



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

BERHAMPORE GIRLS COLLEGE

- Name of the Head of the institution **Dr. Hena Sinha**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03482251193**
- Mobile no **9434315684**
- Registered e-mail **berhamporegirlscollege@gmail.com**
- Alternate e-mail **henasinha@berhamporegirlscollege.ac.in**
- Address **C. R. Das Road**
- City/Town **BERHAMPORE**
- State/UT **West Bengal**
- Pin Code **742101**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Kalyani, West Bengal**
- Name of the IQAC Coordinator **Subhasree Chakraborty**
- Phone No. **03482251193**
- Alternate phone No. **9434315684**
- Mobile **9775321975**
- IQAC e-mail address **iqac@berhamporegirlscollege.ac.in**
- Alternate Email address **subhasree.economics@berhamporegirlscollege.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://berhamporegirlscollege.ac.in/PDF/AQAR/AQAR%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

No

- if yes, whether it is uploaded in the Institutional website Web link:

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B | 72.0 | 2005 | 14/03/2005 | 13/03/2010 |
| Cycle 2 | B | 2.29 | 2016 | 16/12/2016 | 15/12/2021 |

6. Date of Establishment of IQAC

11/07/2005

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 |
|-----------------------------------|----------------|--------------------------|-----------------------------|--------------|
| Institutional 1 | Seminar | MAKAIAS | 2020 | 15000 |
| Institutional 1 | Seminar | West Bengal Govt. | 2020 | 12000 |

8. Whether composition of IQAC as per latest NAAC guidelines **No**

- Upload latest notification of formation of IQAC **No File Uploaded**

9. No. of IQAC meetings held during the year **08**

- 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)

*Processed Career Advancement Scheme (CAS) of five teachers.
 *Introduced Berhampore Girls' College Research Grant and Seminar/ Workshop/ Conference Attendance Grant. * Recommended for allotment of funds for providing Registration fee/Traveling allowance to the faculty members and Non Teaching Staff for attending Seminars/ Conferences/ Workshops. * Organized (i) online Faculty Development Workshop on "Use of Google Form for Conducting Internal Assessment" held on 2nd & 3rd September, 2020; (ii) six-day online training program entitled "Online Skill Enhancement Training in Computer Applications" held during 11th June 2021 to 17.06.2021; (iii) "Skill Development Programme for Laboratory Attendants and Support Staff" held on 20.06.2021. * Feedback were collected from students, teachers and alumni through online mode, analyzed and forwarded to the Governing Body for action taken.

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| <p>Completion of the "Prof. Putul Das (Dutta Chaudhuri) Block for Post Graduate studies".</p> | <p>Structural construction Completed. Plastering of walls and the works with regard to furnishing and electrification going on.</p> |
| <p>Implementation of Online Feedback system and Students Satisfaction Survey.</p> | <p>Feedback collected through online mode and feedback analysis uploaded in the website. Student Satisfaction survey report uploaded in the website.</p> |
| <p>Installation of two numbers of grid connected solar panel projects: (i) 20 KW on the roof of the old administrative cum academic building under WBREDA (West Bengal Renewable Energy Development Authority) (ii) 10 KW on the roof of the Science Block under West Bengal Pollution Control Board.</p> | <p>Installation completed and the system is running successfully.</p> |
| <p>Implementation of Berhampore Girls' College Research Grant.</p> | <p>Five proposals have been approved for receiving financial assistance after duly recommended by the external reviewers. 1st installment will be released shortly.</p> |
| <p>Taking measures for advancing the online teaching-learning-evaluation process as an alternative method.</p> | <p>Faculty development programme conducted on the Use of Online teaching Platform. Teachers have been provided with GSuite email id. Department specific email ids have been created for administrative purpose. Moreover, each department has been provided with a separate email id dedicated for exam purpose.</p> |
| <p>Organizing online workshops/ webinars/ Special lectures for awareness generation amongst all</p> | <p>Several webinars have been conducted by different departments under the aegis of</p> |

| | |
|--|---|
| the stakeholders and especially to remain connected with the students. | IQAC for this purpose. |
| To organize value-based certificate courses in association with Ramakrishna Mission Vidyamandira, Belur, West Bengal. | An Online Certificate Course organized by the College for students on Value Education in collaboration with Ramakrishna Mission Vidyamandira, Belur Math from 17th April 2021 to 23rd April 2021. |
| Planning for establishment of Local Swayam Chapter at Berhampore Girls' College under EMRC, St. Xavier's College (Autonomous), Kolkata. | A workshop conducted towards this end. However, the progress is slow due to the present Covid-19 situation. |
| Installation of an elevator (already vetted by the competent authority) keeping in view its requirement by differently-abled students, teacher, and senior professors as well. | The project could not be initiated due to paucity of funds. |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|--------------------|
| Governing Body, Berhampore Girls' College | 19/01/2022 |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|---|
| 1.Name of the Institution | BERHAMPORE GIRLS COLLEGE |
| • Name of the Head of the institution | Dr. Hena Sinha |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03482251193 |
| • Mobile no | 9434315684 |
| • Registered e-mail | berhamporegirlscollege@gmail.com |
| • Alternate e-mail | henasinha@berhamporegirlscollege.ac.in |
| • Address | C. R. Das Road |
| • City/Town | BERHAMPORE |
| • State/UT | West Bengal |
| • Pin Code | 742101 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Women |
| • Location | Urban |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | University of Kalyani, West Bengal |
| • Name of the IQAC Coordinator | Subhasree Chakraborty |

| | | | | | |
|--|---|-------------------|-----------------------------|---------------|-------------|
| • Phone No. | 03482251193 | | | | |
| • Alternate phone No. | 9434315684 | | | | |
| • Mobile | 9775321975 | | | | |
| • IQAC e-mail address | iqac@berhamporegirlscollege.ac.in | | | | |
| • Alternate Email address | subhasree.economics@berhamporegirlscollege.ac.in | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | http://berhamporegirlscollege.ac.in/PDF/AQAR/AQAR%202019-20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | No | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | | | | | |
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| 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 | |
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| Institutional | Seminar | West Bengal Govt. | 2020 | 12000 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | No | | |
| • Upload latest notification of formation of IQAC | No File Uploaded | | | | |

