



The Annual Quality Assurance Report (AQAR) of the IQAC Of Berhampore Girls' College Berhampore, Murshidabad, West Bengal.

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

Part – A

AQAR for the year (*for example 2013-14*)

2016-2017

1. Details of the Institution:

1.1 Name of the Institution

Berhampore Girls' College

1.2 Address Line 1

C. R. Das Road

Address Line 2

P.O. Berhampore

City/Town

Berhampore

State

West Bengal

Pin Code

742101

Institution e-mail address

berhamporegirlscollege@gmail.com

bgc2007@rediffmail.com

**Contact Nos.**

03482-251193

Name of the Head of the Institution:

Dr. Hena Sinha

Tel. No. with STD Code:

03482-251193

Mobile:

9434315684

Name of the IQAC Co-ordinator:Dr. Md. Khairul Anam: Co-Ordinator
Dr. Khaybar Ali Miah: Joint Co-Ordinator**Mobile:**Dr. Md. Khairul Anam: 9563467211/9932272290
Dr. Khaybar Ali Miah: 9434641579**IQAC e-mail address:**iqacberhamporegirlscollege@gmail.com**1.3 NAAC Track ID(For ex. MHC0GN 18879)**

WBC0GN12141

OR**1.4 NAAC Executive Committee No. & Date:***(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)***EC/35/098 dated 28th February
2005****1.5 Website address:**www.berhamporegirlscollege.org.in**Web-link of the AQAR:**<http://berhamporegirlscollege.org.in/home/iqac.php>
<http://www.berhamporegirlscollege.org.in/home/administrator/production/other/AQAR-2016-17-Final.pdf>For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**1.6 Accreditation Details:**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72	2005	5 years
2	2 nd Cycle	B	2.29	2016	Valid up to 15 th December, 2021
3	3 rd Cycle
4	4 th Cycle

1.7 Date of Establishment of IQAC: DD/MM/YYYY

11/07/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011):

- i. AQAR 2010-11 submitted to NAAC on 28-12-2015 (DD/MM/YYYY)
- ii. AQAR 2011-12 submitted to NAAC on (i) 28-12-2015 (Soft copy)
(ii) 26-02-2013(Hard Copy)
- iii. AQAR_2012-13 submitted to NAAC on 28-12-2015 (DD/MM/YYYY)
- iv. AQAR_2013-14 submitted to NAAC on 29-12-2015 (DD/MM/YYYY)
- v. AQAR_2014-15 submitted to NAAC on 29-12-2015 (DD/MM/YYYY)
- vi. AQAR 2015-16 submitted to NAAC on 31.10.2018 (DD/MM/YYYY)

1.9 Institutional Status:

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)



UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities:

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held :

2.11 No. of meetings with various stakeholders: No. Faculty Non-Teaching
Staff: Students Alumni Others* *Joint meeting with teaching and non-teaching staff.*2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level



(ii) Themes

1. Rules and Regulations of RTI
2. Career Guidance Workshop (A UNDP assisted workshop for UG Girl Students)
3. Workshop on Cross Functional Program for NAAC Visit
4. Value system, Innovation in Higher Education & Institutional Assessment by NAAC

2.14 Significant Activities and contributions made by IQAC:

1. Necessary initiatives taken up with regard to the NAAC Peer team visit.
2. Initiatives taken up in regard to the enhancement of academic excellence and better cultural ambience in the institute.
3. Expedited the progress of financial audit.
4. Steps for the distribution of departmental class room & Departmental office cum Staff Room.
5. Completion of minor construction, repair, cleaning and beautification of college campus.
6. Initiative for the creation of teaching and non-teaching posts.
7. Appeal to the Governing Body to take steps to designate Guest Lecturers as Management Approved Part Time Teachers.
8. Initiative for the proper up-gradation of the college website.
9. Initiative for the modifications of different functional Committees/ Cells/ Units for the proper functioning in the college.
10. Initiative for the preparation of AQARs (2015-16) and (2016-17).
11. Initiative taken for organizing workshop on data acquisition, documentation and maintenance.
12. Initiatives for exploring the ways and means with regard to the recommendations of the NAAC Peer team.
13. Operationalising IQAC Logo.
14. Verification of PBAS and necessary recommendation for career advancement of the faculty members.
15. Requisition sent to the authority for filling up the vacant teaching and non-teaching posts.
16. Introduction of career oriented courses in the college.
17. Construction of new Science Block has been monitored.
18. Visit to the departments of the college for the assurance of Internal Academic Audit.
19. Maintenance of Wi-Fi zone in the important wings of the institute.
20. Organization of workshops & seminars related to quality education in the institute.



21. Guided organization of District and Divisional Level Youth Parliamentary Competition, Quiz and Extempore competition in the college.
22. Guided organization of National Level Seminar by the Dept. of Bengali (Topic: *Bis Sataker Sesh Tin Dasak*) on 18th & 19th Feb, 2017
23. Guided organization of National Seminar by the Dept. of Physiology on Micronutrient Deficiencies : Prevention and Control on 18th -19th Feb, 2017
24. Arranged an ICT training programme for the Capacity Building of the faculty members of the college.
25. Guided Observation of National Science Day on 28th Feb to 1st March, 2017
26. Guided organization of National Level Workshop on Bangyabidya Style Manual in Association with International Society of Bengal studies on 18th March, 2017
27. Guided student awareness programme organized by NSS for the 1st Year students.
28. Celebrated International Mother tongue Day on 21st Feb. 2017
29. Organized Clustering of colleges Programme under the guidance of University of Kalyani on 4th June, 2017.

2.15 Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Sl. No.	Plan of Action	Achievements
01	Necessary preparation taken for the NAAC Visit to the College for 2 nd cycle of accreditation. A well formulated plan chalked out for successful Visit to the college by the Honourable NAAC peer team.	Necessary arrangements have been made and the NAAC Peer Team visit has been accomplished and the college has been graded with B.
02	Introduction of New Courses in the College	Honours Course in Geography has been introduced.



03	Introduction of Job oriented and skill development courses in the college	<p>I. A prayer for setting up of a training centre in the college has been duly submitted to the Hon'ble minister of State of Labour, Govt., of WB.</p> <p>II. For the assurance of the skill development and mental health of the students, functional English and Functional Hindi, Yoga have been strengthened and Karate (Self Defence), and Arts & Crafts have been introduced.</p>
04	Invitation of renowned educationists on the occasion of Memorial Lecture on Teachers' Day (2016).	Memorial Lecture on Value system, Innovation in Higher Education and Institutional Assessment by NAAC: Present Concerns and Future Directions, has been organized.
05	Assurance of an exhaustive internal Academic Audit to all departments of the college for the promotion of academic excellence.	An academic internal audit has been done in all departments
06	Initiative for filling up of vacant Teaching posts of the college.	The college authority has taken up initiative and requisition has been sent to the WBCSC in 2018.
07	Plan for shifting of four departments to newly constructed Science Block and internal rearrangements of departments.	The Dept. of Physics, Chemistry, mathematics and Environmental science have been duly shifted to the newly constructed Science Block and subsequently rearrangements with the distribution of vacant rooms have been



		done.
08	To visit two hostels of the college for improvement of living conditions and other amenities of the students.	1. Minor repairing of the hostel buildings, sanitation, availability of drinking water have been done under the guidance of IQAC.. 2. The living conditions and academic environment have been improved.
09	Plan for modernization of Library	Ensuring optimum utilization of ICT enabled library facilities among students.
10	Plan to use modern teaching tools and technology.	1. ICT enabled teaching facilities in the class rooms have been provided to the Department of Physics, Chemistry, Mathematics, Environmental Science, Zoology, Botany, Physiology, English and Philosophy. 2. For the up-gradation of laboratory/departmental infrastructure, computers have been provided to the Departments of Mathematics, Economics, Bengali.
11	Enhancement of support services to the students.	One Xerox centre-cum-stationary store has been set up for the use of students.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body: Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR has been placed before the Governing Body and its approval has been received in the meeting dated 12.10.2018 (Vide Resolution No. 06 dated 12.10.2018)

**Part – B****Criterion – I****1. Curricular Aspects****1.1 Details about Academic Programmes:**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD
PG	1
UG	Honours: 17 General: 2 Major: 2
PG Diploma
Advanced Diploma
Diploma		01*
Certificate		02*
Others	06#
Total	22	09

Interdisciplinary
Innovative

**Career Oriented Diploma and certificate course in computer application, D.T.P and Multimedia, Windows & MS Office.*

#Add-on Certificate Courses: Functional English, Functional Hindi, Yoga, Karate and Arts & Crafts and Computer Training.

