



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

Hiralal Bhakat College

• Name of the Head of the institution **Dr. Nurul Islam**

• Designation **Principal**

• Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **03465457120**

• Mobile No: **9647620782**

• Registered e-mail **iqac@hbcnht.edu.in**

• Alternate e-mail **hbcollege@gmail.com**

• Address **Nalhati, Birbhum, West Bengal**

• City/Town **Nalhati**

• State/UT **West Bengal**

• Pin Code **731220**

#### 2. Institutional status

• Affiliated / Constitution Colleges **State Govt. aided degree college**

• Type of Institution **Co-education**

• Location **Rural**

• Financial Status **Grants-in aid**

- Name of the Affiliating University **The University of Burdwan**
- Name of the IQAC Coordinator **Dr. Suddhasattwa Banerjee**
- Phone No. **03465457120**
- Alternate phone No. **9836782254**
- Mobile **9564231212**
- IQAC e-mail address **iqac@hbcnht.edu.in**
- Alternate e-mail address **hbcnaac@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 Web link: [https://www.hbcnht.in/academic\\_calendar.php](https://www.hbcnht.in/academic_calendar.php)

#### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>65.5</b>	<b>2007</b>	<b>31/03/2007</b>	<b>30/03/2012</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.05</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>

**6. Date of Establishment of IQAC** **20/04/2007**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0</b>	<b>0</b>

**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**

- If No, please upload the minutes of the meeting(s) 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)**

1. Arrangement of an online sensation camp with immediate effect to arrange regular online classes through Google Meet from the very beginning of the academic session 2020-21.

2. The Department of English for collaboration with IQAC in organising a Two Week Certificate Course on Spoken English on and from 01-09-2020 to 15-09-2020.

3. Preparation of a team to attend the students residing near college for physically monitoring their status and needs.

4. An initiation taken for commencement of regular online classes through Google Meet and monitoring the attendance of students through CAMS Portal of college.

5. Initiation of use of Google Classroom for smooth commencement of online examination system.

**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**

Plan of Action	Achievements/Outcomes
<p>Arrangement of an online sensitization camp with immediate effect to arrange regular online classes through Google Meet</p>	<p>Students, primarily belonging to rural, agrarian bag round were primarily not tech-savvy enough to handle the said classes. Insufficient number of availability of technical devices fro e.g, smart phone, laptop, tablet etc. in their families often made them incapable of accessing the aforementioned classes. Hence the camp was not only for the students but also for the guardian so that an academic atmosphere can successfully created within individual household.</p>
<p>Discussion regarding regular monitoring of the stress and anxiety level caused by Covid-19 Pandemic of all the stakeholders of college.</p>	<p>An online workshop was arranged through google meet having participation of 62 nos of students 29 nos of teachers and 7 nos of non teaching staff. Prof. Manik Chakroborty, Former Professor, Department of Law, The University of Burdwan and Smt. Anchita Ghatak, Social worker and psychologist, both members of mentor group of the highest administrative body of college were present as resource person who actively got involve in the counseling activity. Honorable Teacher In Charge collected individual remarks and feedbacks from most of the participants and got involved in interpersonal communication for the further motivational activities.</p>
<p>Regular maintenance of college building as well as college campus as a whole.</p>	<p>Complete absence of students from college cam[pus and partial absence of both teaching and non teaching staff left the maximum</p>

	<p>part of college campus as well as college building unused for quite prolonged periods. Hence wooden panels of outer walls got affected by termites and partial water logging. Extension of vegetation and its penetrations into college building left several patches of damp -marks and degradation of walls and floors. Regular cleaning operation was also disturbed. Pipelines and toilet outlets got disturbed in several places. All these detentions needed immediate maintenance works which were done by distributing the responsibility among a number of teaching and non teaching staff inhabiting in the adjacent areas.</p>
<p>Preparation of a team to attend the students residing near college for physically monitoring their status and needs.</p>	<p>The team consisting 6 nos of teachers and 4 nos of non teachings visited the residences of a number of students residing within the territory of Nalhati Municipality or the adjacent villages e.g, Atgram Choto Podhara, Baro Podhra, Paikpara, Dangapara, Bhadrapur, Amlai, Harioka and Khanpur. Interpersonal interaction with both students and their guardian proved to be really helpful in that ambiance of covid-19 pandemic.</p>
<p>Discussion regarding providing books and study materials to students impoverished following the all round impact of Covid-19 pandemic</p>	<p>A total no of 200 residences were visited within Nalhati Municipal area and in a number of adjacent villages. A number of 150 books and several study material were distributed among the needy students. This activity was reported in the</p>

	highest circulated Bengali newspaper, The Anandabazar Patrika.
Discussion regarding arrangement of fast and best possible utilization of Rs. 2 Cr. received as the first installment of RUSA Grant.	In spite of having the notional grant of Rs. 4 Cr. From RUSA the first installment (50%), a sum of Rs. 2 Cr. Hadn't been accessed in college account. Hence forth all the vetted estimate were running out of their scheduled validity. Essential requirement of a number of books, journals, laboratory equipments, computers, projectors and language laboratory remained unfulfilled for lack of fund. Hence, the said sum was absolutely essential.
Financial Audit of the year 2019-20 be arranged at its earliest.	Following final preparation of cash book, log book and ledger book of college of the year 2019-20 was successfully prepared by a team consisting the head clerk, the accountant and the cashier. A claim for a paneled auditor of the Department of Finance was sought for. The Financial Audit of the year 2019-20 was arranged at its earliest.
Monitoring the paperwork of PWD prior to initiation of the construction of the new set up building from RUSA Grant to expedite the said process.	PWD having not allowed the vetted estimate for both the construction work and the renovation cum extension work started a whole new set of paper work consisting survey, drawing of the existing set of building, planning of the new set up building, estimating the required sum and vetting the same following which an e-tender was suppose to be issued. This whole set off work took more

	<p>than six month and delayed the entire process of utilization of the received sum of Rs. 2 Cr. Hence, a negotiation had to be started both with the Executive Engineer, PWD Social Sector, Suri, Birbhum and Assistant Engineer, PWD Social Sector, Rampurhat, Birbhum to expedite the said process.</p>
<p>Discussion regarding issuance of E-Tender for purchase of books and journals for library, 30 nos of laptop computers for different departments &amp; office and 15 nos of desktop computers for the laboratory of the Department of Computer Science.</p>	<p>A number of 12 E-Tenders were issued for purchase of books and journals for library, 30 nos of laptop computers for different departments &amp; office and 15 nos of desktop computers for the laboratory of the Department of Computer Science. Following a number of hurdles the said purchase was processed.</p>
<p>Discussion regarding commencement of regular online classes through Google Meet and monitoring the attendance of students through CAMS Portal of college.</p>	<p>Regular online classes through Google Meet were arranged followings a fixed schedule of classes so that all department can arranged classes successfully. The entire class schedule was available in the CAMS portal of college through which students attendance was registered, study material was distributed and regular motivational discussion along with inter personal counseling sessions ware arranged.</p>
<p>Initiation of use of Google Classroom for smooth commencement of online examination system.</p>	<p>Google classroom was successfully initiated as the best possible medium for taking online exams, uploading and evaluating answers scripts in pdf format. A training session was also arranged for best possible utilization of google classroom.</p>

Preparation of list of books and journals likely to be purchased from RUSA Grant based on the requirements both of teachers and students related to the present syllabi of CBCS.	All the academic departments prepared list of the details of the required books and journals related to the syllabi of CBCS under The University of Burdwan. So that procurement of the said items from the grant received from RUSA can be the most useful both for the students and the teachers.
Arrangement of an online awareness camp regarding smooth commencement of online examinations.	Several online sessions were arranged for training both the students and the teachers so that online examination and online evaluation of answers scripts can be taken up almost to the level of absolute perfection.