| | | |
|---|------------------|--|
| | | |
| 9.No. of IQAC meetings held during the year | 08 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> 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 | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>*Processed Career Advancement Scheme (CAS) of five teachers.</p> <p>*Introduced Berhampore Girls' College Research Grant and Seminar/ Workshop/ Conference Attendance Grant. * Recommended for allotment of funds for providing Registration fee/Traveling allowance to the faculty members and Non Teaching Staff for attending Seminars/ Conferences/ Workshops. * Organized (i) online Faculty Development Workshop on "Use of Google Form for Conducting Internal Assessment" held on 2nd & 3rd September, 2020; (ii) six-day online training program entitled "Online Skill Enhancement Training in Computer Applications" held during 11th June 2021 to 17.06.2021; (iii) "Skill Development Programme for Laboratory Attendants and Support Staff" held on 20.06.2021. * Feedback were collected from students, teachers and alumni through online mode, analyzed and forwarded to the Governing Body for action taken.</p> | | |
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| Plan of Action | Achievements/Outcomes |
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| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Governing Body, Berhampore Girls' College | 19/01/2022 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-2021 | 26/02/2022 |
| 15. Multidisciplinary / interdisciplinary | |
| 16. Academic bank of credits (ABC): | |

| | |
|--|---------------------------|
| 17.Skill development: | |
| | |
| 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| | |
| 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE): | |
| | |
| 20.Distance education/online education: | |
| | |
| Extended Profile | |
| 1.Programme | |
| 1.1 Number of courses offered by the institution across all programs during the year | 740 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 3536 |
| File Description | Documents |
| Institutional Data in Prescribed Format | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 875 |
| File Description | Documents |
| Data Template | View File |

| | |
|---|---------------------------|
| 2.3 | 919 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 114 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | No File Uploaded |
| 3.2 | 116 |
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 53 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 142.3 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 81 |
| Total number of computers on campus for academic purposes | |
| Part B | |
| CURRICULAR ASPECTS | |
| 1.1 - Curricular Planning and Implementation | |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process | |
| Online teaching and learning method has taken the place of Lecture | |

and 'Chalk and Talk' Method owing to lockdown during the Pandemic situation. Interactive Method, Power point presentation and digital platform are used for teaching. For proper delivery of the curriculum as per our University rules and regulations every department has set online functional mechanism in the area of teaching, administration and evaluation process. Blended learning through Zoom, Skype, Google Meet, voice message and WhatsApp Groups have made teaching effective. Semester wise WhatsApp Groups have been created by the Departments on the basis of email id and phone numbers of students supplied by the office of college. The teaching plans are made by the Departmental Committee under the guidance of Academic Committee keeping in mind the allocation of syllabus, Academic Calendar and the constraints of time under the CBCS system. The departments take at least two internal examinations after completion of certain amount of syllabus of each semester through MCQ, Google Form-mode and Viva keeping in view the Academic Calendar. Different types of Webinar, Invited lecture and Lecture series are organized by the Departments under the guidance of IQAC for enriching the knowledge of the students.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | NIL |

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

Being an affiliated college, the Institution follows the academic calendar issued by the University and it is executed rigorously by following an academic calendar prepared by the Academic Committee of the college. The Head of the Institution has conducted virtual meetings with the departmental heads to distribute workload and to fulfill the objectives of the proposed syllabus. After the completion of proposed syllabus various departments of the institution have followed Continuous Internal Evaluation procedures.

- The Continuous Internal Evaluation procedures are strictly prepared as per the guidelines of the University and carefully communicated to the students in advance. The institution follows a method of evaluation on a continuous basis before every Semester.
- In this pandemic situation under the guidance of

Institutional Head as well as Academic Committee of the Institution every department have followed various evaluation process like short answer questions, multiple choice questions through Google Form.

- For smooth functioning of the continuous evaluation process some departments have also followed Class Test through Google Meet, Written Assignment, Viva Voce etc.
- Students are duly informed regarding their mistakes in their examination and subsequently guided by the concerned teacher for better performance in next examinations.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | NIL |

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

B. Any 3 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

23

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| 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)

00

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| 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

00

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

1.3 - Curriculum Enrichment

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

The institution has an avowed aim to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Different departments of the college as well as NSS wing are sensitized to organize meaningful programs on the areas. It is a truism that ethical principles underpin all professional codes of conduct. There are

some universal ethical principles that apply across all professions including teaching as well. Such principles are honesty, trustworthiness, loyalty, respect for others, adherence to the law, doing good and avoiding harm to others, accountability etc. Gender differences and inequality between men and women have rendered a gendered society. The institution always attempts to make the girl students aware of the principles of equality, fairness, justice and rights in society so that the young learners can come out of the stereotypical roles assigned to them. The college organizes program related to Human Values and Ethics to enhance the character of the students. Aspects related to Gender, Human Values, Environment and Sustainability form an essential part of the syllabus in subjects like English, Bengali, History, Sanskrit, Sociology, Philosophy, Economics, Botany, Geography, and Zoology.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

12

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| 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 | |
| 335 | |
| 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 | B. Any 3 of the above |
| File Description | Documents |
| URL for stakeholder feedback report | http://berhamporegirlscollege.ac.in/PDF/Feedback/Stakeholders%20Report.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | No File Uploaded |
| 1.4.2 - Feedback process of the Institution may be classified as follows | C. Feedback collected and analyzed |
| File Description | Documents |
| Upload any additional information | View File |
| URL for feedback report | http://berhamporegirlscollege.ac.in/PDF/Feedback/Report%20on%20Feedback-2020-21.pdf |
| 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 | |
| 1622 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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 | |
| 660 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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 | |
| <p>Faculty members continuously take care and monitor the performance of students to identify slow and advance learners. Teachers frequently interact with the students to understand their learning levels and take necessary steps to augment their learning capacity.</p> <p>For slow learners extra and tutorial classes are often conducted for both practical and theoretical subjects. Remedial classes, revision classes are conducted on regular basis. Further assignments are given to increase their learning skill. Teachers are always available beyond class hours to cater with the need of the students. The mentor mentee process has been initiated in its infant stage in our institution in this regard. Sometimes parents are also consulted to understand the strength and weakness of the student.</p> <p>For encouraging the advanced learners, assignments with higher difficulty levels are assigned. Faculty members always encourage them to participate in courses like NPTEL/SWAYAM/COURSERA/ OCW of</p> | |

MIT etc. They are also encouraged to prepare themselves for appearing in the entrance examinations of various internationally reputed institutions.

