# Yearly Status Report - 2019-2020

| 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 own campus | Yes |
| Phone no/Alternate Phone no. | 03482251193 |
| Mobile no. | 9434315684 |
| Registered Email | berhamporegirlscollege@gmail.com |
| Alternate Email | bgc2007@rediffmail.com |
| Address | C. R. Das Road |
| City/Town | Berhampore |

| State/UT | **West Bengal** |
|---|---|
| Pincode | **742101** |

## 2. Institutional Status

| Affiliated / Constituent | **Affiliated** |
|---|---|
| Type of Institution | **Women** |
| Location | **Urban** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **Dr. Sagar Kumar Dutta** |
| Phone no/Alternate Phone no. | **03482251193** |
| Mobile no. | **9433545366** |
| Registered Email | **iqacberhamporegirlscollege@gmail.com** |
| Alternate Email | **iqac@berhamporegirlscollege.ac.in** |

## 3. Website Address

| Web-link of the AQAR: (Previous Academic Year) | **http://berhamporegirlscollege.ac.in/PDF/AQAR/AQAR%202018-19.pdf** |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | **http://berhamporegirlscollege.ac.in/PDF/Academic%20Calender%202019-2020.pdf** |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| 2 | B | 2.29 | 2016 | 16-Dec-2016 | 15-Dec-2021 |

## 6. Date of Establishment of IQAC

11-Jul-2005

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| Meetings of IQAC is arranged | 23-Dec-2019 1 | 15 |
| Meetings of IQAC is arranged | 30-Sep-2019 1 | 19 |

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## 8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Institution | District level YPC, Extempore Speech Quiz competition | Dept. Of Parliamentary Affairs, Govt. Of WB | 2019 2 | 225000 |
| Institution | District level DPI Sports | DPI,Higher Education Dept. West Bengal | 2019 2 | 220000 |
| Institution | Post Election Maintenance grant | District Administration | 2019 1 | 179052 |
| Dr. A. Pal | Project Final instalment. | Biodiversity Board | 2019 1 | 56000 |

| Institution | Seminar | Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIS) | 2020 2 | 135000 |
|---|---|---|---|---|
| Institution | Seminar | Higher Education Department | 2020 2 | 200000 |
| Institution | Seminar | DST-WB, Higher Education Dept. | 2020 2 | 50000 |

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| 9. Whether composition of IQAC as per latest NAAC guidelines: | **Yes** |
|---|---|
| Upload latest notification of formation of IQAC | **View File** |
| 10. Number of IQAC meetings held during the year : | **2** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **No** |
| Upload the minutes of meeting and action taken report | **No Files Uploaded !!!** |
| 11. Whether IQAC received funding from any of the funding agency to support its activities during the year? | **No** |

| 12. Significant contributions made by IQAC during the current year(maximum five bullets) |
|---|
| On the occasion of the Teachers' Day Celebration (5th September, 2019), "Prof. Amiya RaoPriti GuptaRezaul Karim 7th Annual Memorial Lecture Bartaman Bangali Jibane O Manane Vidyasagarer |

Prasangikata. Prof. Srutinath Chakraborty highlighted Pandit Iswar Chandra Vidyasagar's role with regard to the upliftment of women in the society.

Workshop on "Legal Awareness Programme for the Women" conducted on 12.08.2019 in the college premises organized by the college in association with District Legal Services Authority on Legal Awareness. Shri Shyamal Gupta, District Judge (Retd.) acted as the Resource Person in the programme.

International Seminar on 'Literature Culture and Society: Interrelations and the search for identity' on 14-2-2020 & 15-2-2020.

Organising programmes under the N.S.S. and N.C.C. unit of our college.