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	09/08/2021

**14. Whether institutional data submitted to AISHE**



**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	Hiralal Bhakat College
• Name of the Head of the institution	Dr. Nurul Islam
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03465457120
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• Pin Code	731220
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	State Govt. aided degree college
• Type of Institution	Co-education
• Location	Rural
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• IQAC e-mail address	iqac@hbcnht.edu.in				
• Alternate e-mail address	hbcnaac@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.hbcnht.in/aqar.php">https://www.hbcnht.in/aqar.php</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.hbcnht.in/academic_calendar.php">https://www.hbcnht.in/academic_calendar.php</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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<b>6.Date of Establishment of IQAC</b>			20/04/2007		
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?	
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<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	09/08/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022	16/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
Multidisciplinary courses were not implemented under CBCS Programme for the session 2020-21.	
<b>16. Academic bank of credits (ABC):</b>	



Academic bank of credit was not mandatory for the academic session 2020-21.

### 17.Skill development:

There was conducted skill development activity like Spoken English through online within COVID-19 period.

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

Several Modern Indian Languages were implemented under CBCS program.

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

Departments are always focused on outcome based education through some activities under carrer counselling cell.

### 20.Distance education/online education:

The college has taken initiative for distance education for outgoing UG students.

## Extended Profile

### 1.Programme

1.1

24

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1

4083

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

1110

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	394
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	56
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	28
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	54414048.06
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	26
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- At the very beginning of the academic session, under the supervision of the IQAC & the Academic Subcommittee, the academic calendar is prepared following the academic calendar given by the affiliating University. Each department follows it and prepares a calendar of events.
- The routine committee prepares the time table for the present academic session which is distributed to the respective heads of the Departments and is reflected to the college website.
- The Principal, Co-ordinator, IQAC and Academic subcommittee conducts a meeting at the beginning of the session to discuss the strategies for effective implementation of curriculum like fixing schedule for Internal Assessment, evaluation process, teaching-learning methods, implementation of Programme outcomes and course outcomes etc.
- Departmental heads conducted departmental committee meeting for preparation of departmental time table and distribution of syllabus.
- Following the class routine and topics allotted, respective teachers prepared their Annual Teaching Plan and conducted their online/offline classes accordingly.
- Teaching-learning process was conducted through both online and offline mode.
- Remote teaching was supplemented with webinars, special & extension lecture, projects, online quiz, poster/paper presentations, publications of wall /e-magazines.
- Continuous evaluation like online class tests, mock tests, internal assessment etc. were conducted and preserved in the department, emails, Google Form, Google Drive, Google Classroom.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hbcnht.in/images/uploads/ACADEMIC%20CALANDER%202020-2021.pdf">https://www.hbcnht.in/images/uploads/ACADEMIC%20CALANDER%202020-2021.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution prepares a semester-wise academic calendar for

both teaching and internal evaluation programmes. A system of regular internal evaluation following the academic calendar, the results of which are included in the final mark-sheet, is in place. Teachers also made assessments of individual students on their own and compared them with the final results.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hbcnht.in/images/uploads/Academic%20Calendar%20HBC%202020-21%20with%20IA%20date.pdf">https://www.hbcnht.in/images/uploads/Academic%20Calendar%20HBC%202020-21%20with%20IA%20date.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Hiralal Bhakat College adheres to the syllabus provided by the affiliating University i.e. the University of Burdwan and it

integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum and implements it in co-curricular & extra-curricular activities.

The college aims to maintain a harmonious and conducive environment within the college campus as well as aims to impart basic values and ethics to its students.

Within the curriculum, various courses specifically focus on gender issues specifically in the subject Political Science.

The college ensures to properly groom students and make them responsible citizens by inculcating universal, moral and ethical values.

Awareness related to the environment forms an integral part in the learning process of the students. Not only Environment Science has been made a compulsory course for all subjects, in practice the college observes and celebrates different environment related days and events with fervor and enthusiasm. The NSS volunteers along with other students of the college participate in tree plantation and cleanliness programs.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.hbcnht.in/images/uploads/Stakeholders%20Feedback%20Report%202020-21.pdf">https://www.hbcnht.in/images/uploads/Stakeholders%20Feedback%20Report%202020-21.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**2465**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**1110**



File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Mechanism to identify the slow learners and advance learners

- To analyze the entry level marks (XII std. Board Examinations) of the students
- To measure students' performances in UG Examination for PG courses
- To observe and assess the participation of students in regular classes.
- On the basis of tutorials, mock tests, class tests, open book test, assignments and interaction outside the class, teachers are able to judge the students and can identify the slow and advanced learners.

### Measures for the advancement of advanced learners & slow learners:

- Programmes for Slow Learners
- Supply of simplified reading materials
- Remedial classes, counseling, Mentoring, use of audio-visual media, open book test
- Intimation about students' progress & performance through parent-teacher meetings
- Intensive coaching, tutorial classes & ICT usages
- Teachings through bilingual mode and in regional languages

### Programs for Advanced Learners :

- Special guidance to write research articles and publish the same in good quality journals.
- Encouragement to get the University ranks
- Assignment of special projects like book and movie review, analysis of current issues relevant to their subjects
- Recognition for their achievements at various forums.
- Guidance to take part in workshops, webinars and seminars
- Guidance for competitive / Entrance examinations
- Provide high quality study materials and refer the students

- to access more reference books from college
- **Library.**

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4083	56

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college is more students -centric through a combination of old conventional and new online methods of teaching. To motivate the students beyond the scope of theoretical knowledge various student-centric learning methods are practiced.

### Experimental Learning Techniques

- Workshops, Student seminars, webinars, YouTube videos, Film Shows
- Field visit, slide shows, case study based research projects etc. have been adopted by different departments of our college

### Participative Learning Techniques

- Group discussions, extempore speech competition and debate, assignments are organized by the departments.
- Students' seminar
- Brainstorming session
- Poster making
- News paper reading, book reviews, movie screening

**Problem - Solving Techniques**

- Assignments
- Case studies
- Study of current affairs
- Issues of crisis management
- Quizzes, presentations, brainstorming sessions

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- Google classrooms is used to manage and post course related information-learning materials, evaluation , assignments etc.
- Faculties used power point presentations in their teaching by using projectors. They are also equipped with digital library, online search engines and websites to prepare effective presentations.
- Recording of video/audio lectures is made available to students for learning and future reference.
- Teachers use various ICT tools for conducting workshops for faculty members and non-teaching staff on latest methods such as G-suit, Microsoft office, Use of Internet etc.
- Online and offline seminars, workshops are organized for the students in the seminar hall, department lab which are equipped with ICT tools like overhead projector, laptop, desktop , wi-fi etc.
- Whatsapp groups, facebook and email are used as platforms to communicate, make announcements, address queries and share information.
- Virtual classrooms are used by the teachers.
- The college library has 6300 titles e-journals and above 200000 titles e-books accessible through <https://nlist.inflibnet.ac.in> , NPTEL & NDL

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.hbcnht.in/album_details.php?albumId=41">https://www.hbcnht.in/album_details.php?albumId=41</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

399

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Internal examination system is transparent, flexible and robust.**

- The process of internal evaluation following the guidelines of BU is conveyed to the students during the induction programme at the beginning of each academic year & to the parents during parent -teacher meetings.
- Students' performances are assessed through continuous academic (assignments, creative writing, group discussions etc.) and non-academic (poster presentations, cultural competition, sports/games etc.) events throughout the year to make them expressive, articulate & enable them to think critically.
- Continuous assessments in the form of written/mock tests/online MCQ are conducted, after the completion of each topic or the course, to evaluate and measure student's performance.