Apart from that they are also encouraged to take dissertation as one of the final semester papers and guidance are provided. They are often encouraged to participate in national level seminars/conferences and debates, contests etc.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 3536 | 114 |

| 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

Departments ensure maximum possible utilization of student centric approaches for enhancing the learning experiences. In the laboratories, teachers take meticulous care of each student to give the first-hand experience with material of facts derived from the scientific investigation, observation, measurements and testing.

Departments arrange educational tour/ field survey/ study tour which gives direct opportunity to the students to experience those what are actually taught in the classrooms. It helps them to develop the sense of correlation between the text and reality.

Students are encouraged and motivated by expert faculty members to take part in different co-curricular activities like science exhibition, wall magazine, quiz, debate, extempore, Youth Parliament completion which essentially enriches the learning

experience. They often organize different programmes which help to build leadership quality, confidence and problem solving attitude among them. They are also encouraged to participate in performing arts like drama, singing, dancing, painting etc. and in different sports activities and extension activities like NCC & NSS.

Group discussion, students' seminar are arranged to ensure participative teaching- learning process. The inclusion of dissertation paper in the undergraduate syllabus is a step forwarding to find out one's own area of interest.

| File Description | Documents |
|-----------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | NIL |

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

The institution encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. Computers with internet connection are available to the students in the library as well as in the computer centre. Most of the departments have at least one ICT enabled classroom and staffroom. There are 16 ICT enabled departmental classrooms equipped with tools like Laptop, Desktop, Projector, LCD Screen, Wi-fi facility, microphone, audio-systems, Scanner, Printer etc. Also, there is one smart classroom equipped with the facility of a smartboard. Last year, during the COVID-19 pandemic period, all the teachers have used ICT enabled tools like Laptop, Desktop to take online classes. Most of the online classes have been conducted via Google meet, Google Classroom etc. Besides, all the ICT enabled classrooms and one smart classroom are used regularly, for various audio-visual presentations including scientific and educational Videos, PPT etc. Teachers often use Google forms to take quiz on a particular topic that has been taught in the class. Internal examinations are conducted through online mode. E-contents from PG-Pathshala, link of video lectures from prestigious institutes like MIT, Harvard are also provided to the students to enhance their learning levels.

| 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

105

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| 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

114

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| 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

35

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | 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

926

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| 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.

College ensures transparency in the internal exam process. The mode of internal assessment and evaluation are discussed and decided in the meeting of the academic council and are communicated with the students' well advance in time, so that they can prepare accordingly. Mainly our college follows Multiple Choice Questions, Viva-voce, Written examination (involves short question answer type) and Assignment based evaluation.

Normally internal examinations are conducted twice for each semester. However, during the pandemic period, it was not possible to hold two examinations due to shortage of time span for each semester. Accordingly, internal exam was conducted only once for each semester before their end semester examination.

Marks obtained by all the students are displayed in the notice board. Moreover, in case of written examination and assignment-

based evaluation, the evaluated answer scripts are shared with the students for their satisfaction regarding the obtained marks. During pandemic the results were communicated to the students via online mode. Each department deployed their own mechanism to discuss the mistakes made by the students at the examination. They are guided accordingly by the departmental teachers.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| Link for additional information | NIL |

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

Our college has a dedicated email address to collect all the grievances from its stakeholders. This email address is available in our college website and emails are checked on regular basis. It has been found that students of both Undergraduate & Postgraduate programmes had no such grievances regarding the internal examinations. However, there is a mechanism to deal with such grievances, if any. In case of any grievance, the Head of the concerned Departments are asked to hold a faculty-student meeting and try to resolve the issue within a week. However, if the issue remains unsolved, further the academic committee gets the sole responsibility to inspect and submit a report within a stipulated time to the Principal of the college. Moreover, necessary actions are taken in this regard as suggested by the academic council as soon as possible, if needed.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| 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.

Programme and course outcomes for all Programmes offered by our college are stated and displayed on website in detail.

<http://berhamporegirlscollege.ac.in/Program-outcome.aspx>

Orientation Programmes are conducted at the beginning of the academic session where the teachers from each department present the Programme Outcome & Course outcomes clearly to the students and the queries of the students are clarified/addressed. Later on, the programme outcomes & course outcomes are also discussed with students at the departmental level during their initial classes. Discussions regarding choices of DSE courses, SEC courses and also GE courses in order make the best utilization of the programme.

| 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.

Berhampore Girls' College is committed to a set of broad learning outcomes, aligned to its legacy, vision and mission which cover all aspects of students' life at the college. The entire BGC community works towards fulfillment of these objectives.

University examination is the key indicator of students' learning from a specific course. Therefore, the result of the University examination is thoroughly analysed by the departmental faculties and necessary actions are taken in order to further improve the performance. Academic achievements of the students' are recorded. Performance in internal assessments, Student seminar, and interactive session during classes are closely monitored. Ability of solving assignments with higher difficulty level is tracked regularly. Students' feedback on curriculum aspects is collected by the IQAC at regular interval to understand increment of students' learning level.

