YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	BHARATIYA VIDYA BHAVAN INSTITUTE OF MANAGEMENT SCIENCE
• Name of the Head of the institution	DR SIBA PRASAD MOHAPATRA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03340002446
• Mobile no	9178566490
• Registered e-mail	admin@bimskol.org
• Alternate e-mail	principal@bimskol.org
• Address	BLOCK-FA SECTOR-III SALT LAKE CITY
• City/Town	KOLKATA
• State/UT	WEST BENGAL
• Pin Code	700097
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY**
• Name of the IQAC Coordinator	**DR POULOMI BHATTACHARJEE**
• Phone No.	**9433932977**
• Alternate phone No.	**7980882674**
• Mobile	**7980882674**
• IQAC e-mail address	**iqacbims@bimskol.org**
• Alternate Email address	**poulomi@bimskol.org**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://bimskol.org/naac-ssr.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://bimskol.org/bims-academic-calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.98**	**2021**	**20/12/2021**	**20/12/2026**

6.Date of Establishment of IQAC	**03/03/2022**

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
NIL	**Nil**	**Nil**	**Nil**	**Nil**

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	**1**	
• 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	No File Uploaded	
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)

Conducting considerable numbers of webinar, conference and workshops in different domains

Arranging online classes through google or zoom platforms.

Arrangement of virtual communication, grooming, personality development, mock interview and aptitude session.

Preparation of lecture notes, case studies and other learning resources for the students and transmitting these emails and other mode of communications.

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
To conduct workshops and conferences	**Successfully organized in considerable numbers**
Development ICT enabled teaching learning	**Done successfully**
Setting up of a minimum academic performance standard for admission to MBA course	**Implemented**
To increase the mimimum pay package offered to students during campus placements	**In process**

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

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	15/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	19/12/2022

15.Multidisciplinary / interdisciplinary

With an aim to develop the all-round capacities of the students – intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the institute has started including multidisciplinary elective subjects in congruence with the National Educational Policy 2020. The objective is to make the students equipped, so that they do not need to rely on Government jobs, instead pave a way towards self-employment and entrepreneurship. In this process, the programme learning outcomes along with course outcomes of the multi-disciplinary subjects are being identified so that the specific knowledge, skills, attitudes and values are acquired by the learner and it is ensured that each programme achieves its goal.

16.Academic bank of credits (ABC):

Regarding the implementation of Academic Bank of Credits, the institution has to abide by the decision of the affiliating university i.e. Maulana Abul Kalam Azad University of Technology which is yet to execute the decision. The pedagogical approach of the institution is learner – centric, reflective, collaborative and integrative. Comprehensive and creative assessments and assignments are used to evaluate the students' learning outcome.

17.Skill development:

The vision of the college is promoting Value-Based Quality Education, hence the college takes efforts to inculcate positivity among the learners. The college also celebrates National festivals like Independence Day and Republic Day and observes various programmes like Women's Day, Environment Day, the death and birth

anniversaries of our national leaders thus imbibing the good qualities of respect and nationalism among the students. Mentoring of the students is also one of the best practices of the institution, enabling students to explore future employment pathways after graduation and helping them get the most out of their curricular learning.

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

Although the medium of instruction is English, the college offers an environment of acceptance of other regional languages like Bengali and Hindi in its daily transactions with the students and staff. This helps in nurturing the Indian culture in the institute.

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

The institute understands that the pursuit of knowledge is a life-long activity and acquiring positive attitude will lead students to a successful life of the students. To interpret, analyze, evaluate and develop responsibility and effective citizenship is one of the programme outcome of the students.

20.Distance education/online education:

For the convenience of the students, the various technological tools used by the faculties especially during the pandemic period and even after that are Google Classroom and Zoom for conducting classes, webinars and competitions. The usage of videos and presentations as teaching and learning aids for increasing group collaboration and interaction have been very popular among students of this institute. Assignments and assessments have been conducted regularly as an institutional effort towards blended learning. Even in the post pandemic times, the institute has still kept on taking advantage of these practices to prove it beneficial for the students.

Extended Profile

1.Programme

1.1   **102**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **267**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **0**

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

File Description	Documents
Data Template	No File Uploaded

2.3   **103**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **16**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **16**

Number of sanctioned posts during the year

Extended Profile

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File Description	Documents
Data Template	View File

3.Academic

3.1	**16**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	16

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	8
4.2 Total expenditure excluding salary during the year (INR in lakhs)	183.83
4.3 Total number of computers on campus for academic purposes	129

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

1.1.1. The Institute ensures effective delivery through a well planned documented process

Academic delivery includes the following steps.

1. Preparation of an academic calendar

2. Selection of papers by the students

3. Allocation of subjects to the faculty members

4. Preparation of Course Outcome / lesson plan/ Programme outcome

5. formalizing a time table for each batch of students

6. effective delivery as per the lesson plan

7. regular assessment following the University guidelines

8. End semester assessment conducted by the University

Academic Calendar: Academic Calendar is prepared as per the MAKAUT academic schedule.

.Paper Selection

The students are asked to select their preferred specialization subjects as per the CBCS system

Subject allocation

The Principal allocates the chosen subjects to the respective faculty members as per their academic background and experience.

Lesson Plan:

Every faculty member prepares a course outcome and course delivery plan about conducting the subject in class.

Time Table

The time table for all the batches are prepared by the time table committee.

Continuous assessment

For every credit course, continuous assessment in 4 parts (CA 1- CA 4) is conducted as instructed by the University.

End semester examinations

End semester examination is conducted by the University as per their standards provided to the students.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.1

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

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

The affiliating University send an Academic Calendar at the beginning of every academic year for the direction of the affiliated institutes.

BIMS prepares its own academic calendar in accordance with the one sent by the University and conducts the internal assessment as per the provided direction.

There will be Continuous Assessment (CA) and summation of evaluation will be converted to

Marks out of 25 each in CA1, CA2, CA3 and CA4 and will be uploaded in university site tentatively on 5th week, 10th week, 15th week and 20th week of the semester respectively. University will convert these 100 marks to 30 marks as "Internal evaluation". Balance 70 marks will be awarded by the University in the end semester exam. Component of evaluation is attendance, quality participation in the class, Pre-class/pre-group work preparation, post class quiz, Class participation and Case presentation, and marks of the internal exam which can be conducted in the form of written exam (MCQ and subjective), project presentation, assignment, quiz, teaser and viva.

In the even semester of the year 2021-2022, the CA 4 exam was held in Centralized form in a given format as directed by MAKAUT, the answer scripts were scanned and uploaded in the DVS portal of the University and the evaluation was done in the digital mode.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.1.2

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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)

5

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

267

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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

The MBA & BBA curriculum includes the following courses related to the above mentioned areas.

In MBA, there are courses on

1. Organisation Behaviour

2. Indian Ethics & Business Ethos

3. Human Resource Management

Course Structure of MBA which includes above courses is given below:

https://www.bimskol.org/NAAC-FILES/MBA-SYLLABUS.pdf

And in BBA there are courses of

1. Organisation behavior

2. Indian History & culture

3. Environment management

apart from these core papers, several workshops, seminar and conferences are held to the students regarding the issues of gender sensitivity, Ethics, corporate social responsibility and environmental awareness.

Course Structure of BBA which includes above courses is given below

http://makautexam.net/aicte_details/CourseStructure/BBA20.pdf

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

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
Institutional Data in Prescribed Format	View File

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

68

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

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	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.4.1/1.4
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.4.1/1.4/1.4.2(v)Feedback_analysis.xlsx

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 students admitted during the year

107

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

7

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

The institute admits students with advanced learning abilities and slow learning abilities. The institute follows a three-tier mentoring model – faculty, alumni and corporate mentors. First, the institute identifies advanced and slow learners during the time of admission, either from their Boards/University marks or the marks of their entrance exam. The institute also follows a Mentor-Mentee relationship where 5-6 students are allotted to every teacher from every batch. The mentor maintains students' records, keeps track of every mentee conducting formal and informal meetings with their mentees. The subject teacher is also able to identify the same from their class performance or through their internal assessments.

Advanced learners are encouraged to participate in external competitions, such as debates, and quizzes, as well as internal and external webinars, and MOOCs. The institute also organizes various workshops/webinars time-to-time to encourage them in disseminating their knowledge.

Slow learners are driven by a more direct, incremental instructional approach. After admission the institute starts orientation classes and bridge course where every subject introduced to every student to bridge their gap. Institute also offers doubt-clearing sessions keeping in mind students' needs. These students are also encouraged by recognizing their participation in sports and the annual fest actively.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/2/2.2.1
Upload any additional information	View File

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

Number of Students	Number of Teachers
267	**16**

File Description	Documents
Any additional information	[View File](#)

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

Our institute provides an effective platform for students to develop available skills, knowledge, attitude, and values to shape their behaviour in the correct manner. All departments conduct innovative programs which stimulate the creative ability of students and provide them with a platform to nurture their problem-solving skills and ensure participative learning. The institute organizes an annual cultural fest, IGNACIA in which students showcase their learning in the form of innovative projects. Also, students are motivated to participate in inter-college as well as national-level competitions.