- Slow learners' performances are also assessed throughout the year through class monitoring and taking of revision /remedial classes.
- The performance of each student is discussed in the class specifying the problems & mentoring scope for improvement.
- In case of grievances, mostly in written form, related to untimely submission of answer scripts & requests regarding reassessment of answer scripts, the matter is placed & resolved in the respective departmental committee meetings/ Grievance Redressal Committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Due to nation-wide lockdown, internal examinations were conducted online in a transparent, time-bound & efficient manner.
- Online tests are conducted through google form, devised with an answer key, that enables the students to receive automatic responses and assess their performances.
- All the grievances related to internal marks are resolved at the department level by the coordinator. Any unresolved dispute at the department level is brought to the notice of the Grievance Redressal Cell (GRC). Subject teachers evaluate the answer scripts and return to the students with proper clarification for the assessment made. Students with the reevaluation request or any dispute of results can be brought to the notice of GRC. Such complaints are resolved within a stipulated time.
- Student's performances in classrooms/tests/seminars/MCQs are shared with them, and the concerned teacher provides suggestions to the students for improvement.
- A few reassessment requests are made by the students because of poor mobile data & disrupted internet connectivity due to locational disadvantages; students sometime faced problems while uploading answer scripts in the given portal. Such matters are resolved through the active intervention of the HOD vor taken up in DC meetings for appropriate resolution.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

For all programmes and courses offered by Hiralal Bhakat College with the approval of The University of Burdwan, Course outcomes (CO) and program outcomes (PO) as stated (both for the old course and as per the new CBCS syllabus) are displayed on the website. COs are framed in the departmental meetings as per the approved syllabus of the university. The students are also made aware and communicated about the COs and POs of the course they are admitted into, at the beginning of each semester during the induction meeting. They are intimated about the different possibilities of COs, POs & PSOs through class interaction, parent-teacher meetings and student-teacher dialogue wherein all stakeholders express their difficulties and opportunities relating to studying a particular course. The CO & PO of each department is available in the college website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.hbcnht.in/course_outcome.php">https://www.hbcnht.in/course_outcome.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- CO, PO & PSO attainment will be done through direct and indirect methods.
- In direct method, the marks scored by students' for each paper during internal assessment and external examination are recorded. The average of ratings scored by the students for each course is calculated to assess the attainment of COs.
- In the indirect method, exit form survey is conducted for all students at the end semester through questionnaires. The

rating and relation of PO & PSOs with the questionnaire is depicted in quantitative form. The components of the collected data are interrelated and influence the attainment level. The final attainment is obtained after target level is reached from both the methods.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

373

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.hbcnht.in/students.php">https://www.hbcnht.in/students.php</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0



File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

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

#### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

All the departments of Hiralal BhakatCollege regularly participated in different extension activities and community services at Nalhati rural area and adjoining villages. National Service Scheme (NSS) Unit, the National Cadet Corps (NCC), of Hiralal BhakatCollege regularly organized various social outreach programmes to practice social responsibility. In the year 2020-21 some awareness programme were conducted in online mode while a few extension activities were conducted offline in the neighborhood communities. Such programmes include:

COVID-19 awareness drive

Environmental awareness drive

**Relief work during COVID 19 pandemic period****Relief work at COVID 19 quarantine centres**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

7

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

438

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college campus at present is divided mainly in three new buildings. It facilitates excellent infrastructure for teaching-learning process, career progression and higher education. The Administrative building accommodates the chamber of the Principal, Administrative Office, Library, Gymnasium, Classrooms, Teachers' Common room, Students' Union room, NSS room etc.

Other buildings of the college accommodates NCC room, seminar hall, Laboratories, classrooms etc.

The seminar room is ICT-enabled. The library facilitates the easy accessibility of library books from college and outside via N-LIST. The college offers wheel chairs for differently able persons.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/photo_gallery.php">https://www.hbcnht.in/photo_gallery.php</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **Sports/ Games :-** Various sports facilities are provided to the students within the campus focusing sports as an extracurricular activity. The college is committed to create a balanced atmosphere of academic, cultural and sports

activities for the overall personality development of the students.

- Gymnasium :- A fully furnished Gymnasium hall is available in the college with motorized treadmill, Electronic spin bike, Multi Gym station etc.
- Cultural Activities :- The college also encourages students to participate in various cultural & literacy activities like wall magazine publications, Annual Function, Freshers' Welcome ceremony, Teachers' Day celebration, Rabindra Jayanti etc. in which students exhibit their talents.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/album_details.php?albumId=42">https://www.hbcnht.in/album_details.php?albumId=42</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/album_details.php?albumId=41">https://www.hbcnht.in/album_details.php?albumId=41</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

501958

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library has been dedicated to the service of the members (students, faculties and non-teaching staff) of this college. Enriching day by day at present this library contains about 21000+ printed books, subscribed 6000+ e- journals and 1,00,000+ e-books through the membership in the NLIST of INFLIBNET. This library is fully automated. All the housekeeping activities of the library (accessioning, cataloguing, circulation, searching) are started in an automated environment. Now this library is using CAMS 3.0 integrated library management software for all household works. The future plan is to barcode the books of the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.177

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

## 4.3 - IT Infrastructure

### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The institution has a well-established IT infrastructure and updates the hardware, system and application softwares, and wi-fi connectivity periodically.
- Presently, the institution has more than 30 computers including laptops and desktops, which are being used in various classrooms, laboratories, library, seminar hall, virtual classroom for productive and smooth conduct of teaching-learning process. Additionally, projectors, amplifiers, speakers, mikes are also installed.
- CCTV cameras have been installed at all the prominent places throughout the campus for 24\*7 surveillance.
- The college has a dynamic website to provide all the necessary information regarding college activities.
- The printers, scanners etc. are installed in the



departments, office for smooth functioning of daily activities.

- LAN connections, both Ethernet and wi-fi broadband internet facility are available in the departments and office building. College upgraded its internet facility with Leased Line connection of 50mbps bandwidth in this session.
- To ensure an effective online teaching-learning process, the college has registered with the Google workspace for Education in this session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

31

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

395371

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established systems and procedures for meticulous maintenance and upkeep of various facilities.

- A dedicated team of electrician, plumber, sweepers, carpenters and gardeners provide round the clock service to Departments, Classrooms, Canteen, Laboratories and Library.
- Fire Extinguishers are frequently checked.
- Computers and peripherals are checked, cleaned, calibrated and maintained by the technical assistants hired from outside.
- Renovation , major maintenance and repairs of building are outsourced.
- The Laboratory Assistants take care of the laboratories and equipment of the Science Derpartments.
- While purchasing equipment, 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 equipment. The AMC facility includes maintenance of Generator, AC machines, and CCTV cameras, water purifiers, software etc.
- Every year pest control is conducted in the library to keep the books, journals and records safe.
- The campus of the college is well protected by surveillance of cameras.
- The canteen committee inspects the canteen's ambience, quality of the food etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1219

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**D. 1 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**35**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**35**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - 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
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

5

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students are the vital part of the college. Their participation in college administration and activities is required for transparent governance, promotion of Academic culture and maintenance of students' interest. Generally , students' representatives are selected through students' election but presently students' election has been banned by the Govt. of West Bengal for curbing the unwanted political interference in the education system. However, Hiralal Bhakat College authority has included students' representatives in various administrative, cultural and academic committees of the college. Such bodies include IQAC, Anti Ragging

Committee, Sports Committee, Grievance Redressal Cell, NSS/NCC Advisory Committee etc. In 2020-2021, apart from participation in extension activities, students of various departments performed different activities as follows:

- Organization of Blood Donation Camp as a part of NSS units of the college.
- Assistance to the college authority to keep the campus green
- Conduct of the Annual Sports Meet.
- Organisation of Student Week and many other cultural activities such as celebration of Teachers' Day
- Organization of the Annual Fresher's Welcome ceremony & Annual Function.
- Celebration/ Observance of different commemorative days and events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

College has no such registered Alumni Association due to COVID-19.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional 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 and in tune with the vision and mission of the institution

- The vision of Hiralal Bhakat College is "to transform the institution into a centre of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources." The college works relentlessly with the mission as: " to provide quality education to the students and work for the holistic development of the students".
- The objective of governance and leadership implemented in the institution is typically to meet its missions & vision. The Governing Body takes decisions on finance, education and infrastructure aspects. The strategic plan, recruitment, and other academic and administrative proposals are scrutinized by the Governing Body. The Finance Committee considers the proposals of expenditure and recommends the Governing Body for approval. The IQAC' responsibility is ensuring quality in all academic activities of the college.
- The Principal acts as a catalyst in giving form to the ideas deliberated by statutory and non-statutory bodies. The Principal regularly monitors the academic and the administrative functioning of the institution to ascertain the quality.
- Academic Council approves the new courses to be introduced,



admission and Examination process, implementation of CBCS, reforms in teaching-learning -evaluation, and academic regulations. College promotes participative management in decision making by constituting committees with both teachers and student members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The vision of Hiralal Bhakat College is " to transform the institution into a centre of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources." The college works relentlessly with the mission as : " to provide quality education to the students and work for the holistic development of the students".
- The objective of governance and leadership implemented in the institution is typically to meet its missions & vision. The Governing Body takes decisions on finance, education and infrastructure aspects. The strategic plan, recruitment, and other academic and administrative proposals are scrutinized by the Governing Body. The Finance Committee considers the proposals of expenditure and recommends the Governing Body for approval. The IQAC' responsibility is ensuring quality in all academic activities of the college.
- The Principal acts as a catalyst in giving form to the ideas deliberated by statutory and non-statutory bodies. The Principal regularly monitors the academic and the administrative functioning of the institution to ascertain the quality.
- Academic Council approves the new courses to be introduced, admission and Examination process, implementation of CBCS, reforms in teaching-learning -evaluation, and academic regulations. College promotes participative management in decision making by constituting committees with both teachers and student members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic policies and strategies.