Besides, performance of students in various higher level entrance examinations in prestigious institutes' are monitored and records are kept by the department every year. Information about employment status of the alumni in different Government and Non-Government jobs are collected time-to-time.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | NIL |

2.6.3 - Pass percentage of Students during the year

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

886

| 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 | No File Uploaded |
| 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)

http://berhamporegirlscollege.ac.in/PDF/SSS/AOAR_2020-21_Student%20Satisfactory%20Survey.pdf

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)

00

| 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) | View File |

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

02

| 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

00

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| 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 institution attempts to create a sustainable and healthy research ecosystem, a system in which research community can

continue to interact, share and transfer the knowledge. The institution resolutely believes that research resource management should be catering to the need of fulfilling a research ecosystem in a way by creating a virtuous cycle of knowledge creation, sharing, storage, application and protection. There is a system of Institutional Research Grant allotted to faculty members of the institution who are interested in research. There is also a system of Teacher Exchange Program of the college. Faculties are encouraged to participate in various skill enhancement programs under government schemes. The institution organizes several seminars, webinars, workshops and meaningful programs in view of the dissemination of knowledge. All the departments of the institution organize seminars under the able guidance of IQAC with an avowed object to integrate issues relevant to Gender, Professional Ethics, Human Values, Environment and Sustainability. The effort of the institution is always to encourage an understanding of the environment and to practice sustainability.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.berhamporegirlscollege.ac.in/notice/235017BGC%20Research%20Grant%20(1).pdf |

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

01

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| 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 | |
|--|---|
| 05 | |
| File Description | Documents |
| URL to the research page on HEI website | http://berhamporegirlscollege.ac.in/Dr-md-khairul-anam.aspx |
| 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 | |
| 10 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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 | |
| 21 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |
| 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

The institution firmly believes that knowledge becomes complete only when it is used in our everyday life to develop a better society. Hence, students are encouraged to apply their knowledge in understanding different social problems that they come across through community services and extension activities which the college organizes from time to time. Extension activities are carried out by-

1. National Service Scheme
2. National Cadet Corps

NSS: The NSS has organized following activities:

Online programs:

1. Mental counseling of teachers and students
2. Webinar on Mental health during Covid 19.
3. Workshop on psychological support for Covid pandemic diseases
4. Talk on social issue like how smoking causes cancer.
5. Mental awareness program for students on how to behave in Durga Puja during Covid-19
6. Distributed food and other elements to the needy during pandemic. (Offline)

NCC: The NCC wing of the institution is an infantry unit under 9 Bengal Battalion NCC. Following programs are organized:

1. Independence Day Program, 2020
2. Ganga Parikrama Program, 2020
3. College Foundation Day Program, 24th January 2021
4. Republic Day Celebration, 2021

Three day Virtual Yoga Training Program on Yoga for Peace and Harmony (21st to 23rd June 2021) (Online)

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

01

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

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**

02

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| 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**

55

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| 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

02

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| 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

01

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| 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.

Berhampore Girls' College has a well-developed campus comprising of 41832.31 sqm including college building and Nivedita Chhatriniwas (New Hostel), with another 8258.80 sqm earmarked for Prof. Amiya Rao - B G Rao Prangan (Old Hostel) situated in a different place. The college is equipped with modern facilities and learning resources to achieve academic excellence at par with its vision and objectives. All the departments of the college are having spacious class rooms including ICT facility. The science departments have spacious and well equipped laboratories which are undergoing upgradation process following CBCS curriculum. There exists a conference room, a virtual class room and a seminar room duly utilized by respective departments to organize lectures, seminars, workshops etc. The wi-fi enabled central library is equipped with enough reading space, adequate software, books and journals. Each department has respective departmental libraries. There exists a language lab and a computer centre dedicated to the skill development of students. Research activity is promoted by providing adequate functional space and other facilities. There remains a provision of interdepartmental instrument sharing to facilitate research and teaching-learning activities. The institution has alternative power back up mechanism including 30KW grid connected Solar PV module and 125 KVA Power Generator.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| 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 promotes varied range of cultural activities for commemorating special days and occasions. In this regard, the cultural committee of the college (ANANDAN), under the tutelage of faculty members specifically trains students for different programmes. Training is imparted by the professionals. The college has its own musical instruments and a rehearsal room. Students represent the college at different cultural competitions and

programmes and glorify the institution by securing ranks and prizes.

The Physical Education Department supervises different sports activities, organizes games and looks after the functioning of the gymnasium and the yoga centre. In this respect, the facilities available are as follows:

- a well- maintained spacious playground,
- indoor and outdoor game facilities (including a basket ball court),
- a fully functional Multi gymnasium,
- A centre for yoga.

The faculty of the college duly assists students as guide teachers in different competitions and sports events conducted by the Higher Education Department, Government of West Bengal, and The Affiliating University etc.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | NIL |

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

20

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://berhamporegirlscollege.ac.in/PDF/ICT%20Details.pdf |
| 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)

15.36

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | No File Uploaded |
| 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)

During this period Central Library organized one day state level webinar on "Library Resources for Educational Institutions during COVID-19: Adventurous Journey" on 15/07/2020. Central Library and IQAC jointly organized one day workshop on "Up gradation of Library of the College" in Conference Hall of the College on 08/04/2021. Web-OPAC has been introduced.

Web-OPAC address is -bpgc-opac.blacloud.in

Webinar link is---- <https://youtu.be/Xo-eJL7HmbA>

The Library is partially automated and provides the following facilities:

- Name of ILMS software -Koha
- Nature of automation (fully or partially)---Partially
- Version---20.11.09
- Year of Automation-2005

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://bpgc-opac.blacloud.in/ |

| | |
|--|--------------------------------------|
| 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) | |
| 3.29 | |
| 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 | |
| 00 | |
| 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 | |

Recognizing the importance of technology in education, the institute has implemented latest IT infrastructure. The College uses IT to provide a competitive advantage in its core areas of education and research. The College has a robust and vibrant IT policy. The policy aims at providing uninterrupted services to all stakeholders .viz. faculty, staff and students. Secured Wi-Fi access has been provided to all users in the campus. The whole college has been made Wi-Fi enabled. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, amplifier, microphone and speakers were installed.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | NIL |

4.3.2 - Number of Computers

81

| 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 | No File Uploaded |
| 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)

3.22

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| 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.