The institution imparts the following experiential learning practices to enhance the creativity and cognitive levels of the students -

? Experiential learning:

- **Summer Internship -Students get hands-on training while working in the company.**
- **Industrial Visits to engage them in technologies and experiential learning while visiting the organization.**
- **Workshops, Webinars in various areas.**

Participative learning:

- **Events such as Freshers' welcome and Farewell are organized to raise their managerial skills.**
- **Add-on Courses on the latest technologies with NPTEL, Udemy, Coursera etc.**

Problem-Solving learning:

- **Students' Participation in Case Study Presentation**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://bimskol.org/NAAC-AQAR2022/2/2.3.1

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

The institute uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

ICT Tools:

1. **Projectors- Seven projectors are available in different classrooms/labs**
2. **Digital Language Laboratory - The language laboratory is equipped with ODLL language learning software.**
3. **Desktop – The institute has 60 Computers in Computer laboratories for students and Faculty cabins all over the campus.**
4. **Printers- They are installed in the computer laboratory; Principals' Cabins and both the faculty rooms.**
5. **Photocopier machines and Scanners –Multifunction printers are available in the academic section and at the library.**
6. **Seminar Rooms- Two seminar halls are equipped with all digital facilities.**
7. **Auditorium- It is digitally equipped with microphone, projector, cameras and computer system.**
8. **Online Classes through Zoom, Google Meet (Google Classrooms), and Microsoft Teams.**
9. **MOOCS Platform (NPTEL, Coursera, Udemy, Edx etc).**
10. **Digital Library resources – KOHA, J-Gate, Pro-Quest.**

Use of ICT By Faculty-

1. **PowerPoint presentations,Video Conferencing, Video Lectures, Online Competitions, Workshops - Faculties are encouraged to use these in their classroom sessions.**

Industry Connect- Seminar and Conference rooms are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

7

File Description	Documents
Any additional information	View File
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)	View File

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

90

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

The programs of the Institute are affiliated to MAKAUT, West Bengal and follow the Examination pattern of the university. The schedules of internal assessments are communicated to students and faculty at the beginning of the semester through the institute's academic calendar which is based on the university academic calendar. The institute follows four continuous assessments, namely CA1, CA2, CA3 and CA4.

The institute has reformed the continuous internal evaluation system to be learner-centric. The examination can be in any of the following forms, such as written tests following either university format or MCQ, projects, presentations, quizzes, etc. As per the university instruction, all the documents need to be uploaded to the mobile app recommended by the university for every student. The evaluation is done in the university portal and marks are uploaded. The entire procedure must finish within the stipulated

time directed by the university.

Students remain informed about the dates of their respective subjects' examinations and submission of assignments and can plan accordingly. Subject teachers teach students with the guidelines of previous years' university exam papers and referred books by the university to prepare students. The questions are made following the guidelines to make them ready.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

At the institute level, an examination committee, comprising of Officer-in-Charge-MBA, Officer-in-Charge-BBA with other teaching and non-teaching staff as the member, is constituted to handle the issues regarding the evaluation process and deal with any grievance related to examination process or assessment for smooth conduct of the internal assessment. After evaluation of the answer sheets, the students are shown the scripts (hard copy) to check for any discrepancies or doubts in the enquiry. Assessment copies and marks are then uploaded to the university portal as per the university guidelines. If the student has any grievances related to the evaluation of answer scripts, the student is allowed to challenge the evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institute follows outcome-based education; Therefore, Program Specific Outcomes (PSOs) are defined by each department. For defining the PSOs institute follow the consultative process involving the stakeholders and are in line with the vision and mission of the college and department as well as the graduate

attributes The institute follow Program Outcomes (POs) (Thirteen for MBA) as defined by the National Assessment and Accreditation Council (NAAC), New Delhi and (Five for BBA) as defined by Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal. The Course Outcomes (COs) for each subject are available in the University Curriculum or are defined by the concerned Faculty member in consultation with other Faculty and the Head of the Department teaching the same subject. The POs, PSOs and COs are available on the institute website and are also communicated to students, teachers and other staff by displaying at the following location: Departmental Laboratories College corridors, Principle, HoDs and Faculty rooms and Course files.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Bhavnas' Institute of Management Science adopts an outcome-based education system to ensure the attainment of course outcomes and program outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University examinations, internal exams and home assignments. Four internal tests are conducted per semester to evaluate whether corresponding COs are achieved or not. According to the performance of the student in answering each question, assessing the attainment level of the specific CO of the subject. At the end of each semester, the university conducts examinations based on the results published by the university and the course outcomes are measured. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. The institute assesses the attainment level of COs , POs and PSOs, analysing the university results in a detailed manner and assessing students' placement in their specific functional areas (Major specialization).

File Description	Documents
Upload any additional information	View File
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

103

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

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://bimskol.org/NAAC-AQAR2022/2/2.7.1

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

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

3.1.3.1 - 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**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking

initiative for creation & dissemination of knowledge and establishing state of the art infrastructure.

BIMS always encourages faculty and students to carry out research. certain extended facilities are provided for faculty and students to inculcate research orientation in them.

Following facilities are made available to students and faculty members.

The details are as under:

1. Promoting Innovation: The College has created an Innovation & Entrepreneurship Development Cell (IEDC) and Institutional Innovation Council (IIC) for promoting innovation & entrepreneurship activities. The formation of IIC is as per the guidelines of MHRD & AICTE. Students are encouraged to present their innovative working project models & products through annual project contest inter college competition as well as in our campus. Organizing frequent workshops on entrepreneurship & start-up. Students are started their own business identity (start-up) with the help of our Innovation & Entrepreneurship Development Cell (IEDC).

2. Modern Technology for innovation: College has also established Online Library facilities to the students, Software and statistical package: like SPSS 19, Office 365, Tally-ERP and Orell digital language Lab,

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.4 - Extension Activities

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

Students at BIMS participate in community development program and extension activities increasing the awareness of students on issues like social justice and making them responsible corporate citizen having sensitiveness to social needs. the activities carried out are:

1. Participating in events of national interest

2. Celebrating important events like Women's Day, Teachers" Day

3. celebrating important festivals like Saraswati Puja, Diwali, Holi

5. Conduction and participating in intercollege events

6. Participating in NGO activities and participating in rural reporting on behalf of the NGO.

7. Organising blood donation camp.

8. Promoting green initiatives in the campus and supporting ban on plastics.

9. Organising seminars on Environment, sustainability, Water Management to sensitize the students about sustainable future development goals.

The participation of students in the activities give them understanding the challenge faced by the underprivileged section of the society and developing a feeling of empathy and the need of services to those section.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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

3.4.3 - 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

3.4.3.1 - 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

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

138

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

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 Institution has adequate facilities for teaching-learning viz., classrooms, laboratories, computing equipment etc . Details uploaded in additional information section. 14 Classrooms, Office Rooms, 2 Tutorial rooms, 1 Seminar Hall, 1 Computer Lab, 1 Language Laboratory, Auditorium 2: 1 in sharing basis and another exclusive basis. Board meetings, Faculty meetings and the like are held in the air conditioned conference room which is equipped with an oval seating projection on screen. The parameters are as per AICTE and/or MAKAUTinspection and requirements. Auditorium Area: 260 SqM seating capacity 300. Entrepreneurship cell to be shared with Ladies Common Room by a partition Office rooms ICT Facilities Language Laboratory The Language Laboratory is sufficed by a teacher console with the server monitor and students consoleequipped with twenty six LCD monitors, twenty six goose neck mouthpieces, four speakers, one digitalwhite board and a projector and screen. The room is also furnished with seven book shelves for thepurpose. of equipment storage.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The institution has adequate facilities for sports, games (indoor,

outdoor) gymnasium, yoga centreetc and cultural activities Sports Facilities: There are many sports facility available in the campus. The students are briefed about these facilitiesduring their orientation program Common Sharing Facilities (BIMS and Bhavan school) Auditorium which is 537sqm is used for the purpose of Yoga. In addition a Yoga room is there used as acommon facility.

Facilities for outdoor sports: 5,916 sq m lawn was set up since 1985 for utilisation by the BIMSand Bhavan school. Basket Ball Ground: It is as per the standard size of 448 sqm where the students use in thedesignated sports period and also after the college hours. Facilities for indoor sports : Common room also caters to this dalily requirement of indoor games. During intra and inter college competition Seminar rooms and lecture halls are used for indoorgames.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bimskol.org/NAAC-FILES/naac4/SPORT-ITEMS.pdf

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

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/4
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

2.14

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The resource centre is on the 3rd floor of the college building and is facilitated by both staircase and elevator. The centre has a collection of 14,301 books, 15 National and 8 International Journals, 9 magazines and nearly 90 project reports submitted by the students. The library subscribes 5 english news papers(TOI, The Telegraph, Business Standard, Economic Times & Financial Express) one vernacular news paper (Anandabazar Patrika) and wellknown Karmokhetro(Bengali employment news) and Employment News for references regarding job market. BIMS has subscribed E-joutnals like J- Gate Pro, Quest e – Books. Since 2013 till 2016 Libsys software had facilitated issueing and returning of books but from 2016 onward Koha has been installed to modernise the process for both the students and staff. The operation timing for the library is from 9:30 am to 6 pm , five days a week from Monday to Saturday.We also have a collection of rare books which the students may access .