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options**(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	01 (CBCS) PG Program
Trimester	09 (Career oriented Add on Course)
Annual	21



1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure: Annexure-III*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects:

1. The College follows the Syllabus and Curriculum as framed by the University of Kalyani. However, Board of Studies members of the institution from several departments (both Arts and Science at the UG level) contribute towards framing the syllabus and selection of topics for study.
2. Apart from Board of Studies members, different faculty of the college are invited at specific departments of the University as Special Invitee Members and their opinion is sought with regard to incorporating new topics of study and syllabus upgradation.
3. Postgraduate curriculum/syllabus is being monitored/regulated/revised by Board of Studies (PG) of the University of Kalyani.
4. Curricula of Diploma and Add-on courses are being monitored/regulated/revised.

1.5 Any new Department/Centre introduced during the year. If yes, give details:

- I. Proposal for introducing honours course in Geography sent to the affiliating University.
- II. Proposal with regard to introducing Post Graduate Programme in English, History and Botany sent to the West Bengal Higher Education Council.
- III. Geography Honours introduced in the year 2016 under the University of Kalyani.

**Criterion – II****2. Teaching, Learning and Evaluation:****2.1 Total No. of permanent faculty (as on 30.06.2017):**

Total	Asst. Professors	Associate Professors	Professors	Others
50	25	13*	...	12#

* including 04 Graduate laboratory Instructors,
01 Contractual Whole time teacher & 11 Govt. Approved Part Time Teachers.

2.2 No. of permanent faculty with Ph.D:

15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year:

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
05	02	...	02	05	04

2.4 No. of Guest and Visiting faculty and Temporary faculty:

59*

* including P.G. Course

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	12	06
Presented papers	01	09	03
Resource Persons	01	00	01

**2.6 Innovative processes adopted by the institution in Teaching and Learning:**

1. All the Departments of the college have been provided with laptops for ICT enabled teaching.
2. Nine Departments (Physics, Chemistry, Mathematics, Environmental Science, Zoology, Botany, Physiology, English and Philosophy) have been provided with ICT enabled Classrooms.
3. Introduction of Virtual classroom and its optimum use by different departments.
4. Access to e-resources through INFLIBNET-NLIST.
5. Effective use of Digital database in the library by faculty and students alike.
6. Specific practice for arranging classes during the university examinations.
7. Invited lectures, e-classes by eminent teachers of Universities, research institutes and other reputed colleges.
8. Field study, Project-based dissertation work, dissertation work.
9. Popular lecture series.
10. Interdisciplinary Lectures by invited Guest Faculty.

2.7 Total No. of actual teaching days during this academic year:**220****2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions):**

- Annual test examination and regular class tests have been taken by the college. Results of such examinations have been published in college Notice Board within 30 days.
- Class assignments.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop:**08****08****08****2.10 Average percentage of attendance of students:****77%**

**2.11 Course/Programme wise distribution of pass percentage:**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG-Bengali	62	NA	40.32	56.45	...	96.77
UG-English	64	NA	1.56	79.69	...	81.25
UG-Sanskrit	63	NA	57.14	42.86	...	100
UG-Philosophy	26	NA	0.00	92.31	...	92.31
UG-Sociology	22	NA	4.55	81.82	...	86.36
UG-Political Science.	19	NA	5.26	94.74	...	100
UG-History	46	NA	6.52	89.13	...	95.65
UG-Economics	3	NA	33.33	66.67	...	100
UG-Physics	21	NA	71.43	19.05	...	90.47
UG-Chemistry	18	NA	33.33	55.56	...	88.88
UG-Mathematics	48	NA	45.83	45.83	...	91.67
UG-Physiology	20	NA	95.00	5.00	...	100
UG-Zoology	30	NA	80.00	16.67	...	96.67
UG-Botany	34	NA	76.47	17.65	...	94.12
UG-Environmental Science	21	NA	71.43	19.05	...	90.48
UG-Geography
UG-Computer Science
PG-Bengali	50	NA	58.00	42.00	...	100
Travel & Tourism management	05	NA	20.00	80.00	...	100
Communicative English	31	NA	16.13	54.84	...	70.97
UG-B.A General	63	NA	1.59	88.89	...	90.48
UG-B.Sc.General	19	NA	26.32	57.89	...	84.21

Distinguishing Result in University Examination:

1. First among all Arts departments on the basis Result of University Honours Final Year Examination: DEBORPITA HAZRA, Student of Sanskrit Hons, obtained 610 in aggregate (76.25%)
2. First among all Science Departments on the basis of Result of University Honours Final Year Examination: INDRANI MAJUMDER, Student of physiology Hons., obtained 697 in aggregate (87.12%)



Title of the Programme		Distinguishing result in the university examination (Final Year)
1	UG-Sanskrit	First Class First
2	UG-Political Science.	First Class First
3	UG-Economics	First Class First & Second
4	UG-Physics	First Class First
5	UG-Mathematics	First class First
6	UG-Physiology	First Class First, Second & Third
7	UG-Zoology	First Class First
8	UG-Botany	First Class Second & Third
9	UG-Environmental Science	First Class Third
10	Communicative English	First Class First

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

<ul style="list-style-type: none">➤ IQAC constantly discusses in the meeting with various stakeholders about the enhancement of quality in teaching and learning and the outcome of the discussion is shared with the various departments.➤ Regular monitoring of teaching and learning process by ensuring the implementation of the decisions of the IQAC by the respective departments.➤ Internal Academic Audit of all departments of the college for ensuring academic excellence.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	02
HRD programmes	03
Orientation programmes	...
Faculty exchange programme	...
Staff training conducted by the university	...
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops , etc.	02
Others	...

**2.14 Details of Administrative and Technical staff:**

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff*	25	12	0	14
Technical Staff	0	0	0	0
Hostel staff	1	23	0	25

*Including 10 Laboratory Attendants

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:**

- IQAC promotes Research climate in the institution. It deserves mention in this regard that quite a number of faculty are actively involved in pursuing PhD programme and Minor research projects apart from organizing research oriented special talks by distinguished scientists and academicians of specific departments.
- IQAC instils research motivation among the faculty of the departments and makes them aware of the different funding avenues and research facilities available to them.

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number
Outlay in Rs. Lakhs

3.3 Details regarding minor projects: 03 ongoing

	Completed	Ongoing	Sanctioned	Submitted
Number	02	03	03	00
Outlay in Rs. Lakhs	3,70,000/-	7,48,000/-	932,535/-	00

3.4 Details on research publications:



	International	National	Others
Peer Review Journals	03	13	00
Non-Peer Review Journals
e-Journals
Conference proceedings

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects
Minor Projects	2016-2018	UGC	9,32,535/-	7,08,285/-
Interdisciplinary Projects				
Industry sponsored
Projects sponsored by the University/ College
Students research projects (<i>other than compulsory by the University</i>)
Any other(Specify)
Total			9,32,535/-	7,08,285/-

3.7 No. of books published: i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme



INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	00	02	03	02	21
Sponsoring agencies	...	College	(i) Dept of Parliamentary affairs, Govt of West Bengal (ii) UNDP-Nayee Disha, (iii) DST, WB	Dept of Parliamentary affairs, Govt of West Bengal	College

Details of Conferences/Workshop/ Special lecture:

NATIONAL LEVEL

1. "Bish Sataker Sesh Tin Dasak", dated 18-19th February, 2017
2. National level workshop on Bangabidya Style Manual on 10.03.2017

STATE LEVEL:

1. On Micronutrient deficiencies, dated 18-19th February, 2017
2. Divisional Level Youth Parliament Competition under the Guidance of Dept. of parliamentary affairs, Govt. of WB.
3. Nayidisha – Career Guidance Workshop- A UNDP workshop on 25.10.2016

UNIVERSITY LEVEL

1. District level Youth Parliament Competition under the Guidance of Dept. of parliamentary affairs, Govt. of WB.
2. Workshop on Clustering of Colleges on 04.06.2017

COLLEGE LEVEL

1. On Rules and Regulations of RTI on 17.09.2016
2. Observance of College Foundation Day on 24th January, 2017
3. Workshop on Cross Functional Programme for the coming NAAC Peer Team Visit on 04.10.2016



4. *Workshop on functional programme for the preparation of forthcoming NAAC Peer Team Visit on 22.11.2016.*
5. *Lecture on Value system, Innovations in Higher Education and Institutional Assessment by NAAC on 05.09.2016*
6. *International Mothers' Language Day Celebration on 21.02.2017*
7. *National Science Day Celebration on 01.03.2017*
8. *Awareness Programme- 'AALOR DISHA' on Trafficking, Cyber Crime, Eve teasing in association with Murshidabad Police Administration on 15.02.2017*
9. *Two Special invited lectures organized by Dept. of Physics*
10. *Special invited lecture organized by Dept. of Zoology*
11. *Special invited lecture organized by Dept. of Physiology*
12. *Two special invited lectures organized by dept. of Sanskrit*
13. *Three Special invited lectures organized by Dept. of Economics*
14. *Two Special invited lecture organized by Dept. of Philosophy*
15. *Special invited lecture organized by Dept. of Bengali*
16. *Special invited lecture organized by Dept. of Sociology*

3.12 No. of faculty served as experts, chairpersons or resource persons:

02

3.13 No. of collaborations

International

...