1. The college has established systems and procedures for maintaining and utilizing physical, academic and support facilities. There are different sub-committees and cells like academic sub-committee, planning and infrastructure committee, building repair and minor construction sub-committee, infrastructure development and maintenance committee, campus maintenance committee, departmental committee, library sub-committee, ICT committee that monitors these facilities.
2. The ICT committee ensures the expansion of ICT enabled facilities in different wings of the college and recommends the higher authority regarding the same. Moreover the committee looks after the maintenance of the computers installed in the computer centre and library.
3. The laboratory safety measures are strictly implemented by the science departments. Every laboratory attendant keeps the record of utilization of equipments, computers and the other required materials for experiments.
4. The maintenance of the library is entrusted upon the librarian and the support staff. The upgradation of the library and the innovative measures which are deemed necessary are periodically implemented through decisions taken at the meeting of the library committee.
5. The maintenance of sports complex, college ground and the classrooms, corridors are monitored by the campus maintenance committee.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | NIL |
| STUDENT SUPPORT AND PROGRESSION | |
| 5.1 - Student Support | |
| 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year | |
| 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year | |
| 1807 | |
| File Description | Documents |
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | 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 | |
| 254 | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | 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 | C. 2 of the above | | | | | | | | |
|---|----------------------------|-----------|-------------------------------|-------------------------|--|---------------------------|---|---------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1445 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 613">Link to Institutional website</td> <td data-bbox="539 506 1445 613" style="text-align: center;">NIL</td> </tr> <tr> <td data-bbox="86 613 539 678">Any additional information</td> <td data-bbox="539 613 1445 678" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 678 539 824">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="539 678 1445 824" style="text-align: center;">View File</td> </tr> </tbody> </table> | File Description | Documents | Link to Institutional website | NIL | Any additional information | No File Uploaded | Details of capability building and skills enhancement initiatives (Data Template) | View File | |
| File Description | Documents | | | | | | | | |
| Link to Institutional website | NIL | | | | | | | | |
| 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 | | | | | | | | | |
| 265 | | | | | | | | | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | | | | | | | | | |
| 265 | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="86 1207 539 1272">File Description</th> <th data-bbox="539 1207 1445 1272">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1272 539 1337">Any additional information</td> <td data-bbox="539 1272 1445 1337" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1337 539 1559">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="539 1337 1445 1559" style="text-align: center;">View File</td> </tr> </tbody> </table> | File Description | Documents | Any additional information | No File Uploaded | Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File | | | |
| File Description | Documents | | | | | | | | |
| Any additional information | No File Uploaded | | | | | | | | |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | 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 | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

141

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | 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

07

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| 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.

00

| 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)

Berhampore Girls' College facilitates students' representation in the Student's Union (Chhatri Samsad).The Student's Union has various wings that work together for the benefit of the students

as well as for the development of the entire College. These wings are namely Anandan (Cultural), Chhatrikalyan (Student's welfare), Krida (Sports), Vijnan (Science), Patrika (Magazine) etc. The representatives of Students' Union at the above mentioned sub-committees functions together with the teachers and helps in the process of decision making as well as organizing the programs. The General Secretary (G.S.) of Students' Union is a member of the Governing Body and IQAC of the college and always works for students' interest.

It is to be noted that as per directives of the State Government election there was no election of students' union following which there were no elected members of the Union during the year 2020-2021. The college has its own mechanism to ensure students' participation in different committees (except Governing Body) of the college. It deserves mention that cadets of NCC and volunteers of NSS are also involved in organizing different programs.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

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

41

| File Description | Documents |
|---|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| 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

Berhampore Girls' College Alumni Association -Praktani bestows educational assistance of Rs 2000/- (two thousand only) every year to three talented distressed students of the college. The Memorial Awards (books) are also given to the students for their educational excellence in different subjects by few Alumni members of the college. However, due to unprecedented pandemic situation, the Alumni Association was compelled to discontinue the above-mentioned regular activities along with reunion and other programs during 2020-2021.

Despite the prevailing situation, Dr. Subrata Dutta Choudhuri, husband of respected Alumnus late Prof. Putul Das has contributed an amount of Rs.40lakhs (forty lac only) for infrastructural development in memory of his departed wife. In 2020-2021 Dr. Subrata Dutta Choudhuri has contributed Rs. 30lakhs (thirty lac only) through three installments. The Alumni Association played a pro active role in developing a connection between the college authority and the notable family member of the departed alumni.

It deserves mention that the fund has been utilized to construct a Post graduate block above the Prem Kumari Science Block. The construction of the block is towards completion and it shall be duly inaugurated.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://berhamporegirlscollege.ac.in/Alumni-association.aspx |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Berhampore Girls' College with its disciplined environment and robust academic tradition and cultural values has been serving the need of the society by inculcating the motto of the institute: SA VIDYA YA BIMUKTAYE. However, the institute has a philanthropic vision and a pragmatic mission to be fulfilled. The college has been ardently following the instructive guidelines as prescribed in the PERSPECTIVE PLAN, 2015-16 TO 2025-26 which is an outcome of the vision and mission of the institute.

The college ensures a structure of governance for fostering the academic, administrative and infrastructural development. The top management of the institute is the Berhampore Girls' College Governing Body which is constitutionally empowered to oversee the overall activities of the college. It also monitors the financial matters: financial budget and expenditure and the generation of resources. It deserves mention that the college ensures participation of the teachers in the highest decision-making body i.e. Governing Body of the college.