File Description	Documents
Upload any additional information	View File
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 **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.581

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

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

100

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level. The description of the same as follows Internet Connection: The institute regularly updates the internet connection every year and as of now, the available

internet bandwidth is 400 MBPS provided by Alliance Broadband second line by Airtel provided with bandwidth of 40MBPS. No. of Systems: Institution has a total of 123 computers for students& staff.

Wifi Facility: Institution has provided 7 Nos Access point in and around campus for all staffs and students. Networking Peripherals: Institution has networking switch provided by DLINK of speed 1 GBPS.

Licensed version of OS: The institute has license copies of Windows Operating System, Office 365 and also works with open-source operating systems like Ubuntu OS and other software tools. I/O Devices: The institute purchases printers as per the requirements given by the departments. The institute has in all 13 laser printers and 2 heavy duty multi functional laser printer cum scanner

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

4.3.2 - Number of Computers

129

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

106.75

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

There are established systems and procedures for maintaining and utilizing physical, academic and supportfacilities – laboratory, library , sports complex , computers, classroom etc. Physical & Academic Facilities – Utilization & Maintenance The campus is under CCTV surveillance. Class room: The classrooms are titled G1,G2, F3, F4, LH1, LH2, LH4 and vary by size and seating capacity. G1, G2 allotted for MBA , F3 , F4 allotted for MBA Specialization , LH1, LH2, LH4 allotted for BBA. Classrooms are equipped with PC with internet facility, mounted LCD projectors, white boards, soundsystem, air conditioning, proper lighting and sitting arrangement. Cleaning: Trained staff is assigned to clean various offices of the institute and other spaces regularly. All equipment is checked and where required preventive maintenance is carried out. Computer Laboratory: Area 120 Sqm with 60 Desktop computers, all the computers are connected withLAN Communication Labortory : Area 100 Sqm with 26 Desktop, all are connected with LAN and using OrellSoftware . Sport Complex Outdoor Games: Facilities for outdoor sports: 5,916 sq m lawn was set up since 1985 for utilisation on sharing basis . Facilities available for football, volleyball and busketball refer 4.1.2 Indoor game : details provided 4.1.2 Gymnasium : details provided 4.1.2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/107369/4.4.2_1605781884_4567.pdf

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

7

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

14

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://bimskol.org/NAAC-AQAR2022/5/5.1.3
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

57

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

57

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

57

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

6

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

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)	View File

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 have an active representation in academic and administrative bodies and committees of the Institute. Class Representatives: All programmes have class representatives along with faculty members who act as mentors. The Class representatives provide feedback on all aspects of the programme and respective course and also function as the bridge between the administration and student section. Cultural and Sports Committees: Students have strong representations in all cultural and sports and games committees and help in organization and management of events under their aegis Ant-ragging committee: Students have strong representations and active participation in the anti- ragging committee. Although the institute boasts of a ragging free campus, the anti ragging committee members are forever alert and ensure the safety and security of their peers. Organization of Special Events: Students organize, and celebrate the National Teachers Day, on 5 th September every year by honoring their teachers and presenting cultural programme, and other National celebrations that include, Independence Day, Republic Day, and various NSS and social service activities. Students organize the annual cultural festival IGNACIA with great pomp and show. The above activities enhance their communication skills, management skills, leadership skills, team-work, time- management, resource management skills and builds confidence in each student.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/5/5.3.2
Upload any additional information	View File

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

53

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	[View File](#)
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)	[View File](#)

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

- **Alumni Contribution:**

The alumni network of BIMS has developed over the years and have gathered significant strength in recent times. The institute constantly stays connected with the alumni members, and they participate and get involved in different activities contributing to institutional upliftment.

The different aspects where the alumni members are actively involved are:-

1. **Mentoring: Every student is mentored by an alumnus. The students get firsthand feel of the industry and its current requirement from the alumni mentor.**

1. **Special Classes: From time to time, the alumni are allocated an interactive session with the students wherein they share their experience with current students, addresses their**

queries and provides suggestions about how they can get industry ready.

1. Job offers: Several Alumni offers final placement to current students in theirs exiting companies.

1. Alumni association: The institute is in the process of setting up a registered alumni association. The alumni members have voluntarily given their consent to become members and office bearers of this association.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/5/5.4.1
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	View File

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 Principal of Bharatiya Vidya Bhavan Institute of Management Science (BIMS) is responsible for the decentralized alignment of good management practices. These practices are in keeping with the requirements of

1. Maulana Abul Kalam Azad University of Technology (MAKAUT) [formerly WBUT]

2. All India Council of Technical Education (AICTE)

3. The Institute's parent organization, Bharatiya Vidya Bhavan

The intent of the Institute is the creation of an immersive learning environment that ensures employability and capability of working in industry for every student. BIMS also ensures building our students as socially sensitive corporate citizen with Indian ethos and values.

BIMS has sanctioned capacity of students' intake; 120 in MBA and 60 in BBA

This selection process is based on the Institute's preference for quality of students. We offer merit based scholarship to 20 -25% students based on their past academic performance.

The Institute's curriculum is geared toward making students aware of the osmotic relationship between the natural environment and the industry, among other topical factors. The Institute strives for continuous improvement in pedagogic practices to focus on these factors.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/6/MOM_6.1.1.pdf
Upload any additional information	View File

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

The activities and events at BIMS, Kolkata function under SCOPE Committee. With the Principal as its chair along with Joint Advisors, CMA. (Dr.) Jharna Dutta and Dr. Anupama Chanda Mitra who are responsible for the documentation and communication of the activities of the committee. The Committee is sub-grouped under four categories – Education, Cultural, Finance and Sports. Further there are Senior Coordinators (MBA -Second Year Students) and Junior Coordinators (MBA- First Year Students) who work under the supervision of the Advisors.

For example, a four day workshop on "HR Analytics" at BIMS in collaboration with HR Club "SOCIETAS VITAM" was jointly coordinated by Dr. Mandira Dey and Prof. Sreeparna Bhattacharya. With the inception of the proposal, meetings were held online from time-to-time to draft a plan. The brochure was circulated on social media and Whats App group of research scholars and

faculties of various management colleges with a note.

Likewise, Annual Sports 2021 held on Dec 2021 was organized under Sports category of SCOPE. The various activities were decided by having meetings with the Principal, Advisors and Senior Students Sports Coordinators. Selection of respective coordinators for each activity along with resource requirement were made so as to prepare a budget

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Example of a strategic plan being implemented:

- As a strategic initiative to help the students, a counselorhas been appointed. Student counselor work with students andeducatorsto help the students succeed academically and socially. They provide one-on-one emotional guidance and help students plan for their futures by guiding them in building a career.

Young adults need guidance and support, especially when it comes to dealing with academic, personal and social pressures. Helping students to reach their potential is one of the goals and to achieve it one should be caring, flexible, adaptable and patient.

Student counselor assist students at all levels, act as advocates for students' well-being, and as valuable resources for their educational advancement. The counselor first and foremost duty is to listen to students' concerns.

- Faculty guide arranged meeting with SIP host organization to build relationship between BIMS and SIP host organization. Two phase evaluation of the SIP students by faculty guide and corporate mentors were made to evaluate the project of the student at various phases:- Evaluation of Project Proposal, Interim Evaluation & Final Evaluation by Faculty

guide and Company guide (based on the parameters given in SIP handbook)

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/6/6.2.1
Upload any additional information	View File

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.

BIMS is managed by Bharatiya Vidya Bhavan Trust and has its governing body to take care of academic and administrative policies and for decision making processes and their and Principal; Director of Bharatiya Vidya Bhavan, Kolkata Kendra; University Nominee; State Government (Director, Technical Education) Nominee; AICTE Representative; members from Bharatiya Vidya Bhavan, industry, alumni and educational institutions; and Faculty Representatives. Governing body is the ultimate authority for any decision in the institution. Board members are under the Chairman. The formal responsibilities of governing body includes institutional performance evaluation, fund raising, introduction of new program, construction of new blocks, enhancement of physical facilities and other initiatives for growth and improvement of the institution, investment decisions etc.

The Principal is the academic and administrative head of the institution to function in order to fulfill the vision and mission of the institution. He is involved in the implementation of the plans of the college and ensures that regular day to day operations are properly conducted through feedback from faculty, teaching and non-teaching and supporting staff; in fact from all stakeholders. Faculty members are core in service delivery of BIMS and are responsible for setting academic priorities and exposing to wide spectrum of knowledge and creating a culture of promoting research.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/6/6.2.2/6.2.2_faculty Appointment Letters.pdf
Link to Organogram of the institution webpage	https://bimskol.org/NAAC-AQAR2022/6/6.2.2/6.2.2 organogram.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The monetary welfare measures available to the staff of the Institute are as follows:

1. **Provident Fund: Both the teaching and the non-teaching staff have access to Provident Fund after they retire. The age of retirement for the teaching staff is, as of now, set at 65, while the nonteaching staff have to retire at the age of 60.**

1. **Gratuity: As with Provident Fund, a gratuity is available to both teaching and non-teaching staff when they retire.**

1. **Staff Medical Insurance:** Each member of the staff is provided with a Mediclaim scheme so that should s/he be admitted to a medical facility, the Institute will provide her/him a maximum of INR 200000.00 to cover the requisite medical expenses.
2. **Subsidized Food:** The canteen provides nutritious vegetarian food for staff members and students alike.