National

...

Any other

...

3.14 No. of linkages created during this year

...

3.15 Total budget for research for current year in lakhs :

i. From Funding agency- UGC*

Rs 9,32,535/-

ii. From Management of University/College

00

Total:

Rs 932,535/-

* *Ongoing Minor Research Projects*

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	...
	Granted	...
International	Applied	...
	Granted	...
Commercialised	Applied	...
	Granted	...

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College
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the

00	00	00	...	00
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 Of the institute in year

3.18 No. of faculty from the Institution who are Ph. D. Guides

01

and students registered under them

02*

* One student admitted for University and Ph.D Registration of another student is under process.

3.19 No. of Ph.D. awarded by faculty from the Institution 00

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JR ... SRF ... Project Fellows ... Any other ...

3.21 No. of students Participated in NSS events:

University level 24 State level 04

National level ... International level ...

3.22 No. of students participated in NCC events:

University level 00 State level 20

National level 02 International level ...

3.23 No. of Awards won in NSS:

University level 03* State level ...

National level ... International level ...

* 1. Best College Award won on 12th August, 2016 at second NSS Convocation, 2016.

2. Runners Up Trophy in India Generation Competition, Organized as part of Digital India Workshop held at University of Kalyani on 21.10.2016.

3. Best NSS Volunteer Award

3.24 No. of Awards won in NCC:

University level ... State level

National level ... International level ...

**3.25 No. of Extension activities organized**

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:**NSS Activities:**

1. Orientation Programme for NSS Volunteers on 17.07.2016.
2. Participation in NSS Convocation at University of Kalyani
3. Participated in Digital India Workshop at University of Kalyani.
4. Children's Day Celebration in association with Child Protection Dept, Govt. of WB.
5. Awareness Programme 'AALOR DISHA' on trafficking, cyber crime, eve teasing in association with Murshidabad district Police administration on 15.02.2017.
6. Aware Programme on Disaster Management in association with Disaster Management, Civil Defence Dept. & fire brigade Dept. of Murshidabad, WB on 09.01.2017.
7. Basic Civil Defence Training for NSS volunteers from 10th to 14th January, 2017.
8. National Youth Week Celebration, Special lecture delivered by Swami Pradiptananda of Ramkrishna Mission on 18.01.2017.
9. Special Camp from 09.01.2017 to 15.01.2017
10. Blood Donation Camp on 22.03.2017
11. AIDS awareness Programme
12. Thalassemia awareness Programme and screening camp on 30.06.2017
13. Celebrated *Bhai Duj* with the children of Kazi Nazrul Islam Children Home.
14. Organized Karate Training Programme for the students.
15. Organized Awareness Programme on International Literacy Day on 08.09.2016

NCC Activities:

1. Participated in the Independence Day Celebration on 15th August.
2. Participated in the Tree Plantation Programme on 30th November 2016.
3. Participated in the Anti-tobacco Rally on 10th November 2016.
4. Participated in the World's AIDS Day Programme on 01.12.2016.
5. Trekking Camp (2 cadets) in Darjeeling from 14th Nov to 23rd Nov 2016.
6. Participated in the Republic Day Celebration on 26th January.



7. Participated in the World Water Day Programme on 22.03.2017.
8. CATC Camp (10 cadets) organization on 9th to 18th December 2016.
9. CATC Camp (10 cadets) organization on 22nd May to 31st May 2017.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (including Staff Quarter and New hostel)	41832.31m²	...	N.A	41832.31m²
Old Hostel area	8258.80m²	8258.80m²
Class rooms	28	16*	HEI, Govt. of WB	44
Laboratories	22	01**	College Fund	23
Seminar Halls	02	01***	College Fund	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	00	01 (Soundless Generator)	College Fund	01
Value of the equipment purchased during the year (Rs. in Lakhs)	67.01	36.60	WB State Govt. Grant, College fund	103.61
Others

classrooms in Science block; **Dept. of Economics; * Conference hall*



4.2 Computerization of administration and library

- Facilities for searching Databases are available to all users in the Ground floor & First Floor of the Library.
- OPAC (Online Public Access Catalogue) is also available.
- Open access facility for the students is available.
- Wi-fi facility is available.
- The library has subscribed to Annual online journals & e-books from INFLIBNET.
- Institutional Digital Repository (IDR) Services are available.
- Reprographic Services are available.
- Barcoding of books is in the progress.
- User Orientation Programme for library use organized at the beginning of the Academic session.
- The accounts Department of the college successfully implemented the Human Resource Management System (HRMS).
- Four Desktops have been provided to the office to maintain office records digitally.
- One laptop has been provided to the head Clerk.
- All records of scholarship are maintained on-line.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36,582	Rs. 21,45,470.95	865	Books Rs. 2,15,078.00 Journal Rs. 39250.00	37447	Rs. 23,99,798.95
Reference Books						
e-Books	N-LIST		N-LIST		N-LIST	
Journals	16		18		18	
e-Journals	N-LIST		N-LIST		N-LIST	
Digital Database	22,732		1213		24000	
CD & Video	50		01		51	
Others (specify)	844	Rs. 1,80,000.00	844	Rs. 1,80,000.00
1.Remedial Coaching (Books)	1015	Rs. 1,80,000.00		Rs. 1,80,000.00
2.Coaching for entry in services (Books)						

4.4 Technology up gradation (overall)



No. Of Computers	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	82	09	82	00	31	04	18	10
Added	28	09	28	04	01	03	14	04
Total	110	18	110	04	32	07	32	14

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.):

- Computer training for the students for the enhancement of their skills in computer applications from 22.02.2017 till 01.03.2017.
- Mr. Nilambar Jha, Technical Assistant of the college went for a familiarization training programme for the HRMS at Berhampore Treasury I as well as Calcutta University, Second Campus at Salt Lake.
- Arranged an ICT training programme for the Capacity Building of the faculty members of the college.
- Fully functional Nine smart Classrooms and one Conference Room.

4.6 Amount spent on maintenance in lakhs :

(as per financial year 2016-17)

i) ICT	1.4 lakh
ii) Campus Infrastructure and facilities	11.5 Lakhs
iii) Equipments	1.9 Lakh
iv) Others	26.0 lakh
Total:	40.80 Lakhs

Criterion – V

5. Student Support and Progression

**5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

1. Guidance with regard to organizing Seminar on Rules and Regulations of RTI on 17.09.2016.
2. Guidance with regard to conducting KARATE (Self Defence) – an Add-on Certificate Course.
3. Guidance with regard to organizing a Career Guidance Workshop under *NAYI Disha* – A UNDP workshop for UG & PG students on 25.10.2016.
4. Guidance with regard to organizing Functional English and Functional Hindi for the skill development of the students.

5.2 Efforts made by the institution for tracking the progression

1. After the publication of University results, the performance of the students is evaluated with care by the Departments as well as by the Academic Committee for tracking students' progression.
2. Identification of students in need of special care and in this respect organizing the Tutorial Classes and Remedial Classes and to continue it as a process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2328	147

(b) No. of students outside the state

(c) No. of international students

No	%
...	...

Men

No	%
2475	100.00

Women

Last Year	This Year
-----------	-----------



General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1853	678	59	748	04	3342	1028	603	66	755	23	2475

**Demand ratio UG-6:1
PG-1:1**

**Dropout %: UG -2.56%
PG- 0.00%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Career Guidance Workshop under *NAYI Disha* – a UNDP workshop for UG & PG students on 25.10.2016. The experts of *NAYI Disha* – a UNDP workshop (CSR initiative of leading corporate) executed by ESDECS India Pvt. Ltd. conducted a motivational class and competitive examination on career counselling.
- Functional English as certificate course has been running with a view to enhancing the skill of the students which may help the students to be equipped for the competitive examinations.
- Compulsory computer training has been provided to First year students for making the students well equipped for the competitive examinations.