It is effectively deployed on bringing quality improvements in the areas of:

- Curricular planning and implementation
- Enhancing Academic flexibility and capacity building
- Teaching-learning process
- Research, collaboration and extension activities
- Academic infrastructural facilities
- Student support activities and student progression
- Internal quality assurance system
- Governance, leadership and management

At the beginning of the academic year, the college authority chalks out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans. One such broad area in which the Institutional perspectives and strategic plan has been successfully implemented is that of introduction of new courses and programs. This has been achieved through the deployment of Action Plan for the following initiatives:

- MOUs signed with other college for training and curriculum implementation
- New certificate courses are introduced keeping in mind their relevance and market needs

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/code_of_conduct.php">https://www.hbcnht.in/code_of_conduct.php</a>
Upload any additional 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.

The institution has a well-defined organizational structure and governance. The organization depicts the hierarchical structure of the administrative system and the place and rank of various committees. The Governing Body is responsible for ensuring effective management in the campus. The Principal monitors the regular academic and other activities of the college assisted by the IQAC and Heads of the Departments.

Among the statutory bodies, Governing body is the authority of planning and monitoring. All the proposals, plans and budgets presented by Academic Subcommittee, Finance Committee, etc. and other non-statutory bodies are approved by the Governing Body. Academic Subcommittee is the sole authority on academic matters. Finance Committee analyzes and approves the budgets submitted by the departments.

#### Non Statutory bodies

Non-statutory bodies take care of the overall planning and execution of the academic, non-academic, co-curricular and extra-curricular activities. Some of the non-statutory bodies are Examination Committee, Tender Committee, Purchase Subcommittee, Building Sub-committee, IQAC, Grievance Redressal Cell, Admission Committee, Cultural & Sports Committee, Students Welfare Committee, Internal Complaints Committee, Code of Conduct Monitoring Committee, Library Sub Committee, , Anti Ragging Committee, Career Counseling Cell, Psychological Counseling Cell, NSS Committee, Research Committee and Canteen Committee.

Standard Operating Procedures (SOPs) are created for various

academic and administrative processes. The recruitment procedure, promotional policies and service rules are as per the rules of the Department of Higher Education, Govt. of West Bengal and the guidelines of UGC for appointments in State Aided colleges of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

### Welfare measures for Teaching staff:

- o GPF Scheme
- o Quick PF loan facility
- o Puja bonus, Puja advance
- o First Aid/ Health check up
- o Canteen facility
- o Gym & sports facility
- o Guest Room facility for short time stay
- o Casual leave, compensatory leave, maternity leave, earned

leave, medical leave etc.

- Teachers Day Celebration
- Help for inclusion in the West Bengal Health Scheme
- Faculty Development Programme
- Annual picnic
- ICT facilities
- Farewell ceremony for teaching staff

#### Welfare measures for non-teaching staff

- GPF Scheme
- Quick PF loan facility
- Puja bonus, Puja advance
- First Aid/ Health check up
- Canteen facility
- Gym & sports facility
- Guest Room facility for short time stay
- Casual leave, compensatory leave, maternity leave, earned leave, medical leave etc.
- Faculty Development Programme
- Annual picnic
- Farewell ceremony for non- teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

3

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

1. **Self Appraisal:** Each year, all college instructors are required to complete a Self Appraisal Form. The "Performance Based Appraisal System" format serves as the foundation for the form's organisation. The form has four sections: (1) General Information; (2) Teaching, Learning, and Evaluation Related Activities Information; (3) Co-Curricular, Extension, and Professional Development Related Activities Information; and (4) Research and Academic Contributions Information. Academic Performance Indicators (API), which display the progress, are calculated using this data.

2. **Academic Audit:** The College undergoes academic audit for 2020-2021. Internal audit was done by the IQAC and it was also audited by duly formed Academic Audit Committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- Hiralal Bhakat College has a very strong mechanism for

conducting regular internal and external financial audits. The Internal audit is conducted once in a year and the detailed report is submitted to the Principal of the college. Chartered Accountant Company verifies all the bills, payments, receipts, journals, vouchers of the transactions, cash books, ledger account reviews that are carried out in the past one year. Based on the audit, the report is prepared and submitted to the management.

- For external Audit, the auditor is appointed by the Dept. of Higher Education , Govt. of West Bengal. The financial records are audited by a chartered Accountant at the end of each fiscal year and the audited statements of income and expenditure, balance sheets are certified. The auditor verifies if the items of revenues, expenditure and items of assets and liabilities get reflected in income and expenditure account and balance sheet as per the requirements. The audit report is submitted to the Dept. of Higher Education.
- Since there are no major findings/ objections, minor errors or omissions and commissions pointed out by the audit team are immediately rectified/ corrected and precautionary steps are taken to avoid references of such errors in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### **6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

##### **6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0



File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

A standard approach for money mobilisation is to request donations for a particular account from staff members, former students, and philanthropists, particularly from the local community. The Building Committee, Purchase Committee, and other committees oversee the fund's utilisation in an effort to keep installation and purchase costs to a minimum.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Conducting online meeting of IQAC for 2020-21 in regular intervals.
2. Preparation and publication of academic calendar for 2020-2021.
3. Conducting meetings with teachers and NTS.
4. Conducting Seminars on CBCS for Semester- I students through Online.
5. Collection of feedback data from teachers, Students and Alumni.
6. Feedback data were analyzed and discussed in IQAC meeting and the report is uploaded in the College website along with the Action Taken Report.

**7. Conducting Online meeting for Internal Assessment for 2020-21.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Hiralal Bhakat College's IQAC meets with the instructors on a regular basis, and during these meetings, they are instructed to maintain records of everything, including instruction and learning. Individual, departmental, and institutional data are kept up to date. Instructors are also asked to share information about their fieldwork, projects, BOS involvement, and anything else they feel is relevant. Additionally, data about the creation of academic infrastructure is gathered from the language lab, computer lab, laboratories, and library.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.hbcnht.in/igac_regulations.php">https://www.hbcnht.in/igac_regulations.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution acknowledges 'Gender Equality' as one of the Sustainable Development Goals & strives to achieve it through certain practices:

- Ensuring safe & secure campus with the aid of close circuit cameras installed throughout the institution to keep vigilance on all the activities within the college premises. No student is allowed inside the campus without showing their Identity cards issued by the college.
- Different committees such as Internal Complaints Committee( ICC) , Anti - Ragging Cell, Grievance Redressal Cell and Code of Conduct Monitoring Committee have been formed & are functional to address grievances effectively & ensure the maintenance of decent & conducive atmosphere within the campus.
- The College has Ladies common room dedicated for female students only.
- Several awareness programs for the promotion of gender equity are organized.
- The college provides sports facilities for all its female students on its campus.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

Hiralal Bhakat College triesto preserve the environment by using sustainable practices and has a well-developed waste management system. When it comes to trash management, Hiralal Bhakat College carefully abides by the three R's: reduce, reuse, and recycle. The college has provisions in place for sorting garbage into biodegradable and non-biodegradable categories using distinct bins positioned across the campus. The several methods used by the organisation to dispose of the different kinds of trash produced in an environmentally responsible manner.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** D. Any 1 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit** A. Any 4 or all of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Cultural & Regional :-**

- "Rabindra Jayanti" celebration
- Celebration of " National Youth Day"
- Saraswati Puja was celebrated on the auspicious occasion of Basant panchami.
- Celebration of International Yoga Day
- Women's Day" and the self-defence program were organized on 8th March, 2021.