1. A Pre-paid mobile telephone number is provided for all teaching and non- teaching staff members.

The non-monetary welfare measures provided to the staff include:

1. **Staff Picnic:** The Institute recognizes the need for teaching and non-teaching staff to socialize for the sake of their mental health, hence organizes annual picnic

1. **Annual Sports:** conducted in BIMS playground along with students and all staff members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

10

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

7

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

BIMS has a structured system of conducting performance appraisals for teachers as well as non-teaching employees. A yearly cycle follows from April of a year to March of the following year. Appraisal form is as per AICTE format for career advancement system (CAS). There are 2 steps appraisal followed at BIMS; self-appraisal and appraisal by immediate superior. After this, Principal meets the regular faculty members and non-teaching employees. In case of visiting faculty, honorarium is advised as per industrial standard in force from time to time. In case of promotion, potential appraisal is done as per CAS FORMAT. Screening and evaluation committee is formed as per guideline of AICTE.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

BIMS has a regular internal and external audit. Internal/ interim audit is conducted in the months of July, October , January and April quarterly ; considering April , May and June in July ; July, August and September in October ; October, November December in

January ; January , February and March in April. Both the internal and external audit are conducted by statutory bodies namely D. Ghosh & Associates and D Basu & Company respectively.

The queries raised by the auditor are addressed by Administrative Officer who is responsible for administration and accounts. If necessary Principal is also involved in the meeting and the ambiguity if any, is sorted out by the auditor.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Institute has 2 major sources of fund mobilization.

- **College fees: The proposal for fees is sent to the Kendra Director/ Governing Body and once the approval is obtained fees are levied and collected from the students.**
- **Consultancy to corporate/ NGO/ Other organisations:**

Faculty members are encouraged to offer their expertise to the

organisation in the form of consultancy service. If BIMS procures the consultancy, it retains the 70% of the surplus and balance 30% of the surplus is given to the concerned faculty members as their additional income. In the event faculty member procures the consultancy, 70% of surplus is retained by the concerned faculty members & 30% surplus is given to BIMS.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

6.5.1

The IQAC of Bharatiya Vidya Bhavan Institute of Management Science, Kolkata is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute. The IQAC helps to channelize and systematize the efforts and measures of an institution towards academic excellence. It is not just another hierarchical structure or record-keeping exercise in the institution; rather, it is a facilitative and participative organ of the institution. The IQAC has become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

The IQAC of Bharatiya Vidya Bhavan Institute of Management Science, Kolkata has been formed as per the UGC guidelines. Since the formation of the body, it has been instrumental in organizing workshops, FDPs and conferences and promoted collaborative research among the faculty and students. The cell has been facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. Documentation of the various programmes/activities of the college thus leading to quality improvement has been initiated in a structured manner.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Vibrant Classroom Experience: The faculty members and the students adhere to classroom lectures and laboratory classes as per the routine. The faculty members explain the importance and relevance of various topics of the courses to real-life situations and their linkage with other subjects. While teaching a particular course, due emphasis is given to basic concept building, mathematical and quantitative analysis, numerical problem solving (by more than one technique, if applicable) result/data analysis, data interpretation, comparison with the real-life data, limitations, if any. The faculty members rely on ICT based approaches and make use of presentations through PPTs, handouts, design data tables/handbooks, animation videos etc. to make the session attractive as well as fruitful. Continuous evaluations in the form of class tests, quiz, viva etc. are organized to evaluate the learning outcomes.

Outcome based education: The institute has already adopted the outcome-based education (OBE) in tune with the present day's requirements, where teaching-learning revolves around pre-defined outcomes so that tangible benefits can be attained and the entire process undergoes close monitoring for further improvement to take place. The learners are made aware of the programme and course objectives and the attainment of outcome is also assessed through academic and behavioural achievement.

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);   **D. Any 1 of the above**

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://bimskol.org/NAAC-AQAR2022/6/Annual Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

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

In BIMS, A women's grievance redressal cell has been constituted on August 2021 to promote gender equality and address women-related grievances at the institute level. It consists of the following members –

In-charge of the Cell – Prof. Semanti Deb Roy Sen, Assistant Professor, BIMS

Other members – Prof. Jharna Dutta, Associate Professor, BIMS, Prof. Poulomi Bhattacharya, Assistant Professor, BIMS, Prof. Anupama Chanda Mitra, Assistant Professor, BIMS, Prof. Sreeparna Bhattacharya, Assistant Professor, BIMS

Student Members: 4 from MBA and 2 from BBA

Activities conducted by the cell:

1. Regular monitoring of girl student issues and challenges, if any
2. Celebration of International Women's Day on 8th March.

3. **Special counselling through the existing mentor-mentee format**
4. **Gender sensitization special lecture by an outside expert on 15th March 2022**
5. **Creating a cordial work environment across all genders.**

Specific facilities provided for women in terms of –

Safety- Lifts, classes, and corridors are under CCTV blanket

Counselling – Special counselling for girl's students through a mentor-mentee format

Washroom – Properly tagged separate girls' washroom

Day-care – we do not have it as of now

Sick room – Sickroom on the ground floor for the health emergency purpose

Fire extinguishers on each floor and required places.

Supporing picture file link is attached in the " Document" section.

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	https://bimskol.org/NAAC-AQAR2022/7/7.1.1.pdf

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	View File
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

Solid waste management

- Garbage bins have been placed at various points across the campus in all rooms at strategic points and in surrounding roads. The garbage is collected daily by contractual sweepers, segregated, and disposed at Bidhannagar Municipal Corporation (BMC) vats.

BMC in turn makes compressed solid waste and converts it into fertilizer in their plant.

Liquid waste management

A drainage system has been provided for liquid waste disposal to a pit connected to the main underground high drain line of BMC.BMC has got scientific drain water disposal plant.

E-waste management

Old computers, printers, and other electronic devices are repaired through selected specified vendors and reused as per requirement.

All E-Waste is indexed and disposed of as per Institute Policy.

Institute-approved vendor has been there for all disposal of E-Waste. The same is strictly monitored by the System Administrator and Finance & Administrative Officer.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:

A. Any 4 or All 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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	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

E. None 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	**No File Uploaded**

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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	**No File Uploaded**

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).

There are students in BIMS from different religious, cultural, and linguistic backgrounds. It has been regularly discussed in class through the subject of ethics, communication, and human resource management about the sensitivity and awareness of diverse groups and how one can capitalize on the "oneness" factor we have in the

diversity in our country. The students and the faculty observe various religious gatherings and exchange wishes, like Durga Puja, Eid, Guru Nanak B'day, Buddha Jayanti, Christmas, etc. At the institute level Saraswati puja, Ganesh Puja, etc has been observed and students from other religious groups also have been invited to take part in them.

A book fair to promote readings on a diverse topic and lingua has also been organized. The fair saw a decent collection of management and books from other socioeconomic and general issues.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

BIMS has organized many activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties, and responsibilities of the citizens. Every year, on Republic day and Independence Day, Director Sir appeals to all to remember the struggle for freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, social justice, human rights and freedom, rule of law, equity and respect, and the superiority of the constitution in national life. The whole country is governed on the basis of the rights and duties preserved in the Constitution of India. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of the Indian Constitution. Independence Day is also celebrated every year to highlight the struggle for freedom and the importance of the Indian constitution. The annual cultural fest is also promoting the awareness towards rights and duties of citizens where Skits, Dances, Poetry, singing, etc are based on such themes. In the BIMS library, the volumes of the Indian constitution have been kept physically and students are encouraged to read those at regular intervals.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bimskol.org/NAAC-AQAR2022/7/PICS/73_republic_day_celebration.jpg
Any other relevant information	https://bimskol.org/NAAC-AQAR2022/7/PICS/15th_august_2021.jpg

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
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

Republic Day Celebration- On this day students and faculty are invited for flag hoisting. Students and teachers perform patriotic events to raise awareness of constitutional rights and historical achievements. This is followed by sweets distribution and snacks.

Independence Day celebration- In this day, students and faculty are invited for flag hoisting. Students and teachers perform patriotic events to raise awareness of the value of Indian

independence and the cost we have paid to get it. This is followed by sweets distribution and snacks.

Teachers Day Celebration- Teacher's Day has been organized by students of the institute in memory of Dr. S Radhakrishnan. They perform to appraise the efforts made by the faculties year-round to uplift their career.

Women's Day celebration- International Women's Day is observed in the light of women's respect, empowerment, and upliftment.

Bijoya Get-together- Every year after the Durga puja break, a Bijoya Sammilani, a get-together has been organized to celebrate the emotion of victory over evil by Maa Durga. The meet is followed by Sweets and snacks.

Unity Day – On the birthday of Sardar Vallabhbhai Patel, the Ironman of India, a tribute and lecture have been organized to commemorate the spirit of unity in diversity which is the backbone of Indian civilization.

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	View File
Any other relevant information	View File

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. Title of the Practice

1. Offering skill-based value-added courses such as aptitude tests, MOOCS, personality development, business etiquette, and entrepreneurship mindset development

2. Mentor-Mentee counselling practices

2. Objectives of the Practice

To enhance the visibility and employability of students in the professional world. These courses would also make them competent for lifelong learning and be job givers and not always job seekers.

