



**Office of the Inspector of Colleges
KAZI NAZRUL UNIVERSITY**

***OBSERVATION & RECOMMENDATION SYNOPSIS OF THE INSPECTION TEAM FOR THE
ACADEMIC SESSION 2022-23***

**Name of the College: Bidhan Chandra College, Asansol
Date of Inspection: 02/03/2022**

ACADEMIC AFFAIRS			
	Query	Observation	Recommendation
1.	How many new Programmes /Courses were introduced by the institution during the last 4 years?	Nil	The College should think of introducing new courses with proper infrastructural support.
2	The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners.	Yes	The College should focus on remedial classes, coaching classes for the guidance for competitive examinations, and career counseling, which should be reflected in the class routine.
3	Number of Add-On /Certificate programs offered during the last five years	Nil	The College should initiate the add-on/certificate course.
4	Student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies are used for enhancing learning experiences	Yes	It should continue as it is going on with the addition of more Departments

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	Query	Observation	Recommendation
5	Teachers use ICT-enabled tools for the effective teaching-learning process.	Yes	The College should arrange for their own domain (ICT-enabled tools) for the effective teaching-learning process and should be reflected on the College Website.
6	The ratio of mentors to students for academic and other related issues	Maintained	It should be maintained as it is.
7	Mechanism of continuous assessment	Yes	As per Article 4.3.5 of UG Regulations (Kazi Nazrul University) the continuous evaluation should be conducted by the internal teachers of the concerned Dept. of the concerned College. It shall be on the basis of MCQ/Seminar/presentations/Class tests or any combinations thereof, evenly distributed over the entire period of study. The modalities of such assessment should be recorded and documents will be preserved by the respective Department and those must be submitted to the Controller of Examinations in scheduled time as notified by the Department of Controller of Examinations.
8	Mechanism to deal with continuous assessment-related grievances is transparent, time-bound, and efficient		

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	Query	Observation	Recommendation
9	Collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research, etc during the last five years	Yes	The College is advised to take initiatives for new Collaborations/linkages for Faculty exchange, Field trip, On-the-job training, research.
10	Number of functional MoUs with national and international institutions, universities, industries, corporate houses, etc. during the last five years	Nil	The College is advised to take initiatives for new MoUs
11	Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health, and hygiene) 4. ICT/computing skills	Yes, only Yoga	The College is encouraged to take steps for capacity building and skills enhancement initiatives.
12	The average number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years	Continuing but it should be improved	The College should focus on remedial classes, coaching classes for the guidance for competitive examinations, and career counseling, which should be reflected in the class routine. College is also advised to keep the data of the beneficiaries.
13	The average percentage of students qualifying in state/national/international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	Exact data not available	
14	The 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 last five years.	Yes	The College should encourage all students to promote sports/cultural activities. Sports facility should be improved.

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INFRASTRUCTURE			
	Query	Observation	Recommendation
1	Total Classrooms	56	Needs more Classrooms
2	Are the required number of classrooms for the affiliated Course(s) available?	Yes	Some renovations are needed.
3	Are the classrooms commodious and well-ventilated?		
4	Do the classrooms have adequate and suitable furniture?		
5	Does the Smart Classroom(s) are in operation?	Yes but not sufficient	The College should take steps in increasing the number of smart classrooms
6	Is the Laboratory available for the lab-based affiliated Course(s)?	Yes	
7	Does the Laboratory have the proper instrumentation, as per the requirement of the Course(s)?	Yes	More equipment in the science laboratories to be procured immediately. Biological Sciences are running with very minimum facilities.
8	Maintenance of log-book/stock-registrar is regular?	Not properly maintained	Log Book needs to be maintained at the laboratories for every instrument
9	Are the laboratories in Science subjects have a proper water/gas supply?	Yes	Safety measure (fire extinguisher, gas supply in the science laboratory) should be maintained by the College.
10	Total computers available	77	It is inadequate, needs more.
11	Does the entire college building is under CCTV surveillance?	Yes	More CCTVs are required to be installed
12	Does the college have strong room for keeping the question papers and answer scripts in safe custody?	Yes	Should be maintained in proper condition
13	Sick room available?	Yes	It should be maintained properly

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INFRASTRUCTURE			
	Query	Observation	Recommendation
14	Has the college appointed any Medical Practitioner?	No	College should take necessary steps in this regard
15	Does the college have sanitary napkin vending machine?	No	The college is requested to install a sanitary napkin vending machine.
16	Does the college possess sufficient and suitable playgrounds for the students?	Yes	The sports facilities should be improved and should be make popularize among the students
17	Is there any provision for extracurricular and social activities, exercises, athletics, NCC, NSS?		
18	Is there any provision for the institutional tour?	Yes	It should continue
19	Does the College have toilet/ Lavatories for disabled Boys and Girls?	No	Infrastructural facilities for the specially-abled students and staff should be provided as per the NAAC requirements.
20	Is canteen facility available inside the campus?	Yes	Needs to increase the space and more attention is to be given to the maintenance of hygiene in the canteen.
21	Facilities available in Computer Lab		Number of computers to be increased. More License software to be purchased. College should install the dedicated server in the computer lab.
	Total no of computers	77	
	Internet bandwidth	50 mbps	
	Printers	8	
	Legal Software	0	
	Legal Application Software	03	
	Backup system	Yes	
	PCs under network	Yes, 15	
Printers under network	02		