#### Linguistic:-

- Observation of International Mother Language Day on 21st February, 2022.

#### Communal & Socio-economic:

- Topics related to human rights, peace, tolerance, harmony, promotion of social values, awareness of environmental protection etc. are added into the curriculum.
- An environment is created in the classrooms and cultural programmes in which the students learn to appreciate the diversity and get sensitized to tolerance and pluralism.
- Extra-curricular activities develop students' attitudes toward the promotion of tolerance and harmony

#### Gender and Differently Abled :-

- Equal access and rights for women and men
- Facilities for the differently abled persons

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The following activities symbolize as the sensitization of students and employees of the Institution to the constitutional obligations:

- Republic Day was observed on 26th January, 2021 through Online.

- The stakeholders of Hiralal Bhakat College observed 75 years of independence under the title of Azadi ka Amrit Mahotsav on 15th August, 2021.
- Netaji Jayanti ( Parakram Divas) was observed on 23rd January , 2021 through Online.
- Constitution Day was celebrated on 26th November, 2021 by the NSS & NCC volunteers.
- Students' Week was celebrated by the college in the 1st week of January as a mandatory programme of the Dept. of Higher Education, Govt. of West Bengal.
- Participation of college students in the National Youth Parliament.
- Social activities, AIDS awareness camp, Tobacco prevention camp were also organized by the college.
- A voter awareness drive was conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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 4. Annual awareness programmes on Code of Conduct are organized**



File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college observes & celebrates days of national/international importance, commemorative days & celebrates festivals with enthusiasm & passion. All the stakeholders of the college together celebrate these occasions within the campus upholding unity, peace & harmony both towards human kind & the environment. Some celebrations organized by the college include:

- Rabindra Jayanti Celebration
- National Youth Day celebration
- Saraswati Puja celebration on the auspicious accession of Basant Panchami.
- International Yoga Day
- Teacher's Day
- Freshers' Welcome
- National Science Day
- International Mother Language Day on 21st February
- Republic Day on 26th January
- Independence Day on 15th August
- Netaji Jayanti on 23rd January
- No Tobacco Day
- World Environment Day
- World AIDS Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. IQAC, Hiralal Bhakat College arranged a training camp from the 4th of January 2021 to the 16th of January 2021 (A period of 2 weeks) to trained women of the adjacent locality to prepare batik print with the help of the experts of this specific field belonging to Ram Shyam fabric Industry Pvt. Ltd., Santiniketen, Birbhum. Batik being a signature fabric of the district of Birbhum is a definite style statement of all the age groups. Hence this training enable 28 women predominantly belonging to impoverished financial group of the surrounding locality of college to become economically self reliant.

2. A regular drawing learning session was arranged in the 'Durga Mandir', near Atgram primary school around 2 km. away from college campus. Bapi Ghosh, an alumnus member of Hiralal Bhakat College Alumnus Association and a resident of Atgram along with 16 nos of students and 4 nos of teachers arranged these session on and from 18th January 2021 to 8th May 2021 (74 sessions to be specific). This session enabled the kids of Atgram (42 of them almost regularly attended the said session) to come out of the monotony of their school-less life that too within the stricture of Covid-19 protocol (social distancing).

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Hiralal Bhakat College (Affiliated to the University of Burdwan) has been established with one of its mission to cater to the needs and aspirations of its neighboring community mostly comprising of first generation learners. The college is consistently striving to extend quality and inclusive higher education to rural people, women and backward class people of the locality.

The college get RUSA fund for various purposes. One of the problems of the college is shortage of sufficient land for flourish of its different wings. The college has taken a very crucial step to eliminate many bottlenecks from the newly purchased land and tries to prepare the purchased land for its perfect utilization. Many reformative activities have been done to make the land usable for various purposes of the college in near future.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- At the very beginning of the academic session, under the supervision of the IQAC & the Academic Subcommittee, the academic calendar is prepared following the academic calendar given by the affiliating University. Each department follows it and prepares a calendar of events.
- The routine committee prepares the time table for the present academic session which is distributed to the respective heads of the Departments and is reflected to the college website.
- The Principal, Co-ordinator, IQAC and Academic subcommittee conducts a meeting at the beginning of the session to discuss the strategies for effective implementation of curriculum like fixing schedule for Internal Assessment, evaluation process, teaching-learning methods, implementation of Programme outcomes and course outcomes etc.
- Departmental heads conducted departmental committee meeting for preparation of departmental time table and distribution of syllabus.
- Following the class routine and topics allotted, respective teachers prepared their Annual Teaching Plan and conducted their online/offline classes accordingly.
- Teaching-learning process was conducted through both online and offline mode.
- Remote teaching was supplemented with webinars, special & extension lecture, projects, online quiz, poster/paper presentations, publications of wall /e-magazines.
- Continuous evaluation like online class tests, mock tests, internal assessment etc. were conducted and preserved in the department, emails, Google Form, Google Drive, Google Classroom.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hbcnht.in/images/uploads/ACADEMIC%20CALENDAR%202020-2021.pdf">https://www.hbcnht.in/images/uploads/ACADEMIC%20CALENDAR%202020-2021.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution prepares a semester-wise academic calendar for both teaching and internal evaluation programmes. A system of regular internal evaluation following the academic calendar, the results of which are included in the final mark-sheet, is in place. Teachers also made assessments of individual students on their own and compared them with the final results.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hbcnht.in/images/uploads/Academic%20Calendar%20HBC%202020-21%20with%20IA%20date.pdf">https://www.hbcnht.in/images/uploads/Academic%20Calendar%20HBC%202020-21%20with%20IA%20date.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Hiralal Bhakat College adheres to the syllabus provided by the affiliating University i.e. the University of Burdwan and it integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum and implements it in co-curricular & extra-curricular activities.

The college aims to maintain a harmonious and conducive environment within the college campus as well as aims to impart basic values and ethics to its students.

Within the curriculum, various courses specifically focus on gender issues specifically in the subject Political Science.

The college ensures to properly groom students and make them responsible citizens by inculcating universal, moral and ethical values.

Awareness related to the environment forms an integral part in the learning process of the students. Not only Environment Science has been made a compulsory course for all subjects, in practice the college observes and celebrates different environment related days and events with fervor and enthusiasm. The NSS volunteers along with other students of the college participate in tree plantation and cleanliness programs.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded



**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.hbcnht.in/images/uploads/Stakeholders%20Feedback%20Report%202020-21.pdf">https://www.hbcnht.in/images/uploads/Stakeholders%20Feedback%20Report%202020-21.pdf</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**2465**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1110

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Mechanism to identify the slow learners and advance learners

- To analyze the entry level marks (XII std. Board Examinations) of the students
- To measure students' performances in UG Examination for PG courses
- To observe and assess the participation of students in regular classes.
- On the basis of tutorials, mock tests, class tests, open book test, assignments and interaction outside the class, teachers are able to judge the students and can identify the slow and advanced learners.

Measures for the advancement of advanced learners & slow learners:

- Programmes for Slow Learners
- Supply of simplified reading materials
- Remedial classes, counseling, Mentoring, use of audio-visual media, open book test
- Intimation about students' progress & performance through parent-teacher meetings
- Intensive coaching, tutorial classes & ICT usages
- Teachings through bilingual mode and in regional languages

Programs for Advanced Learners :

- Special guidance to write research articles and publish the same in good quality journals.
- Encouragement to get the University ranks
- Assignment of special projects like book and movie review, analysis of current issues relevant to their subjects
- Recognition for their achievements at various forums.
- Guidance to take part in workshops, webinars and seminars
- Guidance for competitive / Entrance examinations
- Provide high quality study materials and refer the students to access more reference books from college
- Library.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4083	56

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college is more students -centric through a combination of old conventional and new online methods of teaching. To motivate the students beyond the scope of theoretical knowledge various student-centric learning methods are practiced.