3. The Context

For aptitude tests, the context is to face and clear apti exams in corporate interview tests, for MOOCs, the context is grabbing the opportunity of skill development at minimal or no cost ,for business etiquette the context is to groom oneself on the etiquette part which is highly desirable in corporate, for entrepreneurship the context is to build up next-gen opportunity creators and for mentoring to offer handholding to absorb the stress and accept the nuances of professional education.

4. The Practice

Each faculty is assigned a few groups of students for personal grooming classes, preparing for their aptitude tests, suggesting MOOCs enrolment, etc., In routine, there is one class on business etiquette every week. EDP development has been channelled through E-cell and formal interactions. PDP and mentoring has also classes on routine.

5. Evidence of Success

Improve in attendance rates, more confidence in the course and self, and an improved version of self. One screenshot of the testimony is attached for proof

6. Problems Encountered and Resources Required

More seed funds for start-ups and more collaborations are needed for external grooming and exposure and more skilled faculties for updated knowledge

File Description	Documents
Best practices in the Institutional website	https://bimskol.org/NAAC-AQAR2022/7/7.2.pdf
Any other relevant information	Nil

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

Two years back BIMS introduced the HR Sampark program which is basically a program designed to give MBA students a flavour of corporate and HR demands and policies right from the corporates at their campus. At frequent intervals HRs from leading corporates used to come to campus to interact with students, giving them the tips and training to enter and succeed in the corporate world.

The placement statistics of the 2019-21 batch and 2020-22 have seen the impact of this program. There is a remarkable difference between the selection rates and CTCs within these years. Gradually the average CTC has gone up and resulted in better corporate linkage.

2019-21 batch

Batch Strength

102

The number of students who participated in the placement

84

Total Number of Offers

70

The total number of students placed

54

Average Package

4 L pa

Highest Package

8.46 L pa

Lowest Package

2 L pa

2020-22 (Till date)

Batch Strength

69

The number of students who participated in the placement

58

Total Opportunities given

302

Total Number of Offers

57

The total number of students placed

50

Average Package

4.6

Highest Package

10

Lowest Package

2.6

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

1.1.1. The Institute ensures effective delivery through a well planned documented process

Academic delivery includes the following steps.

1. Preparation of an academic calendar

2. Selection of papers by the students

3. Allocation of subjects to the faculty members

4. Preparation of Course Outcome / lesson plan/ Programme outcome

5. formalizing a time table for each batch of students

6. effective delivery as per the lesson plan

7. regular assessment following the University guidelines

8. End semester assessment conducted by the University

Academic Calendar: Academic Calendar is prepared as per the MAKAUT academic schedule.

.Paper Selection

The students are asked to select their preferred specialization subjects as per the CBCS system

Subject allocation

The Principal allocates the chosen subjects to the respective

faculty members as per their academic background and experience.

Lesson Plan:

Every faculty member prepares a course outcome and course delivery plan about conducting the subject in class.

Time Table

The time table for all the batches are prepared by the time table committee.

Continuous assessment

For every credit course, continuous assessment in 4 parts (CA 1- CA 4) is conducted as instructed by the University.

End semester examinations

End semester examination is conducted by the University as per their standards provided to the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.1

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

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

The affiliating University send an Academic Calendar at the beginning of every academic year for the direction of the affiliated institutes.

BIMS prepares its own academic calendar in accordance with the one sent by the University and conducts the internal assessment as per the provided direction.

There will be Continuous Assessment (CA) and summation of

evaluation will be converted to

Marks out of 25 each in CA1, CA2, CA3 and CA4 and will be uploaded in university site tentatively on 5th week, 10th week, 15th week and 20th week of the semester respectively. University will convert these 100 marks to 30 marks as "Internal evaluation". Balance 70 marks will be awarded by the University in the end semester exam. Component of evaluation is attendance, quality participation in the class, Pre-class/pre-group work preparation, post class quiz, Class participation and Case presentation, and marks of the internal exam which can be conducted in the form of written exam (MCQ and subjective), project presentation, assignment, quiz, teaser and viva.

In the even semester of the year 2021-2022, the CA 4 exam was held in Centralized form in a given format as directed by MAKAUT, the answer scripts were scanned and uploaded in the DVS portal of the University and the evaluation was done in the digital mode.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.1.2

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	D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

2

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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)

5

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

267

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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

The MBA & BBA curriculum includes the following courses related to the above mentioned areas.

In MBA, there are courses on

1. Organisation Behaviour

2. Indian Ethics & Business Ethos

3. Human Resource Management

Course Structure of MBA which includes above courses is given below:

https://www.bimskol.org/NAAC-FILES/MBA-SYLLABUS.pdf

And in BBA there are courses of

1. Organisation behavior

2. Indian History & culture

3. Environment management

apart from these core papers, several workshops, seminar and conferences are held to the students regarding the issues of gender sensitivity, Ethics, corporate social responsibility and environmental awareness.

Course Structure of BBA which includes above courses is given below

http://makautexam.net/aicte_details/CourseStructure/BBA20.pdf

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

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
Institutional Data in Prescribed Format	View File

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

68

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

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	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.4.1/1.4
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	https://bimskol.org/NAAC-AQAR2022/1.1/1.1.1/1.4.1/1.4/1.4.2(v)Feedback analysis.xlsx

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 students admitted during the year

107

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

7

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

The institute admits students with advanced learning abilities and slow learning abilities. The institute follows a three-tier mentoring model – faculty, alumni and corporate mentors. First, the institute identifies advanced and slow learners during the time of admission, either from their Boards/University marks or the marks of their entrance exam. The institute also follows a Mentor-Mentee relationship where 5-6 students are allotted to every teacher from every batch. The mentor maintains students' records, keeps track of every mentee conducting formal and informal meetings with their mentees. The subject teacher is also able to identify the same from their class performance or through their internal assessments.

Advanced learners are encouraged to participate in external competitions, such as debates, and quizzes, as well as internal

and external webinars, and MOOCs. The institute also organizes various workshops/webinars time-to-time to encourage them in disseminating their knowledge.

Slow learners are driven by a more direct, incremental instructional approach. After admission the institute starts orientation classes and bridge course where every subject introduced to every student to bridge their gap. Institute also offers doubt-clearing sessions keeping in mind students' needs. These students are also encouraged by recognizing their participation in sports and the annual fest actively.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/2/2.2.1
Upload any additional information	View File

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

Number of Students	Number of Teachers
267	16

File Description	Documents
Any additional information	View File

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

Our institute provides an effective platform for students to develop available skills, knowledge, attitude, and values to shape their behaviour in the correct manner. All departments conduct innovative programs which stimulate the creative ability of students and provide them with a platform to nurture their problem-solving skills and ensure participative learning. The institute organizes an annual cultural fest, IGNACIA in which students showcase their learning in the form of innovative projects. Also, students are motivated to participate in inter-college as well as national-level competitions.

The institution imparts the following experiential learning

practices to enhance the creativity and cognitive levels of the students –

? Experiential learning:

- Summer Internship -Students get hands-on training while working in the company.
- Industrial Visits to engage them in technologies and experiential learning while visiting the organization.
- Workshops, Webinars in various areas.

Participative learning:

- Events such as Freshers' welcome and Farewell are organized to raise their managerial skills.
- Add-on Courses on the latest technologies with NPTEL, Udemy, Coursera etc.

Problem-Solving learning:

- Students' Participation in Case Study Presentation

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://bimskol.org/NAAC-AQAR2022/2/2.3.1

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

The institute uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

ICT Tools:

1. Projectors- Seven projectors are available in different classrooms/labs
2. Digital Language Laboratory - The language laboratory is equipped with ODLL language learning software.
3. Desktop – The institute has 60 Computers in Computer laboratories for students and Faculty cabins all over the campus.
4. Printers- They are installed in the computer laboratory;

Principals' Cabins and both the faculty rooms.
5. Photocopier machines and Scanners –Multifunction printers are available in the academic section and at the library.
6. Seminar Rooms- Two seminar halls are equipped with all digital facilities.
7. Auditorium- It is digitally equipped with microphone, projector, cameras and computer system.
8. Online Classes through Zoom, Google Meet (Google Classrooms), and Microsoft Teams.
9. MOOCS Platform (NPTEL, Coursera, Udemy, Edx etc).
10. Digital Library resources – KOHA, J-Gate, Pro-Quest.

Use of ICT By Faculty-

1. PowerPoint presentations,Video Conferencing, Video Lectures, Online Competitions, Workshops - Faculties are encouraged to use these in their classroom sessions.

Industry Connect- Seminar and Conference rooms are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

7

File Description	Documents
Any additional information	View File
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)	View File

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

90

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

The programs of the Institute are affiliated to MAKAUT, West Bengal and follow the Examination pattern of the university. The schedules of internal assessments are communicated to students and faculty at the beginning of the semester through the institute's academic calendar which is based on the university academic calendar. The institute follows four continuous assessments, namely CA1, CA2, CA3 and CA4.

The institute has reformed the continuous internal evaluation system to be learner-centric. The examination can be in any of the following forms, such as written tests following either university format or MCQ, projects, presentations, quizzes, etc. As per the university instruction, all the documents need to be uploaded to the mobile app recommended by the university for every student. The evaluation is done in the university portal and marks are uploaded. The entire procedure must finish within the stipulated time directed by the university.

