental campaign by NSS is a moving step in going green and maintaining an eco-friendly campus. • More use of LED bulbs instead of incandescent and CFL bulbs in a partial block of the college campus have significantly reduced the usage of energy consumption and has aided in saving electricity to a large extent. • The institute ensures restricted entry of automobiles and promotes more use of bicycles and battery- powered vehicles. • The college is enriched with a more walk able and pedestrian friendly pathways. • The college has pledged to measurably reduce plastic footprints in the campus, making the campus 'plastic free zone'. • The campus promotes green infrastructure on campus, with open spaces and natural landscape for physical, mental and spiritual healing of the stakeholders. • The use of clay pots and paper cups for tea in the college canteen is one of the eco-friendly initiatives. Clay pots as well as paper cups are biodegradable, eco-friendly, sustainable as well as healthy. • The use of salt leaf plates for meals for the students and staff in college canteen has been another eco-friendly initiative. It is step towards a greener and cleaner campus. Apart from environmental benefits, this practice revives the traditional trade.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• In the session 2017-2018, feedback form for teachers was introduced to collect their views and ideas for the development of the institution. The IQAC takes initiative through the active involvement of the departments for collection of feedback from all the stakeholders. Student's feedback is basically collected towards the end of the academic session while the parents and alumni share their opinions throughout the year when they come to the institution to attend some meeting or for their personal need. Thirty to forty percent students participate in the feedback collection process every year. The students are asked to evaluate the teachers on the basis of their sincerity/ commitment, regularity/punctuality, communication skills , use of ICT, coverage of syllabus, among other things. They are asked to evaluate the timely service of the staff, availability of books/journals/newspapers, internet facilities, photocopy facilities, cleanliness of classrooms/ toilets/canteen/reading rooms, quality of and access to drinking water/food etc. • The parents are given a questionnaire consisting of 11 queries seeking to know their views on the facilities for study and extra-curricular activities, extension services etc. provided to their wards as well as on the progress their wards are making in life and in learning. Teachers are asked to give their opinions on the conducive environment of college for teaching, opportunities for upgrading skills , ICT facilities for teaching, availability of study materials and maintenance of wash rooms. • The feedback received from teachers, alumni, students and their parents constitute an essential input in the decision - making process of the college going forward. • Therefore, once the collection of feedback was over, a draft report is prepared and analyzed by the IQAC and a final report is prepared detailing the various responses received for each category of respondents with recommendations. • The final report was shared with the Principal and the various administrative bodies functioning in the college, in particular, the college Governing Body, the apex administrative body of the Institute - for their cognizance and taking/ initiating appropriate actions. • During parent-teacher's meeting and alumni association meetings, feedback are collected from the guardians as well the alumni respectively. • There is a wide option for the guardians to speak about their ward's performance as well the difficulties faced by their wards in giving their best performances. • The alumni also contribute to the feedback system by pointing out how the college education in terms of its syllabus, curriculum and co-curricular activities has helped them achieve their desired position in which they are today. • Evidence of Success : • The IQAC collects the feedback

manually from all the stakeholders such as students, parents and alumni and analyses the feedback structurally with the help of pie diagram. After analyzing , the following issues were successfully implemented • High speed data link of connectivity

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.hbcnht.in/aqar_documents.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

One of the most important and distinctive visions of the college is the inculcation of all- inclusive environmental awareness and the promulgation of ecological culture in the college community. The Save Paper Campaign is a significant step and is largely efficient in saving paper among the students and staff. Earlier students were given handouts in photocopies in classes. But from the academic session 2017-2018, the initiative was taken to provide study materials in pdf forms. With the initiation of Plastic-free program, Hiralal Bhakat College aimed to measurably reduce plastic pollution within the college campus, with a special focus on reduction as well as elimination of plastic bottles, plastic straws and utensils, plastic food packaging and such other. Since the college is located in a relatively rural region, therefore through different student-friendly environmental practices, the college ensures environmental preservation as well as protection. Some of such practices include plantation of more number of saplings, use of clay pots and paper cups for tea, the use of tree leaf plates during meals and such others. Last but not the least, the relationship between teaching and non- teaching staff of the college is the greatest strength to accomplish any kind of activity. The collaborative effort from the end of all staff member of the Hiralal Bhakat College Family makes all impossible to possible.

Provide the weblink of the institution

https://www.hbcnht.in/aqar_documents.php

8.Future Plans of Actions for Next Academic Year

- Implementation of west Bengal Health Scheme for Teaching staff serving on substantive basis.
- To fill-up the vacant post of many non-teaching staff of the college.
- Introduction of Examination Reforms.
- Induction meeting for the newly admitted students at the beginning of Academic Session.
- Purchase of Reference Books and Journals for the College Library.
- To take a pledge of signing MOU with the adjacent colleges/ institutions.
- Promotion of teachers under Career Advancement Scheme (CAS) .
- Academic and Administrative Audit of the Institution.
- Quality related programme by IQAC.
- Planning of land for second campus of the college adjacent to the college.
- Construction of a new building under RUSA Grant after post NAAC (2nd cycle) period of the college.