#### Experimental Learning Techniques

- Workshops, Student seminars, webinars, YouTube videos, Film Shows
- Field visit, slide shows, case study based research projects etc. have been adopted by different departments of our college

### Participative Learning Techniques

- Group discussions, extempore speech competition and debate, assignments are organized by the departments.
- Students' seminar
- Brainstorming session
- Poster making
- News paper reading, book reviews, movie screening

### Problem - Solving Techniques

- Assignments
- Case studies
- Study of current affairs
- Issues of crisis management
- Quizzes, presentations, brainstorming sessions

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- Google classrooms is used to manage and post course related information-learning materials, evaluation , assignments etc.
- Faculties used power point presentations in their teaching by using projectors. They are also equipped with digital library, online search engines and websites to prepare effective presentations.
- Recording of video/audio lectures is made available to students for learning and future reference.
- Teachers use various ICT tools for conducting workshops for faculty members and non-teaching staff on latest methods such as G-suit, Microsoft office, Use of Internet etc.
- Online and offline seminars, workshops are organized for the students in the seminar hall, department lab which are equipped with ICT tools like overhead projector, laptop, desktop , wi-fi etc.
- Whatsapp groups, facebook and email are used as platforms to communicate, make announcements, address queries and

share information.

- Virtual classrooms are used by the teachers.
- The college library has 6300 titles e-journals and above 200000 titles e-books accessible through <https://nlist.inflibnet.ac.in> , NPTEL & NDL

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.hbcnht.in/album_details.php?albumId=41">https://www.hbcnht.in/album_details.php?albumId=41</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

399

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal examination system is transparent, flexible and robust.

- The process of internal evaluation following the guidelines of BU is conveyed to the students during the induction programme at the beginning of each academic year & to the parents during parent -teacher meetings.
- Students' performances are assessed through continuous academic (assignments, creative writing, group discussions etc.) and non-academic (poster presentations,

cultural competition, sports/games etc.) events throughout the year to make them expressive, articulate & enable them to think critically.

- Continuous assessments in the form of written/mock tests/online MCQ are conducted, after the completion of each topic or the course, to evaluate and measure student's performance.
- Slow learners' performances are also assessed throughout the year through class monitoring and taking of revision /remedial classes.
- The performance of each student is discussed in the class specifying the problems & mentoring scope for improvement.
- In case of grievances, mostly in written form, related to untimely submission of answer scripts & requests regarding reassessment of answer scripts, the matter is placed & resolved in the respective departmental committee meetings/ Grievance Redressal Committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

- Due to nation-wide lockdown, internal examinations were conducted online in a transparent, time-bound & efficient manner.
- Online tests are conducted through google form, devised with an answer key, that enables the students to receive automatic responses and assess their performances.
- All the grievances related to internal marks are resolved at the department level by the coordinator. Any unresolved dispute at the department level is brought to the notice of the Grievance Redressal Cell (GRC). Subject teachers evaluate the answer scripts and return to the students with proper clarification for the assessment made. Students with the reevaluation request or any dispute of results can be brought to the notice of GRC. Such complaints are resolved within a stipulated time.
- Student's performances in classrooms/tests/seminars/MCQs are shared with them, and the concerned teacher provides suggestions to the students for improvement.

- A few reassessment requests are made by the students because of poor mobile data & disrupted internet connectivity due to locational disadvantages; students sometime faced problems while uploading answer scripts in the given portal. Such matters are resolved through the active intervention of the HOD vor taken up in DC meetings for appropriate resolution.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

For all programmes and courses offered by Hiralal Bhakat College with the approval of The University of Burdwan, Course outcomes (CO) and program outcomes (PO) as stated (both for the old course and as per the new CBCS syllabus) are displayed on the website. COs are framed in the departmental meetings as per the approved syllabus of the university. The students are also made aware and communicated about the COs and POs of the course they are admitted into, at the beginning of each semester during the induction meeting. They are intimated about the different possibilities of COs, POs & PSOs through class interaction, parent-teacher meetings and student-teacher dialogue wherein all stakeholders express their difficulties and opportunities relating to studying a particular course. The CO & PO of each department is available in the college website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.hbcnht.in/course_outcome.php">https://www.hbcnht.in/course_outcome.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- CO, PO & PSO attainment will be done through direct and



indirect methods.

- In direct method, the marks scored by students' for each paper during internal assessment and external examination are recorded. The average of ratings scored by the students for each course is calculated to assess the attainment of COs.
- In the indirect method, exit form survey is conducted for all students at the end semester through questionnaires. The rating and relation of PO & PSOs with the questionnaire is depicted in quantitative form. The components of the collected data are interrelated and influence the attainment level. The final attainment is obtained after target level is reached from both the methods.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

373

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.hbcnht.in/students.php">https://www.hbcnht.in/students.php</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

### RESEARCH, INNOVATIONS AND EXTENSION

**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

All the departments of Hiralal BhakatCollege regularly participated in different extension activities and community

services at Nalhati rural area and adjoining villages. National Service Scheme (NSS) Unit, the National Cadet Corps (NCC), of Hiralal Bhakat College regularly organized various social outreach programmes to practice social responsibility. In the year 2020-21 some awareness programmes were conducted in online mode while a few extension activities were conducted offline in the neighborhood communities. Such programmes include:

COVID-19 awareness drive

Environmental awareness drive

Relief work during COVID 19 pandemic period

Relief work at COVID 19 quarantine centres

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

7

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

438

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college campus at present is divided mainly in three new buildings. It facilitates excellent infrastructure for teaching-learning process, career progression and higher education. The Administrative building accommodates the chamber of the Principal, Administrative Office, Library, Gymnasium, Classrooms, Teachers' Common room, Students' Union room, NSS room etc.

Other buildings of the college accommodates NCC room, seminar hall, Laboratories, classrooms etc.

The seminar room is ICT-enabled. The library facilitates the easy accessibility of library books from college and outside via N-LIST. The college offers wheel chairs for differently able persons.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/photo_gallery.php">https://www.hbcnht.in/photo_gallery.php</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **Sports/ Games :-** Various sports facilities are provided to the students within the campus focusing sports as an extracurricular activity. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students.
- **Gymnasium :-** A fully furnished Gymnasium hall is available in the college with motorized treadmill, Electronic spin bike, Multi Gym station etc.
- **Cultural Activities :-** The college also encourages students to participate in various cultural & literacy activities like wall magazine publications, Annual Function, Freshers' Welcome ceremony, Teachers' Day celebration, Rabindra Jayanti etc. in which students exhibit their talents.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/album_details.php?albumId=42">https://www.hbcnht.in/album_details.php?albumId=42</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

2

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/album_details.php?albumId=41">https://www.hbcnht.in/album_details.php?albumId=41</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

<b>4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)</b>	
<b>4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)</b>	
501958	
File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>
<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p>The college library has been dedicated to the service of the members (students, faculties and non-teaching staff) of this college. Enriching day by day at present this library contains about 21000+ printed books, subscribed 6000+ e- journals and 1,00,000+ e-books through the membership in the NLIST of INFLIBNET. This library is fully automated. All the housekeeping activities of the library (accessioning, cataloguing, circulation, searching) are started in an automated environment. Now this library is using CAMS 3.0 integrated library management software for all household works. The future plan is to barcode the books of the library.</p>	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>D. Any 1 of the above</b>



File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.177

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The institution has a well-established IT infrastructure and updates the hardware, system and application softwares, and wi-fi connectivity periodically.
- Presently, the institution has more than 30 computers including laptops and desktops, which are being used in

various classrooms, laboratories, library, seminar hall, virtual classroom for productive and smooth conduct of teaching-learning process. Additionally, projectors, amplifiers, speakers, mikes are also installed.