Students remain informed about the dates of their respective subjects' examinations and submission of assignments and can plan accordingly. Subject teachers teach students with the guidelines of previous years' university exam papers and referred books by the university to prepare students. The questions are made following the guidelines to make them ready.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

At the institute level, an examination committee, comprising of Officer-in-Charge-MBA, Officer-in-Charge-BBA with other teaching and non-teaching staff as the member, is constituted to handle the issues regarding the evaluation process and deal with any grievance related to examination process or assessment for smooth conduct of the internal assessment. After evaluation of the answer sheets, the students are shown the scripts (hard copy) to check for any discrepancies or doubts in the enquiry.

Assessment copies and marks are then uploaded to the university portal as per the university guidelines. If the student has any grievances related to the evaluation of answer scripts, the student is allowed to challenge the evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institute follows outcome-based education; Therefore, Program Specific Outcomes (PSOs) are defined by each department. For defining the PSOs institute follow the consultative process involving the stakeholders and are in line with the vision and mission of the college and department as well as the graduate attributes The institute follow Program Outcomes (POs) (Thirteen for MBA) as defined by the National Assessment and Accreditation Council (NAAC), New Delhi and (Five for BBA) as defined by Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal. The Course Outcomes (COs) for each subject are available in the University Curriculum or are defined by the concerned Faculty member in consultation with other Faculty and the Head of the Department teaching the same subject. The POs, PSOs and COs are available on the institute website and are also communicated to students, teachers and other staff by displaying at the following location: Departmental Laboratories College corridors, Principle, HoDs and Faculty rooms and Course files.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	View File

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

institution.

Bhavnas' Institute of Management Science adopts an outcome-based education system to ensure the attainment of course outcomes and program outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University examinations, internal exams and home assignments. Four internal tests are conducted per semester to evaluate whether corresponding COs are achieved or not. According to the performance of the student in answering each question, assessing the attainment level of the specific CO of the subject. At the end of each semester, the university conducts examinations based on the results published by the university and the course outcomes are measured. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. The institute assesses the attainment level of COs , POs and PSOs, analysing the university results in a detailed manner and assessing students' placement in their specific functional areas (Major specialization).

File Description	Documents
Upload any additional information	View File
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

103

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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://bimskol.org/NAAC-AQAR2022/2/2.7.1

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

3.1.3.1 - 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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure.

BIMS always encourages faculty and students to carry out research. certain extended facilities are provided for faculty and students to inculcate research orientation in them.

Following facilities are made available to students and faculty members.

The details are as under:

1. Promoting Innovation: The College has created an Innovation & Entrepreneurship Development Cell (IEDC) and Institutional Innovation Council (IIC) for promoting innovation & entrepreneurship activities. The formation of IIC is as per the guidelines of MHRD & AICTE. Students are encouraged to present their innovative working project models & products through annual project contest inter college competition as well as in our campus. Organizing frequent workshops on entrepreneurship & start-up. Students are started their own business identity (start-up) with the help of our Innovation & Entrepreneurship Development Cell (IEDC).

2. Modern Technology for innovation: College has also established Online Library facilities to the students, Software and statistical package: like SPSS 19, Office 365, Tally-ERP

and Orell digital language Lab,

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

Students at BIMS participate in community development program and extension activities increasing the awareness of students on issues like social justice and making them responsible corporate citizen having sensitiveness to social needs. the activities carried out are:

1. Participating in events of national interest

2. Celebrating important events like Women's Day, Teachers" Day

3. celebrating important festivals like Saraswati Puja, Diwali, Holi

5. Conduction and participating in intercollege events

6. Participating in NGO activities and participating in rural reporting on behalf of the NGO.

7. Organising blood donation camp.

8. Promoting green initiatives in the campus and supporting ban on plastics.

9. Organising seminars on Environment, sustainability, Water Management to sensitize the students about sustainable future development goals.

The participation of students in the activities give them understanding the challenge faced by the underprivileged section of the society and developing a feeling of empathy and the need of services to those section.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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**

3.4.3 - 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

3.4.3.1 - 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

2

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

138

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

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 Institution has adequate facilities for teaching-learning viz., classrooms, laboratories, computing equipment etc . Details uploaded in additional information section. 14 Classrooms, Office Rooms, 2 Tutorial rooms, 1 Seminar Hall, 1 Computer Lab, 1 Language Laboratory, Auditorium 2: 1 in sharing basis and another exclusive basis. Board meetings, Faculty meetings and the like are held in the air conditioned conference room which is equipped with an oval seating projection on screen. The parameters are as per AICTE and/or MAKAUTinspection and requirements. Auditorium Area: 260 SqM seating capacity 300. Entrepreneurship cell to be shared with Ladies Common Room by a partition Office rooms ICT Facilities

Language Laboratory The Language Laboratory is sufficed by a teacher console with the server monitor and students consoleequipped with twenty six LCD monitors, twenty six goose neck mouthpieces, four speakers, one digitalwhite board and a projector and screen. The room is also furnished with seven book shelves for thepurpose. of equipment storage.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centreetc and cultural activities Sports Facilities: There are many sports facility available in the campus. The students are briefed about these facilitiesduring their orientation program Common Sharing Facilities (BIMS and Bhavan school) Auditorium which is 537sqm is used for the purpose of Yoga. In addition a Yoga room is there used as acommon facility.

Facilities for outdoor sports: 5,916 sq m lawn was set up since 1985 for utilisation by the BIMSand Bhavan school. Basket Ball Ground: It is as per the standard size of 448 sqm where the students use in thedesignated sports period and also after the college hours. Facilities for indoor sports : Common room also caters to this dalily requirement of indoor games. During intra and inter college competition Seminar rooms and lecture halls are used for indoorgames.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bimskol.org/NAAC-FILES/naac4/SPORT-ITEMS.pdf

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

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/4
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

2.14

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The resource centre is on the 3rd floor of the college building and is facilitated by both staircase and elevator. The centre has a collection of 14,301 books, 15 National and 8 International Journals, 9 magazines and nearly 90 project reports submitted by the students. The library subscribes 5 english news papers(TOI, The Telegraph, Business Standard, Economic Times & Financial Express) one vernacular news paper (Anandabazar Patrika) and wellknown Karmokhetro(Bengali employment news) and Employment News for references regarding job market. BIMS has subscribed E- joutnals like J- Gate Pro, Quest e - Books. Since 2013 till 2016 Libsys software had facilitated issueing and returning of books but from 2016 onward Koha has been installed to modernise the process for

both the students and staff. The operation timing for the library is from 9:30 am to 6 pm , five days a week from Monday to Saturday.We also have a collection of rare books which the students may access .

File Description	Documents
Upload any additional information	View File
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 | **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.581

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

100

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level. The description of the same as follows Internet Connection: The institute regularly updates the internet connection every year and as of now, the available internet bandwidth is 400 MBPS provided by Alliance Broadband second line by Airtel provided with bandwidth of 40MBPS. No. of Systems: Institution has a total of 123 computers for students& staff.

Wifi Facility: Institution has provided 7 Nos Access point in and around campus for all staffs and students. Networking Peripherals: Institution has networking switch provided by DLINK of speed 1 GBPS.

Licensed version of OS: The institute has license copies of Windows Operating System, Office 365 and also works with open-source operating systems like Ubuntu OS and other software tools. I/O Devices: The institute purchases printers as per the requirements given by the departments. The institute has in all 13 laser printers and 2 heavy duty multi functional laser printer cum scanner

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

4.3.2 - Number of Computers

129

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

106.75

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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.

There are established systems and procedures for maintaining and utilizing physical, academic and supportfacilities – laboratory, library , sports complex , computers, classroom etc. Physical & Academic Facilities – Utilization & Maintenance The campus is under CCTV surveillance. Class room: The classrooms are titled G1,G2, F3, F4, LH1, LH2, LH4 and vary by

size and seating capacity. G1, G2 allotted for MBA , F3 , F4 allotted for MBA Specialization , LH1, LH2, LH4 allotted for BBA. Classrooms are equipped with PC with internet facility, mounted LCD projectors, white boards, soundsystem, air conditioning, proper lighting and sitting arrangement. Cleaning: Trained staff is assigned to clean various offices of the institute and other spaces regularly. All equipment is checked and where required preventive maintenance is carried out. Computer Laboratory: Area 120 Sqm with 60 Desktop computers, all the computers are connected withLAN Communication Labortory : Area 100 Sqm with 26 Desktop, all are connected with LAN and using OrellSoftware . Sport Complex Outdoor Games: Facilities for outdoor sports: 5,916 sq m lawn was set up since 1985 for utilisation on sharing basis . Facilities available for football, volleyball and busketball refer 4.1.2 Indoor game : details provided 4.1.2 Gymnasium : details provided 4.1.2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/107369/4.4.2_1605781884_4567.pdf

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

7

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

14

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	A. All of the above

File Description	Documents
Link to Institutional website	https://bimskol.org/NAAC-AQAR2022/5/5.1.3
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

57

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

57

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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 | **A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

57

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

6

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

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)	<u>View File</u>

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 have an active representation in academic and administrative bodies and committees of the Institute. Class Representatives: All programmes have class representatives along with faculty members who act as mentors. The Class representatives provide feedback on all aspects of the programme and respective course and also function as the bridge between the administration and student section. Cultural and Sports Committees: Students have strong representations in all cultural and sports and games committees and help in organization and management of events under their aegis Ant-ragging committee: Students have strong representations and active participation in the anti- ragging committee. Although the institute boasts of a ragging free campus, the anti ragging committee members are forever alert and ensure the safety and security of their peers. Organization of Special Events: Students organize, and celebrate the National Teachers Day, on 5 th September every year by honoring their teachers and presenting cultural programme, and other National celebrations that include, Independence Day, Republic Day, and various NSS

and social service activities. Students organize the annual cultural festival IGNACIA with great pomp and show. The above activities enhance their communication skills, management skills, leadership skills, team-work, time- management, resource management skills and builds confidence in each student.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/5/5.3.2
Upload any additional information	View File

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

53

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
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)	View File

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

- **Alumni Contribution:**

The alumni network of BIMS has developed over the years and have gathered significant strength in recent times. The institute constantly stays connected with the alumni members, and they participate and get involved in different activities contributing to institutional upliftment.