In fact, a democratic and participatory institutional structures have been created to encourage the direct access and free flow of ideas. The Principal of the college assumes the pivotal role and the academic machineries revolve around harmoniously in tune towards fulfilling the assigned duties.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

Berhampore Girls' College executes an Online admission process in every Academic Session with full transparency in accordance with the criteria of the University of Kalyani and also the rules and regulations issued by the Government of West Bengal. The Online Admission Sub-committee under the guidance of the Principal is primarily entrusted with the responsibility for the execution of admission process where representations from all departments are taken place. The admission process for the admission of B.A./B.Sc.

(Hons. & Programme) for the Academic Session 2020-21 was started with the Admission Notification issued on 25.07.2020 followed by an Admission Committee meeting. A complete schedule for Online Admission was displayed on the college website. The Subject-wise and Category-wise Intake Capacity are displayed in the college website. Immediate after every phase of admission, the Admission Sub-committee reviewed the admission status and decided the next course of action. A similar process had been followed with regard to the admission at the Post Graduation level for the Academic Year 2020-21. Apart from this, the Post Graduate Departments organized Admission Entrance Test for students of the other universities.

This is evidently a case of participative management in which the principle of decentralization was judiciously followed.

| 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

The strategic policies of the institution with regard to the enhancement of infrastructure for facilitating effective teaching learning process have been formulated for the long term basis and these have been prescribed in the Perspective Plan, 2015-16 to 2025-26. Keeping in mind the policy directions, the college authority has an incessant effort for the generation of fund and its optimum level of utilization. It is worth noting that with the help of the donation received from Dr. Subrata Dutta Choudhuri, a block with 06 (six) class rooms on the existing college building tentatively named as "Putul Das (Dutta Chaudhuri) Block for Post Graduate Studies" is being constructed. It further deserves mention that the block under construction will be habitable soon and this will help to accommodate two Post Graduate Sections in this block. However, this initiative would fulfill one of the objectives as prescribed in the Perspective Plan, 2015-16 to 2025-26.

In addition to this, the college has received a grant under MsDP (Multi-sectoral Development Programme) for the construction of another students' hostel for facilitating more accommodation to

the students. The construction of the two storied building in the old hostel campus will be completed soon.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Berhampore Girls' College formulates the policy measures and designs the plan of action in a decentralized way with the institutional different bodies. Thus, there are many internal organizational bodies which are hierarchically set up and work democratically in the decision making process. Some major institutional policies relating to the academic, administrative and financial issues are fulfilled by the Governing Body and the Principal. The college has an incessant effort in taking procedural steps for the appointment of the teaching and non-teaching staff. The rules and regulations as framed by the University Grants Commission and the Department of Higher Education, Government of West Bengal with regard to the services of the staff members of the college are duly followed.

But, when the normal academic persuasion and administrative activities have been disrupted with the recent Pandemic situation, many wings of the administrative set up have had no ample scope to resume normal functions. Notwithstanding, the administrative section has been in an active mode and quite a few number of teachers have been appointed during the academic year-2020-21.

In fact, the different wings of the administrative set up as portrayed in the Organogram are functional and work together with delegated powers and autonomy.

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Link to Organogram of the institution webpage | http://berhamporegirlscollege.ac.in/PDF/Institutional%20Organogram.pdf |
| Upload any additional information | No File Uploaded |

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

D. Any 1 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 college believes that the adequacy of welfare environment with the assurance of welfare schemes is necessary for strengthening the rights and security of the teaching and non-teaching staff. The existing welfare measures are itemized below:

- GPF: As per PF rules, all the teaching and non-teaching staff are given PF benefits;
- Group insurance : Available for the teaching and non-teaching staff of the college;
- Berhampore Girls' College E.C.C.S LTD.: The teaching and non-teaching staff are permitted to deposit money or to receive financial assistance;
- Festival advance: A certain section of the employees are provided with Puja Advance and Ex-gratia;
- Maternity leave: The college grants 180 days full paid

maternity leaves to all female employees;

- Paternity leave: The college grants 30 days full paid paternity leaves to all the male employees;
- Child Care leave: 730 days full paid Child Care Leave is provided to all the eligible female employees;
- Staff quarters: It is available for the teaching and non-teaching staff of the college without maintenance cost.
- The staff members of the college have taken initiative to extend support with financial assistance to the Casual Workers of the college during the Pandemic period.

| 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

00

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | 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

04

| 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

24

| 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

As per U.G.C. guidelines, the norms of appointing the faculty members are maintained by the institute. The performance of the faculty members is scrutinized and evaluated by the authorized body of Screening Committee/Selection Committee at the time of

promotion of the Assistant Professors. The Screening Committee/Selection Committee consisting of the Principal, one DPI nominee and one/two University nominee evaluates the performance and recommends for placement. Before the interface meeting with the Screening Committee/Selection Committee, the CAS (Career Advancement Scheme) Committee duly oversees and scrutinizes the documents of the respective teacher relating to his promotion at different stages (Stage-I, Stage-II, Stage-III etc.) with regard to the norms to be fulfilled and these are finally checked and recommended by the IQAC. It deserves mention that during the academic year-2020-21, the CAS Committee looked after and scrutinized the documents of 05 Assistant Professors which have subsequently been verified and recommended by the IQAC of the college.