No. of student beneficiaries:

- (i) Career Guidance Workshop
- (ii) Functional English
- (iii) Functional Hindi
- (iv) Compulsory computer training:

5.5 No. of students qualified in these examinations:

NET SET/SLET GATE CAT



IAS/IPS etc State PSC UPSC Others

*Four students of Bengali PG department qualified NET exam.

5.6 Details of student counselling and career guidance

- To enhance the capacity for employability of the students' soft skills like functional English, functional Hindi and Computer Application are imparted to the students.
- Career Guidance Workshop under *NAYI Disha* – A UNDP (CSR Initiative with the partnership of leading corporate) workshop for UG & PG girl students on 25.10.2016 organised by Placement Cell & Committee for the Introduction of Spoken and Communicative Skill. The project *NAYI Disha* was conducted by ESDECS, Edskill Services India Pvt. Ltd. The organization held motivational class and competitive examination on career counselling.

No. of students benefitted

414

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
...

5.8 Details of gender sensitization programmes

- Awareness Programme- 'AALOR DISHA' on Trafficking, Cyber Crime, Eve teasing in association with Murshidabad Police Administration on 15.02.2017
- Karate (Basic Civil Defence Training) for Self Defence of Girl students of the college on 10.01.2017-14.01.2017.

5.

5.9.1 No. of students participated in Sports, Games and other events

10*

02 #

...



State/ University level

National level

International level

*DPI Sports Level participation: 01 (400 Metre, 200 metre and Long Jump)

University Level Participation: 12+6=18 (Kho-kho Competition & Athletics)

East-Zone Level Kho-kho Competition: 02.

No. of students participated in cultural events

State/ University level

01

National level

....

International level

...

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level

01

National level

02

International level

...

Cultural: State/ University level

10

National level

01

International level

...

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	06	Rs. 4050.00
Financial support from government	1283 (forwarded to the competent authority)	Amount of scholarship directly deposited to the Bank account of the student
Financial support from other sources	05	Rs. 15,450.00 (Dr. Chaitali Saha Scholarship)
Number of students who received International/ National recognitions

5.11 Student organised / initiatives:

Fairs

: State/ University level

...

National level

...

International level

...

Exhibition: State/ University level

...

National level

...

International level

...

5.12 No. of social initiatives undertaken by the students

02

a. Raising of fund for Kerala flood victim.



b. *Contribution to Child Care Home under the Social Welfare Department, Govt of WB.*

5.13 Major grievances of students (if any) redressed: As per record, no major complaint has been placed for redressal.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- To foster an effective interplay between the normative values and an attitude of scientific future-action-oriented approach.
- Assist the young eves and other stakeholders of the institute to internalize a new understanding of the challenges and opportunities they face as well as to formulate an appropriate *road map* to reach our cherished destination.
- Lead our college to a level of standard that would set a benchmark for other institutions in and around the state.

Mission:

- To mark the motto of the institute, *Sa Vidya Ya Bimuktaye*.
- To empower the young girls and emancipate them through education.
- To thrive utmost to promote its noble goal of academic excellence and to grapple with the global challenges of the rapidly changing society.
- To emphasize proper education of the learners so as to mould them as human resources who can contribute aptly to the national development.

6.2 Does the Institution has a management Information System:

6. The Institution operates an effective manual management information system that regulates an active coordination between the administrative body, teachers, non-teaching members and students. Such a participative management system promotes a vibrant culture of a healthy decentralized way of working.

6.3.1 Curriculum Development



The institute is careful towards effective implementation of the curriculum of the academic programmes of the UG (Honours and General) and PG Courses prescribed by the affiliating university. The continuous process of implementation which is definite in nature is the outcome of the action plans designed by the college through both centralized and decentralized ways. The action plans meticulously developed and deployed are as follows:

- At the onset of every new session, the Principal of the college convenes a staff meeting where all the matters relating to the specific date of starting classes, curriculum of the programmes, specific change of the curriculum (if any), etc. are discussed and a functional strategy is formulated for implementation.
- The Master Routines are modified as far as practicable and the different Departmental Routines are also framed, and the classes are distributed among the Departmental faculty members based on the Master Routines. Autonomy is given to different Departments in the process of distribution of general classes and practical classes. A separate routine is also framed consistent with the Semester system of examinations for the PG Course.
- The curricula of a particular subject are allocated and definite portions of the syllabi are rationally assigned to each faculty in the departmental meeting under the leadership of the Departmental Head. Afterwards, the faculty members try to go through the teaching plan designed by themselves and aims to complete the total curriculum accordingly within the stipulated period.
- An attempt is always made for the creation of more teaching days. The classes are commonly assured even during the University Examination period with due permission of the affiliating University.

6.3.2 Teaching and Learning:

The Governing Body of the College, the Principal and the IQAC ensure an incessant effort for monitoring and evaluating the quality of the enrichment programmes. An exhaustive yearly evaluative report is presented in the College Foundation Day every year and published in the Annual College Magazine. In addition, the teaching-learning process is monitored by the different Departments in the college and the members of the IQAC. Some initiatives



6.3.3 Examination and Evaluation:

1. Class tests, class assignments in the form of tutorial, and Test Examinations are held on regular basis and consequently the faculty members evaluate the students' performance.
2. Effective coordination of University Examinations.
3. Topic-based projects are given to the students to assess their original thinking and logical analysis with regard to a subject.

6.3.4 Research and Development

- Six ongoing Minor Research Projects under the guidance of the IQAC.
- Eminent academicians visited the institute and acted as resource persons in different seminars organized by the college.
- The library with its resource of reference and text books as well as quite a few journals developed research potential.
- Text books and journals increased in number during the period. The Digital Database was also enhanced.
- Research publications by the teaching faculty in different books and journals.
- The committee for Research and Extension activities ensures the creation of provision of required infrastructural development for the promotion of research activities in the college.
- The faculty members are encouraged to pursue research projects and to receive research funds from different funding agencies.



- The college has considerably upgraded the laboratories and other infrastructural facilities of its science departments.
- Library Facilities for searching Databases are available to all users in both wings of the Library. OPAC (Online Public Access Catalogue) is also available. Library users have access to online journals and e-books from INFLIBNET and SAGE. This facilitates research potentiality among users.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- An effective management system exists in the library which functions and executes recommendations proposed by the library sub-committee.
- An ICT and Wi-Fi enabled library.
- Availability of Digital Database in the Library.
- Reprography facilities are available.
- Browsing centres with computers, internet facility and LAN facility.
- Enough space in the library (Total area of library: 712.52 sq mts.)
- Total seating capacity for the student is 75.
- Open Access to Text books, reference books, journals, newspapers and magazines and multi-disciplinary books and journals for the students are available.
- Access to e-journals through INFLIBNET N-LIST.
- KOHA open source integrated library system, web based database search software LINUX Platform.
- Institutional digital repository available in library.
- The Library Sub-committee under the leadership of the Librarian also collects feedback as input seeking students' satisfaction on the library facilities.
- A sustained acquisition of resources in the form of books in the Library keeping in view an upgraded and developed procurement of knowledge.
- ICT enabled teaching facilities in the class rooms have been provided to the Department of Physics, Chemistry, Mathematics, Environmental Science, Zoology, Botany, Physiology, English and Philosophy.
- For the up gradation of laboratory/departmental infrastructure, computers have been provided to the Departments of Mathematics, Economics, Bengali.

6.3.6 Human Resource Management

The aim of the management is to promote human resource mobilization, between the teachers, non-teaching members, students, stakeholders, alumni, in a way that would enable an effective teaching learning process. The major traits of human resource management are as follows:



6.3.7 Faculty and Staff recruitment

- All full time Teachers' recruitment takes place on the recommendations of the West Bengal College Service Commission.
- Part-time and guest teachers are recruited as per government regulations.
- Non-teaching members are also recruited as per government rules.
- The management on the recommendation of a properly constituted interview board selects guests and contractual whole-time teachers (G.B. approved).
- Distinguished faculty members are invited by respective departments to deliver special lectures on the emerging discipline specific issues.