To supervise smooth functioning of online teaching during the lockdown period.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
|---|---|
| To take online feedback from students, parents and teachers. | Online feedback was taken from students. |
| To implement Management Information system. | Initiative was taken to implement Management Information system. |
| Complete online admission for UG and PG applicants. | Total process was online and transparent for the applicants. |
| To fill vacant teaching faculty positions. | Eight teaching faculty positions were filled. |

| | |
|---|---|
| Initiative for legal awareness among students. | Workshop on "Legal Awareness Programme for the Women" was organized by the College. |
| To arrange an International seminar on interdisciplinary subject. | An International Seminar on 'Literature Culture and Society Interrelations and the search for identity' was organized by Departments of Bengali, English and History in collaboration with Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIS) Dept. of Higher Education West Bengal. |

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| **14. Whether AQAR was placed before statutory body ?** | **Yes** |

| Name of Statutory Body | Meeting Date |
|---|---|
| Governing Body of Berhampore Girls | 25-May-2021 |

| | |
|---|---|
| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **No** |
| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2020** |
| Date of Submission | **20-Feb-2020** |
| **17. Does the Institution have Management Information System ?** | **No** |

| |
|---|
| Part B |

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Every Department has a functional mechanism for the proper delivery of the curriculum. Every year we set necessary goals in the area of teaching, administration and evaluation process for our departments as per our University rules and regulations, keeping in mind the overall success of our students. The Departmental Committee meetings are generally held on regular basis for the distribution of the syllabus with flexibility. The teaching plans are formulated keeping in mind the allocation of syllabus and ACADEMIC Calender and the constraints of time of the CBCS system. The departmental teachers are always encouraged to take up new texts and innovative ideas in the teaching learning process. Faculty members of the department take care of for the completion of the syllabus. An evaluation process is also followed up by conducting class tests and class seminars. Sometimes invited lectures are organised on curriculum based topics in which the subject experts of neighbouring colleges are invited as resource persons. The students are always encouraged to participate seminars and workshops held in the college as well as in the other institutions. Besides traditional chalk and talk method of teaching the department accesses ICT enabled facility. Different curricular activities such as presentation, assignments, seminars, group discussion etc. are arranged for effective teaching. Tutorial and remedial classes are taken. While the formal evaluative process comprises tutorials/projects, class tests and internal assessments, students are encouraged to meet teachers beyond class hours for clearing doubts and textual discussion. Also students have been informed about many computer based techniques for preparing field report and data analysis using different software. Students are also encouraged to use internet for searching materials. Communication skill development techniques are discussed. Students are always encouraged to do field study or survey regarding various social problems for preparation of their projects. Students are imparted awareness regarding women empowerment which reflects the involvement of ex-students in various services like teaching, banking, NGOs health centres and so on. Faculty members are interconnected through whatsapp group for information sharing. There are whatsapp group for each semester involving all faculty members and students of the respective semester. These groups are meant for information sharing. Free softwares from internet are used for programming and plotting. Students are encouraged to use computers and their smartphones for analysis of various problems related programming. Contribution of Nobel Laureates(in Physics) of that particular year is focussed and academic discussion is done. Class notes to the students are sent to their email. For motivating students, award winning science documentaries are shown in the classroom.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| NIL | NIL | Nil | 0 | NIL | NIL |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| Nill | NIL | Nill |

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BSc | Physics | 01/07/2019 |
| BSc | Chemistry | 01/07/2019 |
| BSc | Mathematics | 01/07/2019 |
| BSc | Physiology | 01/07/2019 |
| BSc | Zoology | 01/07/2019 |
| BSc | Botany | 01/07/2019 |
| BSc | Environmental Science | 01/07/2019 |
| BSc | Computer Science | 01/07/2019 |
| BSc | Geography | 01/07/2019 |
| BSc | Economics | 01/07/2019 |
| BSc | BSc General | 01/07/2019 |
| BA | Bengali | 01/07/2019 |
| BA | English | 01/07/2019 |
| BA | Sanskrit | 01/07/2019 |
| BA | History | 01/07/2019 |
| BA | Philosophy | 01/07/2019 |

| BA | Political Science | 01/07/2019 |
|---|---|---|
| BA | Sociology | 01/07/2019 |
| BA | BA General | 01/07/2019 |
| MA | Bengali | 01/07/2019 |
| MA | English | 01/07/2019 |
| MA | History | 01/07/2019 |