The filling up of the post by promotion of the non-teaching employees is confirmed whenever necessary as per the instructions given by the Higher Education Department, Government of West Bengal.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

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

The College follows a distinct mechanism for internal and external audit to ensure transparency in financial matters. The institution meticulously maintains a daily Balance Sheet to assure financial propriety and the details of the entire fund-wise break up of cash receipts and disbursements, including bank deposits and withdrawals. The daily entries in the Cash Book are checked and ratified by the Bursar and the Principal. The institutional Ledger Book is also maintained with detailed information. All the financial documents and vouchers are maintained properly and are placed before the auditor at the time of internal as well as statutory audit. The internal auditor appointed by the college authority is entrusted with the responsibility of reviewing financial practices and making recommendations for further improvements. Audit objections made by the statutory auditor (if

any) are duly sorted out by the college authority. The internal audit for the financial year 2020-2021 has been accomplished. However, the statutory audit for the financial year 2020-2021 could not be accomplished as the name of the external auditor has not yet been received from the DPI, Higher Education Department, Government of West Bengal.

| 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)

22.27

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

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

Since the Institution is a State sponsored College, the regular pool of funds comprises of student fees, Grant-in-aid from State Government as per budgetary allocations and interests on corpus fund. It also attracts funds from UGC on various Heads and from non-governmental agencies for a definite purpose. Funds received from State government are spent on payment of salary of teaching and non-teaching staff of the institution. The funds from non-governmental sources are received and spent on the particular project for which it has been received. The other grant-in-aid from state government like NSS grant are allocated for conducting regular activities as a part of social duties. The college also mobilizes its resources from funds generated from Self-financing courses offered by the college. All expenses of contingent nature

are spent from this fund after getting approval from financial authorities of the college. The day to day expenses are meticulously well documented and closely monitored by the Bursar and the Principal. The requirements of the different departments are submitted to the competent authority. The Finance Committee duly scrutinizes the requirements after checking the viability of the demands and recommends to the Governing Body for Final Approval.

| 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

Two major practices which are being institutionalized as a result of IQAC initiatives are as follows:

1. As per recommendations of the IQAC, the Governing Body of the college has approved Rs 2,00,000/- for earmarking of Institutional Research Grant not exceeding Rs 50,000/- for the faculty members of the Science Departments and not exceeding Rs 30,000/- for the faculty members of the Arts Departments. It is worth noting that as a response to this initiative, the IQAC has received five research proposals which have been judiciously scrutinized by the subject experts. It is now in the process of implementation with the allocation of Institutional Research Grants.
2. As per recommendation of the IQAC concerning the approval of Rs 10,000/- as the allotment for providing financial assistance to the staff members of the college for attending Seminar/ Conference/Workshop etc. as Paper Presenter has been approved. It has been affirmed that a maximum of ten staff members may be provided with the financial assistance in a financial year. In addition to this, the recommendation concerning the approval of a fund of Rs. 5,000/- as allotment for promoting research orientation among the students of both UG and PG levels has been approved.

| 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

Two examples are as follows:

1. The IQAC of the college has initiated for the analysis of feedback of the students on curriculum and teaching learning process. It has also received feedback from the teachers and alumni of the college. Information has been duly collected through online mode. The collected feedbacks obtained from different stakeholders have judiciously been analyzed and a comprehensive report is duly forwarded to the Governing Body of the college for approval and action taken. The objective is to portray the actual quality of teaching learning through evaluation and to formulate next course of action in the way to the improvement of academic and administrative process.
2. The IQAC of the college has endeavoured for facilitating the teaching learning reforms with the conduction of professional development programme and courses on value education. The objective is to assimilate the knowledge and inculcate the value of social reconstruction among the teachers. The IQAC has also initiated for the enhancement of skills with regard to the Laboratory Safety Management System among the laboratory attendants and support staff. The objective is to ensure the skill of the laboratory functionaries and the upgradation of the laboratory management system.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

C. Any 2 of the above

**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)**

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | NIL |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

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

Gender Equality is one of the key challenges facing society today. To promote women's education, the College is putting consistent efforts. Berhampore Girls' College is one of the pioneers of Women's education in West Bengal; The college observes the highest ethical standards in all its activities. Its unique work culture, healthy traditions, and ethos have led to the enrolment of students from different corners. Safety and security, Counseling programs, common room facilities, community outreach programs by NSS, different self-development activities by NCC, Karate training, etc are the issues of prime concern to the College.

Well-trained security guards are stationed across the campus and inside Old and New Hostels. There is strict implementation of Anti Ragging committee, RTI Cell, Grievance redressal committee for students, Health Centre and even Day Care Centre for the female teachers. Orientation programs for students, mental health counseling are provided from time to time. The college and hostel campuses are well protected with high boundary walls, CCTV (Closed Circuit Television) Surveillance facilities, and log-book for visitors, etc. Male teachers and staff are also treated with high

respect and no gender discrimination is tolerated.

| 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 | http://berhamporegirlscollege.ac.in/PDF/Facilities%20for%20Women.pdf , http://berhamporegirlscollege.ac.in/Other-facilities.aspx |

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 | View File |

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**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Facilities in the institution for the management of degradable and non-degradable wastes are as follows:

- **Solid waste management:**
 1. **Biodegradable materials such as canteen wastes are stored in separate bins and are adequately disposed. These wastes are recycled and converted into fertilizer.**
 2. **Non-degradable wastes such as plastic use are avoided.**

- **Liquid waste management:**

1. The liquid wastes generated in the campus are adequately drained off.
2. Recycled water from the canteen is used for the campus trees.

- **Biomedical waste management:**

1. Some Science departments generate biomedical wastes which are adequately disposed.
2. Students are advised to handle biomedical wastes carefully.

- **E-waste management:**

1. E-waste like computers are upgraded regularly to continue usage.
2. E-wastes like electronic components are adequately disposed.

- **Hazardous waste management:**

1. Wastes acids, hazardous chemicals are disposed by diluting with water.
2. Hazardous wastes are regularly maintained in science labs.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | View File |

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

D. Any 1 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 | B. Any 3 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 | D. Any 1 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 | View File |
| 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 | C. Any 2 of the above |

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

| 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).

The college authority is always vigilant to foster an inclusive environment for everyone. Students are regularly given the lessons of tolerance and harmony through curricular and co-curricular activities. Sports and cultural activities are organized to promote harmony toward each other. Commemorative days and such important events are observed in the college that enhance positive interaction among students of different cultural backgrounds. The college also organizes courses and lectures on value education to promote ethical values among the students and staff.