6.3.8 Industry Interaction / Collaboration

Few opportunities are open to the college for inviting industrial interaction with the faculty members and students. However, within its limited scope, the institute facilitates students-industry interface in the form of on-job training programmes,



6.3.9 Admission of Students

Berhampore Girls' College executes admission process in a systematic way in every academic session through a publicity mechanism and tries its best to maintain total transparency in accordance with the norms and criteria of the University of Kalyani and also the rules and regulations issued by the Central and State Governments. In this regard advertisement is given in relevant newspapers and notices are uploaded on college website and college notice board. The salient points of admission process are the following:

1. The college executes the process of admission with expertise. Following the publication of the H.S. Examination result of West Bengal Council of Higher Secondary Education, Admission Notice is duly uploaded in the college website: www.berhamporegirlscollege.org.in mentioning all necessary information with regard to the procedures, courses offered, criteria, important dates etc.
2. A fully transparent Online Admission process is underway.
3. Admission notices are displayed on the college Notice Boards.
4. The Admission Committee of the College in association with the staff members conduct the process of admission with full responsibility and efficiency.

6.4 Welfare Schemes for:



Teaching	<ol style="list-style-type: none"> 1. Teachers' Aid Fund managed by the Teachers' Council of the Institution. 2. Berhampore Girls' College Employees Co-operative and Credit Society (ECCS) Ltd.
Non teaching	<ol style="list-style-type: none"> 1. Berhampore Girls' College Employees Co-operative and Credit Society (ECCS) Ltd.
Students	<ol style="list-style-type: none"> 1. Full freeships and Half freeships in tuition fees of the college. 2. Memorial Awards, Memorial Prizes and College Prizes. 3. Merit-cum-means-Scholarships. 4. SC &ST Stipend from the Backward Class Welfare Department, Govt. of West Bengal. 5. Scholarship for Minority students from Minority Welfare Dept. Govt of West Bengal. 6. Scholarships under <i>Kanyashree Prakalpo</i> (for girl students), Government of West Bengal. 7. Health Care facilities from Health Centre of the college. 8. Access to students' Health Home. 9. Book Bank facility for the needy students.

6.5 Total corpus fund generated: 66.96* Lakhs

* Total Fund of Endowment, Teachers' Aid, Memorial, Donation and Trust Fund and ECCS fund.

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	...	Yes	IQAC
Administrative	NO	...	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

**Not applicable for the college.**

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable for the College.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable for the College.

6.11 Activities and support from the Alumni Association:

- i) Book publication with ISBN Number entitled *Amiya: A Collection of Essays* published on 15th November 2016.
- ii) A seminar on Women Empowerment was organised by the *Praktani* on 15.11.2016.
- iii) Financial support to three needy students of the college for academic and health purposes (Rs. Six thousand only)
- iv) A prize was given to a student of the Department of Sanskrit for securing highest marks in Honours.
- v) Annual Re-union was organised on 26th January, 2017 – ex-teachers have been felicitated in the programme.

6.12 Activities and support from the Parent – Teacher Association:

The parent-teacher meeting is regularly convened by the Departments to discuss the academic performance as well as regular attendance of the students.

6.13 Development programmes for support staff:

The institute in coordination with the IQAC of the college ensures quality enhancement procedures that assist overall development of the staff. The initiatives are as follows:

- Staffs are encouraged to gather technical knowledge by attending workshops, seminars, and conferences organized by the institution from different funding agencies.
- They are encouraged to actively participate in different government sponsored training programmes that lead to the development of their skill.

6.1 ➤ Adequate facility is available in the Computer Centre to gain knowledge on

Following initiatives were taken to sustain the ecology of the campus:

1. A smoke and noise free Kirloskar Green Generator installed in addition to an existing one.
2. Fully functional Solar Panels in different corners of the campus



Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details:

- With a view to ensuring a sustainable development and preservation of its natural resources the World Environment Day is observed.
- The college has a medicinal garden and has named it “*Madhumali Veshaja Uddyan*” which is maintained by the Department of Botany of the college.
- The naming and numbering of the trees are also maintained by the Department of Botany.
- The N.S.S., N.C.C. organize tree plantation programmes, cleaning programmes in the college campuses as well as in the adjoining locality and engaged in several community services.
- Construction of Water Harvesting Plant for the purpose of sustaining the environment.



- Construction of Vermicomposting Plant and Training of rural women on the use of vermicompost in collaboration with Murshidabad Institute of Technology funded by MHRD, Government of India.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

1. NAAC Peer Team visit successfully completed (28.11.2016-30.11.2016) and the second cycle of Accreditation accomplished with grade point “B”.
2. Creation of new Departmental Staff Rooms with fully equipped Departmental Libraries.
3. Steps taken for the de-reservation of some teaching posts.
4. Construction of Conference Hall with ICT enabled facilities.
5. Construction of College Cafeteria.
6. Joining of the Principal-Administrative Head of the College.
7. Joining of new substantive teachers and Librarian on the basis of the appointment of the Governing Body and the recommendation of the College Service Commission.
8. Extension of the Administrative Office of the College.
9. Shifting of major Science Departments like Physics, Chemistry, Mathematics, Environmental Science to *Vivekananda Vigyan Bhavan* (Science Block) and other departmental rearrangements in the institution.
10. For the Introduction of PG Programmes in English, History and Botany appeals have been duly placed to the competent authority.
11. Introduction of Bio-metric attendance for the staff of the college.
12. Installation of ATM counter in the college.
13. Renovation of Old and New hostels of the college.
14. Access to e-resources through INFLIBNET-NLIST. Digital database has also been enhanced. LINUX based open source software Koha and DSpace in operation.
15. Fully functional Add-on Courses like Functional English & Hindi, Yoga, Karate, Arts & Crafts, and Computer Training.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- (i) Provision of Memorial Prizes, College Prizes and Endowments for the students for their academic excellence, and also excellence in co-curricular and extra-curricular activities.
- (ii) Maintenance of Eco-friendly environment in the campus.



**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection:

- Continuous effort is taken for the maintenance of the greeneries of two campuses.
- Tree Plantation on behalf of the institution at specific places.
- The two campuses of the college are shadowed and bowered with many quaint and gigantic trees.
- The two campuses have been declared by the college as “No Smoking Zone” and “Plastic Free Campus”.
- The Campus Maintenance and Beautification/Green and Environment Conservation Committee, is careful to conserve the green environment of the campuses.
- Solar Panels have been installed in the different corners of the campus.
- Energy saving tubes and CFL sets has been installed.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- A peaceful academic environment free from any kind of socio-political disturbance.
- The faith of the stakeholders with regard to the ennobled tradition of the college in keeping with its avowed mission.
- Students with good results seek admission in the college.
- College campus with sufficient infrastructural facilities.
- Sufficient Hostel Accommodation facilities.
- Students are well-disciplined.
- Students' good academic performance in University Examination.

Weakness:

- Socio-economic backwardness of the region from where the students come and seek admission.
- Inadequate number of permanent teaching and non-teaching faculty.
- A significant number of students are first and second generation learners.

Opportunities:

- Students with good academic record possess potentiality to compete globally. In this respect the college can wield sufficient mechanism to assure such scope for the meritorious students.
- Scope for achieving global standards with regard to cultivation of academic excellence among the faculty in such a peaceful non-political academic environment.
- Adequate scope for more infrastructural development on the existing space.
- Introduction of more PG courses in Arts and Science departments.



Threat:

- To fill up a large number of existing vacancies of teaching and non-teaching posts.
- To retain and sustain the mission and vision of the college with regard to the emerging consumerist society.

8. Plans of institution for next year:

1. Steps for the affiliation of PG Courses in English, History and Botany.
2. Steps for the affiliation of Honours in Computer Science
3. Construction of (i) second floor in the main academic building, and (ii) toilet block in the second floor of the Annex building.
4. Completion of works of the Ground Floor of the PG Hostel.
5. Steps for sending appeal with regard to the construction of the New Academic Building to the DPI, Government of West Bengal.
6. Steps for sending proposal for the construction of Indoor Stadium.
7. Plan for regularization of ROA for non-teaching employees and filling in of vacant non-teaching posts.
8. Plan for the authentication of ROA of teaching posts.
9. Plan for the modernization of administrative office of the institute.
10. Formulation of policy for the introduction of proposed CBCS at the UG level.