## 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|---|---|---|
| Number of Students | Nil | Nil |

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| NIL | Nill | Nill |

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### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| BSc | Dept. of Physiology- Measurement of some Physiological parameter and clinical investigation among school children in Jalpaiguri District of West Bengal. | 30 |
| BSc | Dept. of Geography - Socio-Economic study on Vizag Visakhapatnam Andhra Pradesh. | 37 |
| BSc | Dept. of Environmental Science - Wetland Study- Chilika Lake | 63 |
| BSc | Dept. of Botany - Botanical excursion to different Phytogeographical zones for vegetational study of plants - Vishakapatnam | 41 |

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|---|---|
| Teachers | No |
| Employers | No |
| Alumni | No |
| Parents | No |

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
|---|
| Feedback was taken by IQAC through Google Form software from 16 departments of UG, and its analysis was done through pie-charts generated by the Google Form software. Four departments have reported to have taken action after the analysis. Due to COVID outbreak, College was closed during the last three months and specific actions could not be taken. |

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| BSc | ECOH | 32 | 26 | 15 |
| BSc | GEOH | 52 | 586 | 52 |
| BSc | CMSH | 20 | 20 | 11 |
| BSc | ENVH | 52 | 52 | 35 |
| BSc | BOTH | 52 | 269 | 52 |
| BSc | ZOOH | 52 | 429 | 52 |
| BSc | PHYH | 52 | 193 | 52 |
| BSc | MTMH | 77 | 284 | 77 |
| BSc | CEMH | 52 | 164 | 52 |

| BSc | PHSH | 52 | 127 | 52 |

## 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2019 | 3497 | 253 | 113 | Nill | 113 |

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 113 | 58 | 5 | 14 | 1 | 7 |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Formal Students mentoring system is not available in the institution but teachers personally mentor students when approached.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|---|---|---|
| 3750 | 113 | 1:33 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 49 | 44 | 5 | 7 | 26 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2019 | Debashis Mandal | Lecturer | 1st prize in debate on international Mother language day By TRIPURA UNIVERSITY |

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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BA | BNGH | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | ENGH | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | SANH | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | HISH | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | PHIH | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | PLSH | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | SOCH | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | B.A. GEN | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | CMEV | 3rd Year | 14/10/2020 | 20/10/2020 |
| BA | TTMV | 3rd Year | 14/10/2020 | 20/10/2020 |

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

 To follow up a Continuous Internal Evaluation Process the Departments conduct class tests apart from the internal examination stipulated by the University. Results of the test are discussed and weakness of the students are identified through it. After the completion of each topic or chapter the teachers arrange a class test for the evaluation of the students. Question papers are duly

scrutinised by the HODs. After completion of the Internal examination, the faculty evaluate the answer scripts and meet the students individually for clarification of doubts. Marks are displayed on the departmental notice board. Results are duly reviewed at departmental meetings. Attendance of students regularly monitored for the Examination. Assign students small syllabus oriented projects and ask them to submit those papers for review. Encouraging students to give presentation in front of teachers and students to build up their confidence level. Discussion with the Guardian and Counselling of poor students done.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute adheres to the academic calendar prepared according to the calendar provided by the University of Kalyani. We prepared the academic calendar for the institute for this session also. A department wise activity was scheduled for smooth functioning. Institute shared the academic calendar to all head of the department for displaying their notice board. Academic calendar bears the following points: • Beginning of the academic sessions • Internal examination schedule • Holidays • Annual sports meet • Annual cultural event • Vacation schedule Considering the academic calendar, each department functions according to the teaching plan prepared at the department level.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

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

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| CMSH | BSc | COMPUTER SCIENCE | 6 | 6 | 100 |
| ECOH | BSc | ECONOMICS | 10 | 10 | 100 |
| GEOH | BSc | GEOGRAPHY | 35 | 35 | 100 |
| ENVH | BSc | ENVIRONMENTAL SCIENCE | 24 | 24 | 100 |
| BOTH | BSc | BOTANY | 44 | 44 | 100 |
| ZOOH | BSc | ZOOLOGY | 41 | 41 | 100 |

| PHYH | BSc | PHYSIOLOGY | 31 | 31 | 100 |
|-------|------|-------------|-----|-----|-----|
| MTMH | BSc | MATHEMATICS | 65 | 65 | 100 |
| CEMH | BSc | CHEMISTRY | 23 | 23 | 100 |
| PHSH | BSc | PHYSICS | 29 | 29 | 100 |