Whether in case of appointment of faculty or admission of students, the College strictly follows the reservation policies laid out by the Government of India. Special committees like the SC and ST Cell, Equal Opportunity Centre, IQAC, and Admission Committee ensure parity and transparency during the admission process. Students from a low socioeconomic spectrum are granted fee concessions in every academic session. Financial assistance is provided to needy students and temporary staff. Few needy students are also given concessions while seeking admission to Hostel. A bi-lingual mode of teaching is adopted wherever required to assist students with linguistic challenges. The college celebrates

Saraswati Puja every year which serves as an example of cultural plurality in this minority-dominated district.

| 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

Apart from ensuring academic excellence, one of the missions of the college is to make the students better and responsible citizens of the country. In this regard, the institute inculcates a feeling of oneness among the student community through various practices and programs. Various academic and co-curricular activities are organized at the departmental level as well as centrally for the propagation of the Fundamental Duties and Rights of the Indian citizens and the students of the college enthusiastically participate in such programmes. Sensitization programmes are often organized to motivate the students to adopt various practices that promote self-esteem and confidence. The College ensures that the students participate very enthusiastically in all such activities. The NSS and NCC units of the college play a proactive role in the celebration of Independence Day & Republic Day. The college regularly participates in the celebration of Constitution Day and thus contributes to the spreading of Constitutional values and ideas. The students also participated in the hands-on demonstration of the EVM-VVPAT and Quiz contest relating to the WBLA election 2021. Various forms of legal aid and legal awareness programmes are also organized to impart awareness of such issues among the students and employees.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Details provided in 7.1.11 additional information |
| Any other relevant information | NIL |

| | |
|--|-------------------------------------|
| <p>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</p> | <p>D. Any 1 of the above</p> |
|--|-------------------------------------|

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | No File Uploaded |
| 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 | View File |

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

Berhampore Girls' College celebrates various National & International Commemorative days & organizes different events for the all-around development of the Students. In 2020-2021, most of the celebrations were either restricted to the online platform or in a few cases, were carried out within the college premises under strict Covid-19 guidelines.

The commemorative & important days which are celebrated at our College include Independence Day Observation, Teacher's Day celebration, Birthday Celebration of Netaji Subhas Chandra Bose, College Foundation Day (24th January), Republic Day Celebration, World Health Day, World Environment Day, etc.

As "Devi Saraswati" is worshipped as the goddess of education, Berhampore Girls' College celebrates Saraswati Puja within the college premises & all the staff & students participate wholeheartedly, irrespective of caste & religion.

Every year the college also organizes numerous competitions and events, such as Music, Recitation, Wall Magazine, Extempore, Essay writing competition, interdepartmental Quiz competition, Debate competition, annual sports, cultural program (Anandan), Freshers' Welcome, and Farewell, etc., for the co-curricular development of the students. But, this year, only a few programs could be conducted online due to the pandemic situation. However, the NSS unit of the college organized an extension outreach program entitled Manusher Sathe, Manusher Pashe.

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

7.2 - Best Practices

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

The college in the ambitious hope to sustain the noble goal of quality education avows the following two best practices:

1. Alternative functional method for the sustenance of teaching-learning process during the pandemic

Due to suspension of physical classes as per Govt. order because of the COVID-19 Pandemic, the college had to shift to the online mode of learning.

- The Principal follows a decentralized process of delegation of duties.
- G Suite enabled Google workspace is provided.
- Library facilities provided through online mode.
- Under the guidance of the IQAC and Academic Committee of the college, online teaching, examination and evaluation process is conducted.

1. Transition towards digitalization of Payments

Following the advisory of the UGC regarding digital transactions, the Berhampore Girls' College authority intended to promote digital transaction in all students' related activities. Until the financial year 2020- 2021, only the admission fee of the first semester Undergraduate and Post graduate students has been done through e-payment. The e-payment systems have enabled the institution to reconcile financial records with accuracy. In the reference year, admission to all semesters has taken place through e-payment. In this respect the college has a tie-up with a nationalised Bank.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://berhamporegirlscollege.ac.in/Best-practices20-21.aspx |
| Any other relevant information | <u>NIL</u> |

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

Berhampore Girls' College is one of the oldest government sponsored girls' college in West Bengal. The vision of the institution is to empower young girls and emancipate them through education and to provide an academic environment that emphasizes critical thinking, encourages creativity and develops a sense of social responsibility. The students of different departments of the college have consistently been among the top ten ranks in the university examinations. Best performers are awarded with college prizes and many memorial prizes and cash prizes. The Alumni Association of the college has been playing the role of guidance and supervision to the present generation of the institution. It deserves mention that the Saraswati Puja celebration of the institution has a rich tradition. The students and teachers irrespective of caste and creed enthusiastically participate in this grand event. Various cultural programs like Foundation day celebration, Annual cultural function etc. are organized and performed by the students under the supervision of the teachers. Another remarkable area where the students uphold the pride of the institution is Youth Parliament Competition. The eco-friendly environment of the college along with a garden of diverse flora

including many rare species is a traditional feature of the institute.

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

7.3.2 - Plan of action for the next academic year

1. Participation in NIRF (which was discontinued in the last few years).
2. To complete all pending CAS.
3. Formulation of strategies and mechanisms for making blended mode teaching more effective.
4. Organizing syllabus-oriented Webinars/ special lectures for students' academic up-gradation.
5. Formulation of strategy for record-keeping with regard to student's progression.
6. Emphasis on the promotion of Research and Publications.
7. Emphasis on the introduction of Placement Cell, certificate course on Ethics and Value education.
8. Organizing more Faculty development programs for teaching and non-teaching staff.
9. Initiation for Academic Audit, Green Audit & Environmental Audit in the institution.
10. To involve different bodies & cells of the college in Community works in association with the NSS& NCC units of the college.
11. Generation of corpus fund for assisting the needy and meritorious students and staff during their medical emergency.
12. Creation of a mechanism that would enable the mentor-mentee system to be more robust and effective.
13. Making Prof (Dr.) Putul Das Dutta Chaudhuri Memorial Block for PG studies ready for classes.
14. Mobilization of funds for the construction of new toilet blocks.
15. Further enhancement of Divyangjan facilities in college for the Differently abled person.