- CCTV cameras have been installed at all the prominent places throughout the campus for 24\*7 surveillance.
- The college has a dynamic website to provide all the necessary information regarding college activities.
- The printers, scanners etc. are installed in the departments, office for smooth functioning of daily activities.
- LAN connections, both Ethernet and wi-fi broadband internet facility are available in the departments and office building. College upgraded its internet facility with Leased Line connection of 50mbps bandwidth in this session.
- To ensure an effective online teaching-learning process, the college has registered with the Google workspace for Education in this session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

31

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

395371

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established systems and procedures for meticulous maintenance and upkeep of various facilities.

- o A dedicated team of electrician, plumber, sweepers, carpenters and gardeners provide round the clock service to Departments, Classrooms, Canteen, Laboratories and Library.
- o Fire Extinguishers are frequently checked.
- o Computers and peripherals are checked, cleaned, calibrated and maintained by the technical assistants hired from outside.
- o Renovation , major maintenance and repairs of building are outsourced.
- o The Laboratory Assistants take care of the laboratories and equipment of the Science Derpartments.
- o While purchasing equipment, 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 equipment. The AMC facility includes maintenance of Generator, AC machines, and CCTV cameras, water purifiers, software etc.

- Every year pest control is conducted in the library to keep the books, journals and records safe.
- The campus of the college is well protected by surveillance of cameras.
- The canteen committee inspects the canteen's ambience, quality of the food etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1219

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>D. 1 of the above</b>
---	--------------------------

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>
<b>35</b>

<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>
<b>35</b>

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>E. None of the above</b>
--	-----------------------------

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

5

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students are the vital part of the college. Their participation in college administration and activities is required for transparent governance, promotion of Academic culture and maintenance of students' interest. Generally , students' representatives are selected through students' election but presently students' election has been banned by the Govt. of West Bengal for curbing the unwanted political interference in the education system. However, Hiralal Bhakat College authority has included students' representatives in various administrative, cultural and academic committees of the college. Such bodies include IQAC, Anti Ragging Committee, Sports Committee, Grievance Redressal Cell, NSS/NCC Advisory Committee etc. In 2020-2021, apart from participation in extension activities, students of various departments performed different activities as follows:

- Organization of Blood Donation Camp as a part of NSS units of the college.
- Assistance to the college authority to keep the campus green
- Conduct of the Annual Sports Meet.
- Organisation of Student Week and many other cultural activities such as celebration of Teachers' Day
- Organization of the Annual Fresher's Welcome ceremony & Annual Function.
- Celebration/ Observance of different commemorative days and events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0



File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

College has no such registered Alumni Association due to COVID-19.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional 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 and in tune with the vision and mission of the institution

- The vision of Hiralal Bhakat College is "to transform the institution into a centre of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources." The college works relentlessly with the

mission as: " to provide quality education to the students and work for the holistic development of the students".

- The objective of governance and leadership implemented in the institution is typically to meet its missions & vision. The Governing Body takes decisions on finance, education and infrastructure aspects. The strategic plan, recruitment, and other academic and administrative proposals are scrutinized by the Governing Body. The Finance Committee considers the proposals of expenditure and recommends the Governing Body for approval. The IQAC' responsibility is ensuring quality in all academic activities of the college.
- The Principal acts as a catalyst in giving form to the ideas deliberated by statutory and non-statutory bodies. The Principal regularly monitors the academic and the administrative functioning of the institution to ascertain the quality.
- Academic Council approves the new courses to be introduced, admission and Examination process, implementation of CBCS, reforms in teaching-learning -evaluation, and academic regulations. College promotes participative management in decision making by constituting committees with both teachers and student members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The vision of Hiralal Bhakat College is " to transform the institution into a centre of excellence in the arena of higher education and contribute to the inclusive development of the country by generating quality human resources." The college works relentlessly with the mission as : " to provide quality education to the students and work for the holistic development of the students".

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- Academic Council approves the new courses to be introduced, admission and Examination process, implementation of CBCS, reforms in teaching-learning -evaluation, and academic regulations. College promotes participative management in decision making by constituting committees with both teachers and student members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic policies and strategies.

It is effectively deployed on bringing quality improvements in the areas of:

- Curricular planning and implementation
- Enhancing Academic flexibility and capacity building
- Teaching-learning process
- Research, collaboration and extension activities
- Academic infrastructural facilities
- Student support activities and student progression

- Internal quality assurance system
- Governance, leadership and management

At the beginning of the academic year, the college authority chalks out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans. One such broad area in which the Institutional perspectives and strategic plan has been successfully implemented is that of introduction of new courses and programs. This has been achieved through the deployment of Action Plan for the following initiatives:

- MOUs signed with other college for training and curriculum implementation
- New certificate courses are introduced keeping in mind their relevance and market needs

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.hbcnht.in/code_of_conduct.php">https://www.hbcnht.in/code_of_conduct.php</a>
Upload any additional 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.

The institution has a well-defined organizational structure and governance. The organization depicts the hierarchical structure of the administrative system and the place and rank of various committees. The Governing Body is responsible for ensuring effective management in the campus. The Principal monitors the regular academic and other activities of the college assisted by the IQAC and Heads of the Departments.

Among the statutory bodies, Governing body is the authority of planning and monitoring. All the proposals, plans and budgets presented by Academic Subcommittee, Finance Committee, etc. and other non-statutory bodies are approved by the Governing Body. Academic Subcommittee is the sole authority on academic matters. Finance Committee analyzes and approves the budgets submitted by the departments.

### Non Statutory bodies

Non-statutory bodies take care of the overall planning and execution of the academic, non-academic, co-curricular and extra-curricular activities. Some of the non-statutory bodies are Examination Committee, Tender Committee, Purchase Subcommittee, Building Sub-committee, IQAC, Grievance Redressal Cell, Admission Committee, Cultural & Sports Committee, Students Welfare Committee, Internal Complaints Committee, Code of Conduct Monitoring Committee, Library Sub Committee, , Anti Ragging Committee, Career Counseling Cell, Psychological Counseling Cell, NSS Committee, Research Committee and Canteen Committee.

Standard Operating Procedures (SOPs) are created for various academic and administrative processes. The recruitment procedure, promotional policies and service rules are as per the rules of the Department of Higher Education, Govt. of West Bengal and the guidelines of UGC for appointments in State Aided colleges of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Welfare measures for Teaching staff:

- GPF Scheme
- Quick PF loan facility
- Puja bonus, Puja advance
- First Aid/ Health check up
- Canteen facility
- Gym & sports facility
- Guest Room facility for short time stay
- Casual leave, compensatory leave, maternity leave, earned leave, medical leave etc.
- Teachers Day Celebration
- Help for inclusion in the West Bengal Health Scheme
- Faculty Development Programme
- Annual picnic
- ICT facilities
- Farewell ceremony for teaching staff

#### Welfare measures for non-teaching staff

- GPF Scheme
- Quick PF loan facility
- Puja bonus, Puja advance
- First Aid/ Health check up
- Canteen facility
- Gym & sports facility
- Guest Room facility for short time stay
- Casual leave, compensatory leave, maternity leave, earned leave, medical leave etc.
- Faculty Development Programme

- Annual picnic
- Farewell ceremony for non- teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

3

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- Self Appraisal:** Each year, all college instructors are required to complete a Self Appraisal Form. The "Performance Based Appraisal System" format serves as the



foundation for the form's organisation. The form has four sections: (1) General Information; (2) Teaching, Learning, and Evaluation Related Activities Information; (3) Co-Curricular, Extension, and Professional Development Related Activities Information; and (4) Research and Academic Contributions Information. Academic Performance Indicators (API), which display the progress, are calculated using this data.