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://berhamporegirlscollege.ac.in/PDF/AQAR_2019-20_Student%20Satisfactory%20Survey.pdf

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|------------------------|----------|-----------------------------|-------------------------|----------------------------------|
| Minor Projects | 2019 | Biodiversity Board | 1.53 | 0.56 |

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## 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|----------------------------|--------------------|------|
| NIL | NIL | |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|--------------------------|------------------|------------------|----------------|----------|
| NIL | NIL | NIL | Nill | NIL |

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| NIL | NIL | NILNIL | NIL | NIL | Nill |

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## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| 0 | 0 | 0 |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|---|---|
| NIL | Nill |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| National | English | 1 | 0 |
| International | Chemistry | 3 | 3.16 |
| International | Mathematics | 2 | 1.99 |
| International | Zoology | 1 | 0 |
| International | English | 1 | 0 |

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|---|
| Political Science | 1 |
| Physiology | 2 |
| Philosophy | 3 |
| Bengali | 13 |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | Nill | Nill | Nill | 0 |

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 61 | 80 | 29 | 1 |
| Presented papers | 20 | 4 | 1 | Nill |
| Resource persons | 13 | 1 | Nill | Nill |

## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|

| | | | |
|---|---|---|---|
| International Yoga Day | NCC Unit 9 Bengal Battalion | 1 | 35 |
| Motivational Visit of Honourable Vice Chancellor (15.07.19) | University of Kalyani NSS Unit | 15 | 450 |
| Eye donation camp and awareness program (03.09.19) | State Eye Department, Department of Health and Family welfare, Murshidabad Eyecare and donation society NSS unit | 2 | 200 |
| NSS Workshop (15.09.19) | S.C. Bose Centenary College NSS Unit | 1 | 20 |
| Swachh Bharat | Neheru Yuva Kendra, Berhampore unit NSS Unit | 1 | 25 |
| District Youth Parliament (21.09.19) | West Bengal Higher education department NSS unit | 10 | 50 |
| Celebration of World's AIDS Day (1.12.19) | Chief medical officer of Health, Murshidabad NSS Unit | 1 | 50 |
| Youth Day Celebration (12.01.20) | NSS unit | 2 | 100 |
| International Seminar (14.01.20 –15.01.20) | Berhampore Girls' College | 1 | 25 |
| Paddle your way to fitness (18.01.20) | Neheru Yuva Kendra, Berhampore unit | 1 | 25 |

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| NIL | NIL | NIL | Nill |

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|

| | agency | | | |
|---|---|---|---|---|
| AIDS Awareness camp (26.02.20) | Red Ribbon NSS unit | AIDS Awareness | 2 | 50 |
| Swacch Bharat | NCC unit, BGC | Swacch Bharat Abhiyan | 1 | 40 |

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## 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| NIL | NIL | NIL | 0 |

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| On the Job Training | Training Program on Operational Banking | AXIS BANK | 08/02/2020 | 15/02/2020 | 18 students of Part – III of the Department of Communicative English |

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| NIL | Nill | NIL | Nill |

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

**4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 15.07 | 15.07 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Seminar halls with ICT facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Existing |
| Laboratories | Existing |
| Class rooms | Existing |
| Campus Area | Existing |

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**4.2 – Library as a Learning Resource**

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| Koha | Partially | 18.05 | 2005 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 38863 | 2447696 | 803 | 208922 | 39666 | 2656618 |

| | | | | | | |
|---|---|---|---|---|---|
| Reference Books | 559 | 525497 | 82 | 122365 | 641 | 647862 |
| Journals | 19 | 39794 | Nill | Nill | 19 | 39794 |
| Weeding (hard & soft) | 1550 | 77500 | Nill | Nill | 1550 | 77500 |
| Others(specify) | 9 | 10800 | Nill | Nill | 9 | 10800 |