The different aspects where the alumni members are actively involved are:-

1. Mentoring: Every student is mentored by an alumnus. The students get firsthand feel of the industry and its current requirement from the alumni mentor.

1. Special Classes: From time to time, the alumni are allocated an interactive session with the students wherein they share their experience with current students, addresses their queries and provides suggestions about how they can get industry ready.

1. Job offers: Several Alumni offers final placement to current students in theirs exiting companies.

1. Alumni association: The institute is in the process of setting up a registered alumni association. The alumni members have voluntarily given their consent to become members and office bearers of this association.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/5/5.4.1
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	View File

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 Principal of Bharatiya Vidya Bhavan Institute of Management

Science (BIMS) is responsible for the decentralized alignment of good management practices. These practices are in keeping with the requirements of

1. Maulana Abul Kalam Azad University of Technology (MAKAUT) [formerly WBUT]

2. All India Council of Technical Education (AICTE)

3. The Institute's parent organization, Bharatiya Vidya Bhavan

The intent of the Institute is the creation of an immersive learning environment that ensures employability and capability of working in industry for every student. BIMS also ensures building our students as socially sensitive corporate citizen with Indian ethos and values.

BIMS has sanctioned capacity of students' intake; 120 in MBA and 60 in BBA

This selection process is based on the Institute's preference for quality of students. We offer merit based scholarship to 20 -25% students based on their past academic performance.

The Institute's curriculum is geared toward making students aware of the osmotic relationship between the natural environment and the industry, among other topical factors. The Institute strives for continuous improvement in pedagogic practices to focus on these factors.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/6/MOM_6.1.1.pdf
Upload any additional information	View File

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

The activities and events at BIMS, Kolkata function under SCOPE Committee. With the Principal as its chair along with Joint Advisors, CMA. (Dr.) Jharna Dutta and Dr. Anupama Chanda Mitra

who are responsible for the documentation and communication of the activities of the committee. The Committee is sub-grouped under four categories – Education, Cultural, Finance and Sports. Further there are Senior Coordinators (MBA -Second Year Students) and Junior Coordinators (MBA- First Year Students) who work under the supervision of the Advisors.

For example, a four day workshop on "HR Analytics" at BIMS in collaboration with HR Club "SOCIETAS VITAM" was jointly coordinated by Dr. Mandira Dey and Prof. Sreeparna Bhattacharya. With the inception of the proposal, meetings were held online from time-to-time to draft a plan. The brochure was circulated on social media and Whats App group of research scholars and faculties of various management colleges with a note.

Likewise, Annual Sports 2021 held on Dec 2021 was organized under Sports category of SCOPE. The various activities were decided by having meetings with the Principal, Advisors and Senior Students Sports Coordinators. Selection of respective coordinators for each activity along with resource requirement were made so as to prepare a budget

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Example of a strategic plan being implemented:

- As a strategic initiative to help the students, a counselorhas been appointed. Student counselor work with students andeducatorsto help the students succeed academically and socially. They provide one-on-one emotional guidance and help students plan for their futures by guiding them in building a career.

Young adults need guidance and support, especially when it comes to dealing with academic, personal and social pressures. Helping students to reach their potential is one of the goals

and to achieve it one should be caring, flexible, adaptable and patient.

Student counselor assist students at all levels, act as advocates for students' well-being, and as valuable resources for their educational advancement. The counselor first and foremost duty is to listen to students' concerns.

- Faculty guide arranged meeting with SIP host organization to build relationship between BIMS and SIP host organization. Two phase evaluation of the SIP students by faculty guide and corporate mentors were made to evaluate the project of the student at various phases:- Evaluation of Project Proposal, Interim Evaluation & Final Evaluation by Faculty guide and Company guide (based on the parameters given in SIP handbook)

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/6/6.2.1
Upload any additional information	[View File](#)

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.

BIMS is managed by Bharatiya Vidya Bhavan Trust and has its governing body to take care of academic and administrative policies and for decision making processes and their and Principal; Director of Bharatiya Vidya Bhavan, Kolkata Kendra; University Nominee; State Government (Director, Technical Education) Nominee; AICTE Representative; members from Bharatiya Vidya Bhavan, industry, alumni and educational institutions; and Faculty Representatives. Governing body is the ultimate authority for any decision in the institution. Board members are under the Chairman. The formal responsibilities of governing body includes institutional performance evaluation, fund raising, introduction of new program, construction of new blocks, enhancement of physical facilities and other initiatives for growth and improvement of the institution, investment decisions etc.

The Principal is the academic and administrative head of the institution to function in order to fulfill the vision and mission of the institution. He is involved in the implementation of the plans of the college and ensures that regular day to day operations are properly conducted through feedback from faculty, teaching and non-teaching and supporting staff; in fact from all stakeholders. Faculty members are core in service delivery of BIMS and are responsible for setting academic priorities and exposing to wide spectrum of knowledge and creating a culture of promoting research.

File Description	Documents
Paste link for additional information	https://bimskol.org/NAAC-AQAR2022/6/6.2.2/6.2.2_faculty Appointment Letters.pdf
Link to Organogram of the institution webpage	https://bimskol.org/NAAC-AQAR2022/6/6.2.2/6.2.2 organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The monetary welfare measures available to the staff of the Institute are as follows:

1. **Provident Fund:** Both the teaching and the non-teaching staff have access to Provident Fund after they retire. The age of retirement for the teaching staff is, as of now, set at 65, while the nonteaching staff have to retire at the age of 60.

1. **Gratuity:** As with Provident Fund, a gratuity is available to both teaching and non-teaching staff when they retire.

1. **Staff Medical Insurance:** Each member of the staff is provided with a Mediclaim scheme so that should s/he be admitted to a medical facility, the Institute will provide her/him a maximum of INR 200000.00 to cover the requisite medical expenses.
2. **Subsidized Food:** The canteen provides nutritious vegetarian food for staff members and students alike.

1. A Pre-paid mobile telephone number is provided for all teaching and non- teaching staff members.

The non-monetary welfare measures provided to the staff include:

1. **Staff Picnic:** The Institute recognizes the need for teaching and non-teaching staff to socialize for the sake of their mental health, hence organizes annual picnic

1. **Annual Sports:** conducted in BIMS playground along with students and all staff members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

10

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

7

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

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

BIMS has a structured system of conducting performance appraisals for teachers as well as non-teaching employees. A yearly cycle follows from April of a year to March of the following year. Appraisal form is as per AICTE format for career advancement system (CAS). There are 2 steps appraisal followed at BIMS; self-appraisal and appraisal by immediate superior. After this, Principal meets the regular faculty members and non-teaching employees. In case of visiting faculty, honorarium is advised as per industrial standard in force from time to time. In case of promotion, potential appraisal is done as per CAS FORMAT. Screening and evaluation committee is formed as per guideline of AICTE.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

BIMS has a regular internal and external audit. Internal/ interim audit is conducted in the months of July, October , January and April quarterly ; considering April , May and June in July ; July, August and September in October ; October, November December in January ; January , February and March in April. Both the internal and external audit are conducted by statutory bodies namely D. Ghosh & Associates and D Basu & Company respectively.

The queries raised by the auditor are addressed by Administrative Officer who is responsible for administration and accounts. If necessary Principal is also involved in the meeting and the ambiguity if any, is sorted out by the auditor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Institute has 2 major sources of fund mobilization.