Name : Dr. Md.Khairul Anam

Name : Dr. Hena Sinha

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



**Annexure-I
Academic Calendar 2016-17**

BERHAMPORE GIRLS' COLLEGE
BERHAMPORE, MURSHIDABAD
ACADEMIC CALENDAR - 2016-2017

Date	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1	FD#	FD	FD	HD	HOLD	FD	HOLD	HOLD	FD	HD	HOLD	SR & UE
2	HD	FD#	FD	SUN.D	HOLD	FD	FD	HOLD	FD	SUN.D	FD	SR& UE
3	SUN.D	FD	HD	FD	FD	HD	FD	FD	FD	FD	FD	SR & UE
4	FD	FD	SUN.D	FD	FD	SUN.D	FD	HD	HD	FD	FD	SR& UE
5	HD	FD	FD	FD	HD	FD	FD	SUN.D	SUN.D	FD	FD	SUN.D
6	HOLD	HD	FD	HOLD	SUN.D	FD	FD	FD	FD	FD	HD	SR& UE
7	HOLD	SUN.D	FD	HOLD	FD	FD	HD	FD	FD	FD	SUN.D	SR & UE
8	FD	FD	FD	HOLD	FD	FD	SUN.D	FD	FD	HD	FD	SR& UE
9	HD	FD	FD	HOLD	FD	FD	FD	FD	FD	SUN.D	FD	SR & UE
10	SUN.D	FD	HD	HOLD	FD	HD	FD	FD	FD	FD	FD	SR& UE
11	FD	FD	SUN.D	HOLD	HD	FD	FD	HD	HD	FD	FD	SUN.D
12	FD	FD	HOLD	HOLD	HD	FD	FD	SUN.D	HOLD	FD	FD	SR& UE
13	FD	HD	HOLD	HOLD	SUN.D	HOLD	FD	FD	HOLD	FD	HD	SR & UE
14	FD	SUN.D	FD	HOLD	HOLD	FD	HD	FD	FD	HOLD	SUN.D	SR& UE
15	FD	OBST	FD	HOLD	FD	FD	SUN.D	FD	FD	HOLD	FD	SR& UE
16	HD	FD	FD	HOLD	FD	HD	FD**	FD	FD	SUN.D	SR& UE	SR & UE
17	SUN.D	FD	HD	HOLD	FD	HD	FD**	FD	FD	FD	FD	SR & UE
18	FD	FD	SUN.D	HOLD	FD	SUN.D	FD**	HD	HD	FD	SR& UE	SUN.D
19	FD	FD	FD	HOLD	HD	FD*	FD**	SUN.D	SUN.D	FD	SR & UE	SR & UE
20	FD	HD	FD	HOLD	SUN.D	FD*	FD**	FD	FD&TE I,I	FD	SR& UE	SR& UE
21	FD	SUN.D	FD	HOLD	FD	FD*	HOLD	FD	FD&TE I,I	FD	SUN.D	SR & UE
22	FD	FD	FD	HOLD	FD	FD*	SUN.D	FD	FD&TE I,I	HD	SR& UE	SR& UE
23	HD	FD	FD	HOLD	FD	FD*	OBST	FD	FD&TE I,I	SUN.D	SR & UE	ADM
24	SUN.D	FD	HD	HOLD	FD	HD	OBST	FD	FD&TE I,I	FD	SR& UE	ADM
25	FD	FD	SUN.D	HOLD	FD	SUN.D	FD	HD	HD&TE I,I	FD	SR & UE	SUN.D
26	FD	FD	FD	HOLD	HD	HOLD	OBST	FD	HD&TE I,I	FD	SR& UE	ADM
27	FD	HD	FD	HOLD	SUN.D	FD	FD & TE III	FD	FD&TE I,I	FD	SR & UE	ADM
28	FD	SUN.D	FD	HOLD	FD	FD	HD&TE III	FD	FD&TE I,I	FD	SUN.D	ADM
29	FD	FD	FD	HOLD	FD	FD	SUN.D	FD	FD&TE I,I	HD	SR & UE	ADM
30	HD	FD	FD	HOLD	FD	FD	FD & TE III	FD	FD&TE I,I	SUN.D	SR& UE	ADM
31	SUN.D	FD	FD	HOLD	HD	HD	FD & TE III	FD	FD&TE I,I	FD	SR & UE	ADM

Handwritten signature
Teacher-in-charge
Berhampore Girls' College

N.B.: FD - FULL DAY, HD - HALF DAY, HOLD - HOLIDAY, SR - SUMMER RECESS, SUN.D - SUNDAY, UE - UNIVERSITY EXAMINATION,
* ANNUAL SPORTS COMPETITION, ** ANNUAL CULTURAL COMPETITION, OBST - OBSERVATION DAY, TE - TEST EXAM., ADM - ADMISSION,
COMMENCEMENT OF 1ST YEAR & 3RD YEAR CLASSES, ## COMMENCEMENT OF 2ND YEAR CLASSES



Annexure-II

- 1. Provision of Endowments, Memorial Prizes and College Prizes for the Academic Excellence, Co-curricular and Extra-curricular Activities and**
- 2. Eco-friendly Environment of the Campuses.**

BEST PRACTICE- I

❖ **Title of the Practice:**

Provision of Memorial Prizes, College Prizes and Endowments for the Academic Excellence, Co-curricular and Extra-curricular Activities.

❖ **Goal:**

- To uphold the ethical values and golden tradition of the institute.
- To boost up the young girls to be target-oriented
- To encourage the students to grapple with the global challenges.
- To grow reading habit of the students in the way to their academic development.
- To sensitize the girls for their career.
- To motivate the students to be committed, confident and competent.

❖ **The Context:**

“The necessity of such an institution in the district headquarter is urgent and I think every endeavour should be made towards fulfillment of the object” (1946) – This was an appeal of Mr. B. G. Rao (I.C.S.), the then District Collector of Murshidabad and founder of Berhampore Girls' College. The implication is very clear and the mission and objective can easily be understood from this appeal. And, therefore, since its inception, the institute has been rendering its valuable services to empower and emancipate the young girls through education. Prof. Amiya Rao, the founder Principal and her successor Prof. Priti Gupta had given proper leadership for proper education by inculcating the words of wisdom and noble spirit of discipline among the learners. These visionary personalities understood the fact that the girls are underprivileged but they have enough potentialities. These initiators accompanied by a number of dedicated teachers and officials thought of a strategic plan to encourage the girls by appreciating their performances in all spheres with



rewards. And, the uninterrupted journey of the institute is pursued by the policy: 'appreciate and inspire for progression' and the principle: 'No Student without support'. On the basis of these noble ideals, the institute has started an innovative practice of conferring Memorial Prizes, College Prizes and Endowments for the students as recognition of their Academic Excellence, Co-curricular and Extra-curricular Activities. Hopefully, this value-based practice is being promoted for more than fifty years.

❖ **The Practice:**

Indeed, a large number of Memorial Prizes, College Prizes and Endowments are provided for Academic Excellence and a number of college prizes are also provided for their achievement in the Annual Cultural Competitions. In addition, the students are also awarded for their extraordinary performances. Many prizes and endowments are contributed by the outside stakeholders. Every year the students have an ample scope to receive the glittering trophies and books from the honourable guests amidst encouraging applause from the audience on the celebration of College Foundation Day.

➤ **Memorial Prizes and College Prizes:**

The Memorial Prizes and College Prizes awarded to the students in 2017 on the basis of performance of the (3 Yrs. Degree) B.A. /B.Sc. (Honours and General) Part-I, II & III Examinations - 2016 of Kalyani University. The list of prizes are given below:

Sl. No.	Title of the Award/Prize/ College Prize/Endowment	In recognition of - (Considering the college performance)
1.	<i>(i) Amiya Rao Memorial Award</i>	First Class First in Honours and the Best Student of the College for the year 2015-16.
2.	<i>(i) Priti Gupta Memorial Award</i>	First Class First in Honours (Arts & Science combined)
3.	<i>(i) Surama Devi Memorial Award</i>	First in B.A. - Honours
4.	<i>(i) Shovona Devi Memorial Prize</i>	First in B.A.- Honours