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| NIL | NIL | NIL | Nill |

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## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 110 | 18 | 110 | 4 | 32 | 7 | 32 | 50 | 14 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 110 | 18 | 110 | 4 | 32 | 7 | 32 | 50 | 14 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| |
|---|
| 50 MBPS/ GBPS |

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| NIL | Nill |

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| 9.83 | 9.83 | 25.97 | 25.97 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) There remains a collective effort to sustain the physical, academic and support facilities by implementing decentralized policy measures. In fact, there is a structural support mechanism for maintaining and utilizing infrastructural facilities. Generally, the grants received from the Department of Higher Education, Government of West Bengal as well as UGC are utilized for the upgradation of the laboratories, library, sports complex, computers, classrooms, canteen facilities. Sometimes, these facilities are also maintained from the college fund. It is worth noting that the infrastructural development also takes place from endowments received from distinguished personalities, institutions and business houses like the fund amounting to Rs. 2,00,000/- (Rupees two lakh) received from P.C. Chandra Group for the upgradation of college library and the donation amounting to Rs. 40,00000.00/- (Rupees forty lakh) to be received from Dr. Subrata Dutta Chaudhuri for the construction of P.G. Block. The structural mechanism ensures the support facilities available with the proper functioning of the several Sub-committees some of which may be mentioned here like: (i) Planning Committee (ii) Hostel Committee (iii) Library Committee (iv) Academic Committee (v) Grievance Redressal Cell (vi) Students' Welfare Committee (vii) Computer Centre and Website maintenance Committee (viii) Building Repair and Minor Construction Sub-committee (ix) Purchase Committee (x) Magazine Sub-committee (xi) Canteen Committee (xii) Campus Maintenance and Beautification/Green and Environment Conservation Committee (xiii) Committee on Yoga, Sports and Gymnasium (xiv) Infrastructure development and Maintenance Committee (xv) Health Centre Committee etc. – Following the Post-Accreditation period, it deserves mention that as per NAAC recommendation and to sustain a good teacher-student ratio the teaching strength of the college has been substantially increased. Two additional PG Programmes – English and History (as per NAAC recommendation) have been introduced. The provision of separate Departmental Staff Rooms has been created with a view to provide more working space and strengthen interaction with the students. It deserves mention that the college Library runs smoothly as per decisions taken in the Meeting of the Library Committee. During the 2019-2020 session the number of newly added books in the library amounts to 885 and the total number of books as on 31.03.2020 is 40,307. The Library has purchased books amounting to Rs. 3,31,287/- during the session. The Library ICT Infrastructure during the session 2019-2020, comprised: 1. Total number of Computers – 7 I. Zenith Desktop Computer – 2 II. HP All in one – 5 2. Total number of Printers – 4 I. HP Laserjet

1020 Plus Printer – 2 II. HP Laserjet M2727 nf (ScanPrint) – 1 III. Samsung Laserjetscx-4321 NS (ScanPrint) – 1 3. HP Server ML 110 Gen 9 – 1 4. CCTV – HIKVISION – 16 port D-Link Router and Modem – 11 2 An Indoor Stadium has been constructed during the 2019–2020 session with the grant received from the Government of West Bengal. The

http://berhamporegirlscollege.ac.in/Support-services.aspx

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | Students' Aid fund General Fund | 10 | 53950 |
| Financial Support from Other Sources | | | |
| a) National | Kanyasree/ SVMC/Post Metric Scholarship/ NSP/ Aikasree | 2534 | 30647250 |
| b) International | NIL | Nill | 0 |

| View File |
|---|

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Functional English Course | 01/07/2019 | 97 | With the involvement of External expert as Guest Faculty members. |
| Karate class for Self Defence | 01/07/2019 | 39 | Traditional Shotokan Karate Do Association, India. |

| View File |
|---|

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|------|------|------|------|------|------|
| Nill | NIL | Nill | Nill | Nill | Nill |

| No file uploaded. |
|---|

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|------|------|------|
| 53 | 53 | 10 |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|------|------|------|------|------|------|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| NIL | Nill | Nill | Nill | Nill | Nill |

| No file uploaded. |
|---|

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|------|------|------|------|------|------|
| No Data Entered/Not Applicable !!! | | | | | |