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INFRASTRUCTURE			
	Query	Observation	Recommendation
22	Does the college possess a hostel? If so, is it suitable and adequate for the students?	Yes but no boarder due to pandemic situation	Attention is to be given to the maintenance and hygiene in the hostel.
23	Is there a common room in the hostel and is it provided with in-door games and good journals and newspapers?	Yes	College should provide all the amenities in the hostel
24	Is the hostel under the supervision of a warden?	Yes	
25	Is canteen facility available?	Yes	More attention is to be given to the hygiene
26	Are the sanitary conditions of the hostel satisfactory?	Yes	
27	Is CCTV surveillance available?	No	CCTVs are required to be installed with immediate effect

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LIBRARY INFRASTRUCTURE & STANDARDS			
	Query	Observation	Recommendation
1	Is the library open access?	Open	Should be continued
2	Is Accession Register for Books maintained according to standard norms?	Yes	Should be continued
3	Number of titles and volumes added during the current and the last two years	Inadequate	Should take immediate necessary action.
4	Library Budget for the current and last two years for procurement of: Print books, print journals, e-Books, e-Journals, Databases and any other resources, software etc.	21-22=45900 20-21=45900 19-20=70,900	Not adequate
5	Books: No. of Titles available in the College Library (Print)	27173	As in last 2 academic years very few nos. of titles are incorporated, therefore college is requested to continue the procurement of new titles.
6	Books: No. of Titles available in the College Library (Electronic)	Through NLIST	Users of N-LIST should be increased. All teachers and students should be included in N-LIST
7	Books: No. of Copies (Volumes) available in the College Library (Print)	35351	Should maintain
8	No. of National Journals subscribed by the College Library (Print)	4	It is very inadequate, should be subscribed more.
9	No. of National Journals subscribed by the College Library (Electronic)	Through NLIST	Users of N-LIST should be increased. All teachers and students should be included in N-LIST.
10	No. of International Journals subscribed by in the College Library (Print)	NA	Should be subscribed on immediately.
11	No. of International Journals subscribed by the College Library (Electronic)	Through NLIST	Users of N-LIST should be increased. All teachers and students should be included in N-LIST.
12	No. of Magazines & Newspapers subscribed by the College Library	18	Should maintain
13	No. of Databases subscribed by the College Library	Subscribed through NLIST	Should maintain

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LIBRARY INFRASTRUCTURE & STANDARDS			
	Query	Observation	Recommendation
14	Is the College registered with N-LIST	Yes	Users are very Limited. Access should be given to all teachers and students of the college.
15	Does the no. of books, journals, etc. are sufficient to fulfill the requirement for the courses running in the college?	Yes	Books are sufficient. But, print journals, magazines should be subscribed immediately according to the need of the teachers and students.
16	Does the Library maintain cleanliness regularly?	Partial	Should take care for regular cleanliness.
17	Is Integrated Library Management System (ILMS) available? If yes please mention the name of ILMS.	SOUL	It should be maintained
18	If ILMS available, which services of ILMS implemented (such as OPAC, Circulation transaction, Acquisition, Technical processing, Serial control etc.)	Partial	College should think for complete library automation.
19	Does the library have any IDR (Institutional Digital Repository)	Yes	Should continue
20	Remote Login system, Discovery service	Through N-LIST	Should continue
21	Digitization facility	Yes	Should continue
22	Reprography, Printing Facility	Yes	Should continue
23	Support for the visually impaired students	No	One desktop with open-source software like NVDA should be installed.
24	No. of seating capacity in the Reading room	70	Should be increased.
25	No. of computers for the users	7	Should be increased.
26	Internet/ Wifi/ CCTV /RFID facility	CCTV, Internet, WiFi facility available. No RFID	RFID to be installed

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LIBRARY INFRASTRUCTURE & STANDARDS			
	Query	Observation	Recommendation
27	Does the Library have a Website /webpage?	Yes, to be developed further	Website should be a dynamic.
28	In which year Stock verification of books was done?	Not done for a long period of time.	Physical stock verification is to be started immediately.
29	Does the college publish its own magazine? Indicate the name of the magazine	Yes, Grass table	Should continue
30	Users' footfall register in Library: physical and virtual.	Yes	Should continue
31	Does the Library maintain users' feedback register?	No	Librarian should take immediate steps in this regard.
32	Is the Librarian/ Library in Charge qualified & experienced according to the Govt. rules?	Yes	Should maintain
33	No. of Library staff with designation	Librarian 1+ supporting staff 7	Should maintain
34	Did the library provide service to the students and teachers during the pandemic period?	Partially	The preparation for this kind of situation should be initiated.

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Best Practices followed by the college : Submitted
Online student satisfaction survey regarding to teaching learning process : Yes
Green Audit
No. The college should take immediate step to conduct the Green Audit as per NAAC recommendation.
Anti-ragging measures: Yes
Committee should be formed as per the UGC instructions in this regard. Moreover, the students must submit their Anti Ragging declaration online (www.antiragging.in) immediately, if not already done.
Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases
<ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees
<p>Only the following practices (Organisation wise awareness and undertakings on policies with zero tolerance, Mechanisms for submission of online/offline students' grievances , Timely redressal of the grievances through appropriate committees)are maintained.</p> <p><i>The college should make divisions in the Students' Grievance in two parts (a) College related (b) University related. The University related grievances should put forward to office.ic@knu.ac.in through the College HELPDESK</i></p>
SWOC Analysis : Submitted

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