5.	<i>(i) Arunprakash Memorial Prize</i>	First in Sanskrit (Honours)
6.	<i>(ii) Prof. Kalika Charan Memorial Prize</i>	
7.	<i>(iii) Prof. Bibha Sen Memorial Prize</i>	
8.	<i>(iv) College Prize</i>	
9.	<i>(i) Prof. Kalihar Sarkar Memorial Prize</i>	First in Philosophy(Honours)
10.	<i>(ii) Prof. Nilima Chowdhury Memorial Prize</i>	
11.	<i>(iii) Sumangala Samaddar Memorial Prize</i>	
12.	<i>(iv) College Prize</i>	
13.	<i>(i) Prof. Indulekha Chakraborty Memorial Prize</i>	First in B.A.- Honours
14.	<i>(i) Sharmistha Memorial Prize</i>	First in History (Honours)
15.	<i>(ii) Prof. Ashok Kr. Sarkar Memorial Prize</i>	
16.	<i>(iii) College Prize</i>	
17.	<i>(i) Nirad Baran Memorial Prize</i>	First in Political Science (Honours)
18.	<i>(ii) Prof. Gautam Upadhyay Memorial Prize</i>	
19.	<i>(iii) College Prize</i>	
20.	<i>(i) Anjali Memorial Prize</i>	First in Bengali (Honours)
21.	<i>(ii) Amullya Charan Mandal Memorial Prize</i>	
22.	<i>(iii) College Prize</i>	
23.	<i>(i) Basanti Devi Memorial Prize</i>	First in English (Honours)
24.	<i>(ii) Nibedita Saha Memorial Prize</i>	
25.	<i>(iii) Sumita Roy Memorial Prize</i>	
26.	<i>(iv) Kamala Bhattacharjee</i>	



	Memorial Prize	
27.	(v) Subhankar Bhattacharjee Memorial Prize	
28.	(vi) Dr. Subarna Banerjee (nee Mukharjee) Memorial Prize	
29.	(vii) College Prize	
30.	(i) Nandarani Mukharjee Memorial Prize	First in the Sociology
31.	(ii) Sumangala Samaddar Memorial Prize	
32.	(iii) College Prize	
33.	(i) Prof. Rezaul Karim Memorial Prize	First in the Science Subjects
34.	(ii) Bhabani Shankar De Memorial Prize	
35.	(i) Nibedita Memorial Prize	First in Physics (Honours).
36.	(ii) College Prize	
37.	(i) Prof. Dinabandhu Chattapadhyay Memorial Prize.	First in Chemistry (Honours).
38.	(ii) Sankho Kapil Sen Memorial Prize	
39.	(iii) College Prize	
40.	(i) Shankari Pal Memorial Prize	First in Mathematics (Honours).
41.	(ii) College Prize	
42.	(i) Dr. Bholanath Roy Memorial Prize	First in Physiology (Honours).
43.	(ii) Sushama Chakraborty Memorial Prize	
44.	(iii) College Prize	
45.	(i) Runkinikanta Sarkar Memorial Prize	First in Zoology (Honours).



46.	<i>(ii) College Prize</i>	
47.	<i>(i) Mira Kar Memorial Prize</i>	
48.	<i>(ii) College Prize</i>	First in Botany (Honours).
49.	<i>(i) Maya De Memorial Award</i>	
50.	<i>(ii) College Prize</i>	First in Economics (Honours).
51.	<i>(i) College Prize</i>	First in Environmental Science (Honours).
52.	<i>(i) College Prize</i>	First in Tourism and Travel Management (TTM)- Major
53.	<i>(i) College Prize</i>	First in Communicative English- Major
54.	<i>(i) Prize offered by "Book Corner" (a outside stakeholder)</i>	First in UG General (Arts and Science Combined)
55.	<i>(i) Hemlata Memorial Prize</i>	
56.	<i>(ii) College Prize</i>	First in BA General
57.	<i>(i) Pratibhamayee Das Sharma Memorial Prize</i>	First in BSc General
58.	<i>(ii) College Prize</i>	
59.	<i>(i) Manju Chakraborty Memorial Prize</i>	First in English- BA General
60.	<i>(i) Prize offered by Alumni Association of the College</i>	The Best Student of Sanskrit
61.	<i>(i) College Prize</i>	First in Bengali (PG).
**62-80.	<i>19 College Prizes (for the performance in Part-II University Examinations)</i>	First in-Honours: (i) Bengali; (ii) English; (iii) Sanskrit; (iv) Philosophy; (v) History; (vi) Political Science; (vii) Sociology; (viii) Physics; (ix) Chemistry; (x) Mathematics; (xi) Physiology; (xii) Zoology; (xiii) Botany; (xiv) Environmental Science and (xv) Economics.



		Major: (i) Tourism and Travel Management (TTM) and (ii) Communicative English General: (i) Arts and (ii) Science
**81-99	<i>19 College Prizes (for the performance in Part-I University Examinations)</i>	-Do-

The total endowments received by the college are kept in two heads: (i) Endowment Fund and (ii) Memorial Fund.

- **Endowment Fund & Memorial Fund:** At present, the college has a deposit amounting to **Rs. 8, 56100.00** in this Fund. The Endowment fund has been generated with the contribution of many stakeholders. A few numbers of students are provided scholarships from this fund every year. The cost of maximum number of memorial prizes are incurred from the memorial Fund every year. This fund has also been generated with the contribution of many stakeholders for many years in the past.
- **Scholarships given to the students:**
 - **Kanika Kalpana Roy Bardhan Scholarship** is awarded in cash amounting to Rs. 2,000.00 every year to the student who holds first position in the Part- III Honours University Examination in Philosophy.
 - **Dr. Chaitali Saha Memorial Scholarship** is given in cash to five meritorious and needy students of Bengali Department (both from UG and PG level) every year.
- **Co-curricular Activities:**
 - At the end of every year and before the celebration of College Foundation Day (24th January), a large number of competitions are organized in which the students of all streams participate with great enthusiasm. These are: (i) Bengali Poetry Recitation, (ii) English Poetry Recitation, (iii)



Sanskrit Poetry Recitation, (iv) Debate Competition, (v) Extempore Speech Competition, (vi) Rabindra Sangeet Competition, (vii) Bengali Essay Competition, (viii) English Essay Competition, (ix) Alpana Competition, (x) Quiz Competition and (xi) Wall Magazine Competition.

- The first and second winners of every competition are awarded with the books and certificates.

➤ **Extra-curricular Activities:**

The Annual Sports Competition is conducted at the end of the year and the champion students of different events are given prizes and Certificates.

➤ **Evidence of Success:**

- It is evident that this value-based practice has strengthened the relational spaces between the institute and the different stakeholders. Even the outside stakeholders have come forward with their contribution with the apprehension that the students of the institute should be endowed with inspiration as resources for their progression.
- The sustenance of more than seventy years' practice has helped the institution to be the firm believer of support-mechanism for facilitating the learners towards progression.
- This has created a susceptible effect for the persistence of an apolitical and academically healthy environment in the institute which has helped to strengthen the community participation with the college.
- The overwhelming participation of the students in the different programmes is a common feature of the institute.
- A number of meritorious and needy students are financially helped every year.
- A long queue of recipients of different prizes/ scholarships and certificates on the celebration of College Foundation Day is a quite stimulus and creates an encouraging atmosphere for the learners who are appreciated in a gallant though humbling fashion.
- The learners have become sensitized and placed in different jobs in their practical lives. They are also motivated to play an important role in the society.



- The practice related to the co-curricular and extra-curricular activities has evidenced much success in the different spheres.

Problems Encountered:

Most of the students of the college belong to a poor socio-economic background. Most of the students also come from the rural areas. Therefore, many problems are faced by the institute due to:

- the economic backwardness of the district of Murshidabad and the neighbouring districts;
- a challenging task of the institute is to carry out the value based practices and to fulfill the growing need of the students;
- The mindset of some of the local people is not always conducive towards promoting the co-curricular and extra-curricular activities in the institute;
- Students' ever increasing dependence on private tuitions.

❖ Resources Required:

- More sources of fund for more supportive measures;
- Availability of fund for involving the experts from different fields for the progression of Co-curricular and Extra-curricular Activities.

BEST PRACTICE -II**❖ Title of the Practice: Eco-friendly Environment of the Campuses.****❖ Goal:**

- To create an Eco-Friendly greenery environment in the campuses.
- To conserve the extinct variety of trees and to protect the diversity of plants in the campuses.
- To ensure the sustainability of the tradition of old academic campuses.
- To develop a functional internal system for undergoing 'Green Audit' for 'Green' campuses.
- To create an environment of balanced eco-system. This may have a susceptible effect in the minds of the people about environment.



- To maintain properly the campuses which are declared “No Smoking Zone” and “Plastic Free Zone”.
- To take initiative for Energy Conservation.
- To continue the social ethos of tree plantation.
- To create an internal mechanism for proper waste-management.