| View File |
|---|

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|------|------|
| NET | 8 |

| SET | 6 |
|---|---|
| Any Other | 28 |

| **View File** |
|---|

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|---|---|
| College Annual Sports 2020 | Institutional Level | 245 |

| **View File** |
|---|

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |

| **View File** |
|---|

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

It is worth noting that "The Berhampore Girls' College Students' Union" is an apolitical body that performs strictly in accordance with the framed constitution created for the smooth functioning of the Students' Union. The students' union organizes and co-ordinates the various extracurricular and co-curricular activities under the supervision of the teachers of the college. It also deals with individual and group problems relating to the student community, fosters the spirit of cooperation and affection between the staff and the students, promotes active and willing cooperation with the authorities for maintaining discipline, places rightful demands and constructive suggestions to the college authority with regard to the matters affecting the students' interest. With the Principal of the college as the Ex-officio chairperson of the Union Committee, the Executive Committee of the Students' Union organizes different activities of the college under the following Sub-committees: The Magazine Sub-Committee The Games Sub-Committee The Social Sub-Committee The Cultural and Common Room Sub-Committee The Debating Sub-Committee The Science Sub-Committee and The Students' Welfare

Sub-Committee. The Magazine Sub-Committee organizes annual poem, short story and essay competitions and keeps an account of the same. The Games Sub-committee arranges intra college outdoor and indoor games and also organizes the Annual Sports of the college. It also keeps an account of all the articles for games and also of the concerned fund. The Sub-committee also promotes mental and physical well-being of the students by organizing Physical Exercise. The Social Sub-Committee organizes welcome, farewell, memorial and anniversary meetings, dramatic performances and annual socials, holds competitions in music and keeps an account of the fund concerned. The Cultural and Common Room Sub-Committee holds Library meetings, Symposia and study circles, organizes extension Lectures, musical soirées, Art exhibition and arranges wall paper, recitation and drawing competitions. The Debating Sub-Committee organizes debates and extempore speeches and also arranges competitions of the same events and keeps an account of the fund concerned. The Students' Welfare Sub-Committee looks after the need of poor students and helps them to procure scholarships, runs college canteen and procures good tiffin for students at cheap rate, raises medical fund, organizes Health Clinic, looks after the hygiene and cleanliness and keeps an account of the fund concerned. In addition to the functions entailed on the Students' Union, their participation is also sought in the following Governing Body approved sub-committees of the college wherein representatives of the students' union are duly incorporated: Library Sub-Committee, Grievance Redressal Cell, Students' Welfare Committee, Cultural Sub-Committee, Magazine Sub-Committee, Canteen Sub-Committee, Committee on Yoga, Sports and Gymanisium, Health Centre Committee, Berhampore Girls' College Anti Ragging Cell, Berhampore Girls' College NSS Unit. The members of the Students' Union duly participate in the meetings of the committees, voice their opinions and address the issues facing the student community.

## 5.4 - Alumni Engagement

### 5.4.1 – Whether the institution has registered Alumni Association?

Yes

The registration number of Alumni Association is acjp-a10762003-04-01,10000

### 5.4.2 – No. of enrolled Alumni:

450

### 5.4.3 – Alumni contribution during the year (in Rupees) :

0

### 5.4.4 – Meetings/activities organized by Alumni Association :

1.Three Alumni meeting in the time frame 1-7-2019 to 25.1.2020 2.Alumni reunion with cultural

activities on 26.01.2020 3. Felicitation of Mrs. Amrit Wilson, daughter of Founder Principal Dr. Amiya Rao on 16.02.2020