2. Academic Audit: The College undergoes academic audit for 2020-2021. Internal audit was done by the IQAC and it was also audited by duly formed Academic Audit Committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- Hiralal Bhakat College has a very strong mechanism for conducting regular internal and external financial audits. The Internal audit is conducted once in a year and the detailed report is submitted to the Principal of the college. Chartered Accountant Company verifies all the bills, payments, receipts, journals, vouchers of the transactions, cash books, ledger account reviews that are carried out in the past one year. Based on the audit, the report is prepared and submitted to the management.
- For external Audit, the auditor is appointed by the Dept. of Higher Education , Govt. of West Bengal. The financial records are audited by a chartered Accountant at the end of each fiscal year and the audited statements of income and expenditure, balance sheets are certified. The auditor verifies if the items of revenues, expenditure and items of assets and liabilities get reflected in income and expenditure account and balance sheet as per the requirements. The audit report is submitted to the Dept. of Higher Education.
- Since there are no major findings/ objections, minor

errors or omissions and commissions pointed out by the audit team are immediately rectified/ corrected and precautionary steps are taken to avoid references of such errors in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

A standard approach for money mobilisation is to request donations for a particular account from staff members, former students, and philanthropists, particularly from the local community. The Building Committee, Purchase Committee, and other committees oversee the fund's utilisation in an effort to keep installation and purchase costs to a minimum.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Conducting online meeting of IQAC for 2020-21 in regular intervals.
2. Preparation and publication of academic calendar for 2020-2021.
3. Conducting meetings with teachers and NTS.
4. Conducting Seminars on CBCS for Semester- I students through Online.
5. Collection of feedback data from teachers, Students and Alumni.
6. Feedback data were analyzed and discussed in IQAC meeting and the report is uploaded in the College website along with the Action Taken Report.
7. Conducting Online meeting for Internal Assessment for 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Hiralal Bhakat College's IQAC meets with the instructors on a regular basis, and during these meetings, they are instructed to maintain records of everything, including instruction and learning. Individual, departmental, and institutional data are kept up to date. Instructors are also asked to share information about their fieldwork, projects, BOS involvement, and anything else they feel is relevant. Additionally, data about the creation of academic infrastructure is gathered from the language lab, computer lab, laboratories, and library.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.hbcnht.in/iqac_regulations.php">https://www.hbcnht.in/iqac_regulations.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution acknowledges 'Gender Equality' as one of the Sustainable Development Goals & strives to achieve it through certain practices:

- Ensuring safe & secure campus with the aid of close circuit cameras installed throughout the institution to keep vigilance on all the activities within the college premises. No student is allowed inside the campus without

showing their Identity cards issued by the college.

- Different committees such as Internal Complaints Committee( ICC) , Anti - Ragging Cell, Grievance Redressal Cell and Code of Conduct Monitoring Committee have been formed & are functional to address grievances effectively & ensure the maintenance of decent & conducive atmosphere within the campus.
- The College has Ladies common room dedicated for female students only.
- Several awareness programs for the promotion of gender equity are organized.
- The college provides sports facilities for all its female students on its campus.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Hiralal Bhakat College triesto preserve the environment by using sustainable practices and has a well-developed waste management system. When it comes to trash management, Hiralal

Bhakat College carefully abides by the three R's: reduce, reuse, and recycle. The college has provisions in place for sorting garbage into biodegradable and non-biodegradable categories using distinct bins positioned across the campus. The several methods used by the organisation to dispose of the different kinds of trash produced in an environmentally responsible manner.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

#### Cultural & Regional :-

- "Rabindra Jayanti" celebration
- Celebration of " National Youth Day"
- Saraswati Puja was celebrated on the auspicious occasion of Basant panchami.
- Celebration of International Yoga Day
- Women's Day" and the self-defence program were organized on 8th March, 2021.

#### Linguistic:-

- Observation of International Mother Language Day on 21st February, 2022.

#### Communal & Socio-economic:

- Topics related to human rights, peace, tolerance, harmony, promotion of social values, awareness of environmental protection etc. are added into the curriculum.
- An environment is created in the classrooms and cultural programmes in which the students learn to appreciate the diversity and get sensitized to tolerance and pluralism.
- Extra-curricular activities develop students' attitudes toward the promotion of tolerance and harmony

#### Gender and Differently Abled :-



- Equal access and rights for women and men
- Facilities for the differently abled persons

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The following activities symbolize as the sensitization of students and employees of the Institution to the constitutional obligations:

- Republic Day was observed on 26th January, 2021 through Online.
- The stakeholders of Hiralal Bhakat College observed 75 years of independence under the title of Azadi ka Amrit Mahotsav on 15th August, 2021.
- Netaji Jayanti ( Parakram Divas) was observed on 23rd January , 2021 through Online.
- Constitution Day was celebrated on 26th November, 2021 by the NSS & NCC volunteers.
- Students' Week was celebrated by the college in the 1st week of January as a mandatory programme of the Dept. of Higher Education, Govt. of West Bengal.
- Participation of college students in the National Youth Parliament.
- Social activities, AIDS awareness camp, Tobacco prevention camp were also organized by the college.
- A voter awareness drive was conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,**

**A. All of the above**

administrators and other staff and conducts periodic 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  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college observes & celebrates days of national/international importance, commemorative days & celebrates festivals with enthusiasm & passion. All the stakeholders of the college together celebrate these occasions within the campus upholding unity, peace & harmony both towards human kind & the environment. Some celebrations organized by the college include:

- o Rabindra Jayanti Celebration
- o National Youth Day celebration
- o Saraswati Puja celebration on the auspicious accession of Basant Panchami.
- o International Yoga Day
- o Teacher's Day
- o Freshers' Welcome
- o National Science Day
- o International Mother Language Day on 21st February
- o Republic Day on 26th January
- o Independence Day on 15th August

- Netaji Jayanti on 23rd January
- No Tobacco Day
- World Environment Day
- World AIDS Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. IQAC, Hiralal Bhakat College arranged a training camp from the 4th of January 2021 to the 16th of January 2021 (A period of 2 weeks) to trained women of the adjacent locality to prepare batik print with the help of the experts of this specific field belonging to Ram Shyam fabric Industry Pvt. Ltd., Santiniketen, Birbhum. Batik being a signature fabric of the district of Birbhum is a definite style statement of all the age groups. Hence this training enable 28 women predominantly belonging to impoverished financial group of the surrounding locality of college to become economically self reliant.

2. A regular drawing learning session was arranged in the 'Durga Mandir', near Atgram primary school around 2 km. away from college campus. Bapi Ghosh, an alumnus member of Hiralal Bhakat College Alamuni Association and a resident of Atgram along with 16 nos of students and 4 nos of teachers arranged these session on and from 18th January 2021 to 8th May 2021 (74 sessions to be specific). This session enabled the kids of Atgram (42 of them almost regularly attended the said session) to come out of the monotony of their school-less life that too within the stricture of Covid-19 protocol (social distancing).

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Hiralal Bhakat College (Affiliated to the University of Burdwan) has been established with one of its mission to cater to the needs and aspirations of its neighboring community mostly comprising of first generation learners. The college is consistently striving to extend quality and inclusive higher education to rural people, women and backward class people of the locality.

The college get RUSA fund for various purposes. One of the problems of the college is shortage of sufficient land for flourish of its different wings. The college has taken a very crucial step to eliminate many bottlenecks from the newly purchased land and tries to prepare the purchased land for its perfect utilization. Many reformative activities have been done to make the land usable for various purposes of the college in near future.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Planning for an online sensitization camp for motivating students to attend regular online classes through Google Meet platform by using CAMS portal from the very beginning of the academic session 2021-2022.
- Arrangement for an essential weekly online counseling session to reduce the stress and anxiety level caused by COVID-19 with immediate effect for all stakeholders of the college with the help of professional medical practitioners and counselors.
- The best possible utilization of Rs. 2 cr. as the first

installment of RUSA 2.0 Grant with the help of RUSA Grant Advisory Committee. To expedite the monitoring process regarding the paper work of PWD for the construction of the new set up building from RUSA Grant.

- Issuance of e-tender for the purchase of books and journals for the library, total 30 pieces of laptops, 15 pieces of desktops for both various departments and office of the college with immediate effect.
- For uninterrupted continuation of study, college is planning to take an initiative to provide text books and study materials to those students whose family was bitterly influenced due to the impact of COVID-19 pandemic.