❖ **The Context:**

Ever since its inception in 1946 the Berhampore Girls' College with two campuses, located in the heart of the city of Berhampore, has been rendering its services by emphasizing upon fresh young students receiving education amidst a prelapsarian environment. Many trees are known by the legendary personalities who have planted them. The shrine of “*Madhu Mali*” (once a gardener), the *Ashoka Tree* planted by the legendary figure and former Principal, Priti Gupta, the gigantic trees etc. tend always to recall the glorious and enduring tradition of the college. Following the path paved by the great personalities who have spearheaded the institute, the college is still thriving for the maintenance of the eco-friendly environment in the institution and it is considered as one of the basic objectives. Today deforestation is one of the greatest concern in India. It has endangered the ecosystem and enforced many species to the path of extinction. Keeping this ever growing problem in mind, the college has evolved an interactive approach and adopted necessary measures for the maintenance of eco-friendly environment of the institute. The rapidly developing human civilization has developed some new concerns that we hardly faced even before some decades. Some sort of physical measures have also been adopted to face the emerging problems of uncontrolled use of non-biodegradable element of plastic, hazardous bio-degradable wastes, e-wastes, etc. Apart from these, a garden of diverse flora surrounded by some trees of rare species, which is a traditional feature of the institute, is also properly maintained by the college. The hostel campus with a small piece of *Shalkunja*, is also maintained with care.

❖ **The Practice:**

The objective of eco-friendly environment is being promoted by the joint venture. The Department of Botany, “Basudha Eco-club” and the NSS Unit of the college are committed primarily to discharge the responsibility in a planned way. Sometimes, Berhampore Lions



Club, West Bengal Forest Department and Alumni Association have joined hands in this regard. The present practice is the outcome of the following initiatives:

- **The Monitoring System:**

Department of Botany, “Basudha Eco-club” and the NSS Unit of the college have taken necessary steps to undergo Green Audit by the West Bengal Forest Department, Nadia-Murshidabad Division. Seminars and rallies are organized for the awareness of the students. A full time gardener is always taking care of the campus. In addition, the college spends a significant amount of money every year for its maintenance. The Campus Maintenance and Beautification/Green and Environment Conservation Committee is also careful to keep the campus more attractive. The Department of Botany carries out the responsibility for naming and numbering of the trees in the campuses.

- **Plantation of Trees in the Campus:**

The plantation of trees is a regular practice of the institute. Of late, the college has taken initiative for the conservation of trees of rare varieties. The “Basudha Eco-Club” and NSS Unit of the college organize tree plantation programmes, cleaning programmes in the college campuses. Tree plantation programme is also organized on the occasion of World Environment Day and *Arannya Saptaha* and different programmes on environmental issues are also organized to sensitize the girls in a scientific way. Keeping in mind the fact that quite a large number of indigenous mango varieties are on the path of extinction in Malda and Murshidabad district, our institution attempts to preserve at least some of the rare varieties of mangoes (40 different mango varieties) by the process of plantation in the two campuses. The college always appreciates the initiatives of the social organization in the locality which sometimes come forward for the plantation of trees in the college campuses.

- **Conservation of Energy:**

For the proper utilization of solar energy, Solar Panels have been installed in the campus. The old set-up of electrification of the main building has been supplanted and furnished with new wires and modern instruments. A large number of low power consuming tubes have been installed. A smoke free and noise free Kirloskar Green Generator has been installed. The faculty members are more careful to make the students aware of the proper and controlled use of electricity in the college building.



- **Initiatives for Carbon Neutrality:**

Keeping in mind the importance of the balanced eco-system, the institute always takes care of for preserving the old trees of the campuses. The college does not allow the burning of garbage inside the campus.

- **Internal Waste Management:**

The volunteers of the “Basudha Eco-club” and the NSS Unit of the college take special care to keep the campuses pollution free. The non-biodegradable hazardous wastes are collected and kept away from the campuses with the help of Berhampore Municipality. The biodegradable wastes are dumped in the vermi-composting units. The day-to-day wastes are managed with the large size bins set up in both campuses. A Dump-pit has been set up by the Zoology Department for the animal wastes.

- ❖ **Evidence of Success:**

- The campuses are privileged by quite a few rare varieties of mangoes like *Alapati*, *Arajanma*, *Bimli*, *Brindabani*, *Dudhkumar*, *Madhugulguli*, *Surikhas*. Some other royal varieties are *Kohitoor*, *Bhabani*, *Dhobani*.
- The campuses have been declared as “No Smoking Zone” and “Plastic Free Zone”.
- The luscious green environment shadowed with varieties of trees and many old and gigantic trees remind always about the glorious tradition of the college.
- A garden of lush green grass in front of the playground.
- The long queue of visitors of Berhampore city is witnessed at the time of Saraswati Puja when the frontal garden is in more blossoms.
- The medicinal garden called “*Madhumali Veshaja Uddyan*” in the campus.
- Students’ overwhelming participation in the different programmes on environmental issues and their healthy cooperation and coordination is always seen with regard to the proper maintenance of the greeneries.
- The channel of communication with the outside stakeholders and social organizations has been strengthened.
- Necessary paved ways and sitting arrangements are set up to enjoy the campuses.
- The institution won many prizes in the flower exhibition organised by many organisations in the city.



❖ **Problems Encountered:**

The major problems confronted by the institute, are:

- The institution needs a vibrant monitoring system.
- Lack of awareness with regard to the new environmental problems created in course of time among the students.
- The institution needs to have more involvement of different governmental agencies for environmental up-gradation of the campus.
- Modern science-specific measures are more expensive.

❖ **Resource Required:**

- Availability of necessary fund for the implementation of the plans.
- Separate resource is required for the Hostel Campus.
- Advice of the experts is needed from time to time.



Annexure-III

FEEDBACK ANALYSIS

1. Analysis of Feedback received from the students

The feedback from the students was taken on the basis of 17 questions provided to them on a feedback sheet. Two kinds of feedback were taken from the students: A. Teachers' Evaluation and B. Overall Campus Development. Individual teachers' feedback was given by the students was on a 5 point score scale. The students also evaluated the Campus Development on a 5 point score scale-'excellent' to 'very poor'. Feedback was taken from Third Year students. Total number of respondents: 376.

A. <u>TEACHERS' EVALUATION</u>	
<p>Questions to assess Teacher's performance are on the following points.</p> <ul style="list-style-type: none"> i) Simple and confident presentation of the subject. ii) Effort to make the class interesting. iii) To create relevance of the subject with the surrounding. iv) Interaction with the teacher outside classroom. v) Knowledge of the teacher on the subject. vi) Commitment and responsibility of the teacher. vii) Preparation of the teacher for his class lessons. viii) Innovativeness in classroom teaching. ix) Encouragement provided by the teacher in classroom discussions. 	<p>In most of the departments, students were very pleased with their teachers and their teaching abilities. In few stray cases, they pointed out their displeasure on the feedback sheet. IQAC counselled those teachers and guided them so that they could impart quality education without causing any discomfort to the students. This corrective measure initiated by IQAC ensures healthy and fruitful student-teacher relationship and strengthens the academic environment of the institution.</p>
B. <u>OVERALL CAMPUS DEVELOPMENT</u>	
i. Behaviour of teachers in the college.	Students responded positively on this point.
ii. Opinion on academic environment of the College.	Nearly all students held high opinion on this matter.
iii. Level of cooperation from College Library.	To extend Library facilities, open access was recommended and subsequently implemented.
iv. Behaviour of College Librarian.	Students found the Librarian helpful, still IQAC recommended to extend the book transaction time for student's benefit.



v.	Behaviour of College Office staff.	Office staffs were counselled by the IQAC to provide better and effective service to the students.
vi.	Behaviour of Principal/Teacher-in-charge.	All found Teacher-in-charge to be very cooperative.
vii.	Sports facility in the College.	There were some grievance due to lack of sports facility, and IQAC recommended that better sports facilities to be introduced.
viii.	Facilities provided by College Hostel.	Hostel facilities were cheap and found adequate by the students. IQAC suggested expanding the hostel rooms to accommodate students from distant rural areas.

2. Analysis of Feedback received from the parents

Feedbacks from parents were taken during Parent-Teacher meetings held at different departments. Suggestions were invited from the parents/guardians regarding academic development of their wards. Their opinion was asked about their perspective of their ward's department. Majority of the parents were pleased by their daughter's academic progress. They expressed their satisfaction on their ward's development and the academic ambience prevailing in the college. They appreciated regularity in attendance and discipline enforced by the authority. Their suggestions were invaluable to the Departmental Heads, and steps were taken to implement them.