- **College fees: The proposal for fees is sent to the Kendra Director/ Governing Body and once the approval is obtained fees are levied and collected from the students.**
- **Consultancy to corporate/ NGO/ Other organisations:**

Faculty members are encouraged to offer their expertise to the organisation in the form of consultancy service. If BIMS procures the consultancy, it retains the 70% of the surplus and balance 30% of the surplus is given to the concerned faculty members as their additional income. In the event faculty member procures the consultancy, 70% of surplus is retained by the concerned faculty members & 30% surplus is given to BIMS.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

6.5.1

The IQAC of Bharatiya Vidya Bhavan Institute of Management Science, Kolkata is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute. The IQAC helps to channelize and systematize the efforts and measures of an institution towards academic excellence. It is not just another hierarchical structure or record-keeping exercise in the institution; rather, it is a facilitative and participative organ of the institution. The IQAC has become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

The IQAC of Bharatiya Vidya Bhavan Institute of Management Science, Kolkata has been formed as per the UGC guidelines. Since the formation of the body, it has been instrumental in organizing workshops, FDPs and conferences and promoted collaborative research among the faculty and students. The cell has been facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for

participatory teaching and learning process. Documentation of the various programmes/activities of the college thus leading to quality improvement has been initiated in a structured manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

Vibrant Classroom Experience: The faculty members and the students adhere to classroom lectures and laboratory classes as per the routine. The faculty members explain the importance and relevance of various topics of the courses to real-life situations and their linkage with other subjects. While teaching a particular course, due emphasis is given to basic concept building, mathematical and quantitative analysis, numerical problem solving (by more than one technique, if applicable) result/data analysis, data interpretation, comparison with the real-life data, limitations, if any. The faculty members rely on ICT based approaches and make use of presentations through PPTs, handouts, design data tables/handbooks, animation videos etc. to make the session attractive as well as fruitful. Continuous evaluations in the form of class tests, quiz, viva etc. are organized to evaluate the learning outcomes.

Outcome based education: The institute has already adopted the outcome-based education (OBE) in tune with the present day's requirements, where teaching-learning revolves around pre-defined outcomes so that tangible benefits can be attained and the entire process undergoes close monitoring for further improvement to take place. The learners are made aware of the programme and course objectives and the attainment of outcome is also assessed through academic and behavioural achievement.

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)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://bimskol.org/NAAC-AQAR2022/6/Annual_Report.pdf
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

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

In BIMS, A women's grievance redressal cell has been constituted on August 2021 to promote gender equality and address women-related grievances at the institute level. It consists of the following members –

In-charge of the Cell – Prof. Semanti Deb Roy Sen, Assistant Professor, BIMS

Other members – Prof. Jharna Dutta, Associate Professor, BIMS, Prof. Poulomi Bhattacharya, Assistant Professor, BIMS, Prof. Anupama Chanda Mitra, Assistant Professor, BIMS, Prof. Sreeparna Bhattacharya, Assistant Professor, BIMS

Student Members: 4 from MBA and 2 from BBA

Activities conducted by the cell:

1. Regular monitoring of girl student issues and challenges, if any
2. Celebration of International Women's Day on 8th March.
3. Special counselling through the existing mentor-mentee format
4. Gender sensitization special lecture by an outside expert on 15th March 2022
5. Creating a cordial work environment across all genders.

Specific facilities provided for women in terms of –

Safety- Lifts, classes, and corridors are under CCTV blanket

Counselling – Special counselling for girl's students through a mentor-mentee format

Washroom – Properly tagged separate girls' washroom

Day-care – we do not have it as of now

Sick room – Sickroom on the ground floor for the health emergency purpose

Fire extinguishers on each floor and required places.

Supporing picture file link is attached in the " Document" section.

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	https://bimskol.org/NAAC-AQAR2022/7/7.1.1.pdf

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	View File
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

Solid waste management

- **Garbage bins have been placed at various points across the campus in all rooms at strategic points and in surrounding roads. The garbage is collected daily by contractual sweepers, segregated, and disposed at Bidhannagar Municipal Corporation (BMC) vats.**

BMC in turn makes compressed solid waste and converts it into fertilizer in their plant.

Liquid waste management

A drainage system has been provided for liquid waste disposal to a pit connected to the main underground high drain line of BMC.BMC has got scientific drain water disposal plant.

E-waste management

Old computers, printers, and other electronic devices are repaired through selected specified vendors and reused as per requirement.

All E-Waste is indexed and disposed of as per Institute Policy.

Institute-approved vendor has been there for all disposal of E-Waste. The same is strictly monitored by the System Administrator and Finance & Administrative Officer.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**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	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**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	**E. None 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	**No File Uploaded**

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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	**No File Uploaded**

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).

There are students in BIMS from different religious, cultural, and linguistic backgrounds. It has been regularly discussed in class through the subject of ethics, communication, and human resource management about the sensitivity and awareness of diverse groups and how one can capitalize on the "oneness" factor we have in the diversity in our country. The students and the faculty observe various religious gatherings and exchange wishes, like Durga Puja, Eid, Guru Nanak B'day, Buddha Jayanti, Christmas, etc. At the institute level Saraswati puja, Ganesh Puja, etc has been observed and students from other religious groups also have been invited to take part in them.

A book fair to promote readings on a diverse topic and lingua has also been organized. The fair saw a decent collection of management and books from other socioeconomic and general issues.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

BIMS has organized many activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties, and responsibilities of the citizens. Every year, on Republic day and Independence Day, Director Sir appeals to all to remember the struggle for freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, social justice, human rights and freedom, rule of law, equity and respect, and the superiority of the constitution in national life. The whole country is governed on the basis of the rights and duties preserved in the Constitution of India. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of the Indian Constitution. Independence Day is also celebrated every year to highlight the struggle for freedom and the importance of the Indian constitution. The annual cultural fest is also promoting the awareness towards rights and duties of citizens where Skits, Dances, Poetry, singing, etc are based on such themes. In the BIMS library, the volumes of the Indian constitution have been kept physically and students are encouraged to read those at regular intervals.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bimskol.org/NAAC-AQAR2022/7/PICS/73_republic_day_celebration.jpg
Any other relevant information	https://bimskol.org/NAAC-AQAR2022/7/PICS/15th_august_2021.jpg

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	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File]()
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

Republic Day Celebration- On this day students and faculty are invited for flag hoisting. Students and teachers perform patriotic events to raise awareness of constitutional rights and historical achievements. This is followed by sweets distribution and snacks.

Independence Day celebration- In this day, students and faculty are invited for flag hoisting. Students and teachers perform patriotic events to raise awareness of the value of Indian independence and the cost we have paid to get it. This is followed by sweets distribution and snacks.

Teachers Day Celebration- Teacher's Day has been organized by students of the institute in memory of Dr. S Radhakrishnan. They perform to appraise the efforts made by the faculties year-round to uplift their career.

Women's Day celebration- International Women's Day is observed in the light of women's respect, empowerment, and upliftment.

Bijoya Get-together- Every year after the Durga puja break, a Bijoya Sammilani, a get-together has been organized to celebrate the emotion of victory over evil by Maa Durga. The meet is followed by Sweets and snacks.

Unity Day – On the birthday of Sardar Vallabhbhai Patel, the Ironman of India, a tribute and lecture have been organized to commemorate the spirit of unity in diversity which is the backbone of Indian civilization.

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	View File
Any other relevant information	View File

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. Title of the Practice

1. Offering skill-based value-added courses such as aptitude tests, MOOCS, personality development, business etiquette, and entrepreneurship mindset development

2. Mentor-Mentee counselling practices

2. Objectives of the Practice

To enhance the visibility and employability of students in the professional world. These courses would also make them competent for lifelong learning and be job givers and not always job seekers.

3. The Context

For aptitude tests, the context is to face and clear apti exams in corporate interview tests, for MOOCs, the context is grabbing the opportunity of skill development at minimal or no cost ,for business etiquette the context is to groom oneself on the etiquette part which is highly desirable in corporate, for entrepreneurship the context is to build up next-gen opportunity creators and for mentoring to offer handholding to absorb the stress and accept the nuances of professional education.

4. The Practice

Each faculty is assigned a few groups of students for personal grooming classes, preparing for their aptitude tests,

suggesting MOOCs enrolment, etc., In routine, there is one class on business etiquette every week. EDP development has been channelled through E-cell and formal interactions. PDP and mentoring has also classes on routine.

5. Evidence of Success

Improve in attendance rates, more confidence in the course and self, and an improved version of self. One screenshot of the testimony is attached for proof

6. Problems Encountered and Resources Required

More seed funds for start-ups and more collaborations are needed for external grooming and exposure and more skilled faculties for updated knowledge

File Description	Documents
Best practices in the Institutional website	https://bimskol.org/NAAC-AQAR2022/7/7.2.pdf
Any other relevant information	Nil

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

Two years back BIMS introduced the HR Sampark program which is basically a program designed to give MBA students a flavour of corporate and HR demands and policies right from the corporates at their campus. At frequent intervals HRs from leading corporates used to come to campus to interact with students, giving them the tips and training to enter and succeed in the corporate world.

The placement statistics of the 2019-21 batch and 2020-22 have seen the impact of this program. There is a remarkable difference between the selection rates and CTCs within these years. Gradually the average CTC has gone up and resulted in better corporate linkage.

2019-21 batch

Batch Strength

102

The number of students who participated in the placement

84

Total Number of Offers

70

The total number of students placed

54

Average Package

4 L pa

Highest Package

8.46 L pa

Lowest Package

2 L pa

2020-22 (Till date)

Batch Strength

69

The number of students who participated in the placement

58

Total Opportunities given

302

Total Number of Offers

57

The total number of students placed

50

Average Package

4.6

Highest Package

10

Lowest Package

2.6

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

To improve the research capability of faculty members .

To Conduct National Conference , Workshop and Seminars.

Brand building activities for better visibility of institution and stakeholders.