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

(i) While Teachers' Day has always been observed by Berhampore Girls' College since its inception, the organization of a central commemoration of the day started from 2013 under the guidance and recommendation of the Governing Body of the college. The observance of the day takes place in the form of a Memorial Lecture in the name of the Founder Principal of the College – Prof Amiya Rao in the name of the Principal under whose tutelage and bower the college flourished – Prof Priti Gupta and the notable littérateur, Dr. Rezaul Karim. Following upon this initiative, the Governing Body also introduced in 2017 the Annual Conferment of Honour on the day to be bestowed upon an esteemed academic personality. The Governing Body framed a policy of decentralization for ensuring participative management at the event by the teaching faculty, students and even non-teaching employees of the institution. In this regard, it deserves mention that a Sub-committee is formed at a staff meeting convened by the Principal of the college. The Principal acts as the chairperson of the Sub-committee with one of the teaching faculty as a Convener including teachers and students as members of the Sub-committee. It is the responsibility of the sub-committee to distribute work amongst all the teachers and students of respective departments for steering the event towards success. The students of all the departments along with their teachers observe Teachers' Day first in a small but unique way at their respective departments till 11.30 a.m. The department-based observation of the event is kept to retain the sentiment of the students for their department. The central observation of the event starts from 12.00 pm. In 2019, the "Prof. Amiya Rao-Priti Gupta-Rezaul Karim 7th Annual Memorial Lecture" was addressed by Prof. Srutinath Chakraborty, Former Professor of Bengali, Vidyasagar University on Bartaman Bangali Jibane OManane Vidyasagarer Prasangikata. The Conferment of Honour was bestowed upon Sri Pulakendu Singha, a social activist and eminent scholar on Folklore. The central observation of the event along with the departmental is aimed towards instilling in the students the feeling of honour and appreciation for the efforts and hard work of the teachers and also to inculcate the spirit of oneness. Similarly teachers are also enthused to receive recognition and appreciation from the dear students. (ii) Although the Choice Based Credit System for undergraduate course was introduced by the affiliating university, the University of Kalyani in the year 2018 as a comprehensive academic programme for the affiliating colleges, quite significantly the implementation of the new structured framework for the programme was implemented throughout the 2018-2019 and 2019-2020 academic sessions. The policy of decentralization is duly initiated by the

college on receiving the new regulations from the university. The college authority duly formulated a policy decision for organizing workshops in each department to address the issues concerning the new structure and framework of the syllabus. The Departmental Committees under the chairmanship of Principal of the college and the supervision of the respective Head of the departments organize the

| 6.1.2 – Does the institution have a Management Information System (MIS)? |
|---|
| No |

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|---|---|
| Curriculum Development | University of Kalyani, the affiliating University of Berhampore Girls' College develops the curriculum followed by a system in which the representation from the college is taken. Generally, the University gets the recommendation of the college through representation in the Board of Studies. The University introduced the Choice Based Credit System (CBCS) at the Undergraduate level in 2018 and developed a new Course Curriculum assuring adequate emphasis on academic flexibility and choice of the students. Berhampore Girls' College initiated to implement the new system and Course Curriculum designed by the University with utmost interest. Similarly, three regular Post Graduation Programmes (Bengali, English and History) are running in the college under the same structure of CBCS and follow the Course Curriculum designed by the affiliating University. |
| Teaching and Learning | The college authority takes special initiative to make emphasis on teaching-learning process with scientific methods and innovations. The aim is to enable the students to ensure their own progression and to cope up with the course curriculum designed for them. The institute has, therefore, a realistic attitude for inculcating values in the students. Keeping in mind these objectives and moral ethos, the college always pays its attention on ensuring intensive classes and the attendance of the students in the college. Apart from the Remedial and Tutorial classes, additional classes are also commenced during the university examination period. With a view to make the teaching learning process more attractive, interactive and effective, the faculty members are always encouraged for using ICT enabled facilities and equipment. The college also looks into the upgradation of science laboratories with modern instruments and equipment from time to time. |

| | |
|---|---|
| Examination and Evaluation | ☐ Examination and Evaluation: The affiliating university, University of Kalyani gives Academic Calendar to the colleges. The affiliating college prepares its own Academic Calendar based on it. The University provides the Routine for examination of New Pattern (III) Part 1,2 3 Examination as well as Semester based Examination. Regarding evaluation of answer scripts by respective teachers, it is prepared by the University Board of Studies of respective departments. Evaluation of answer scripts of Internal Examination by departmental teachers is prepared at the Departmental Committee meetings of respective departments. It deserves mention that during the 2019-2020 academic session, two system of examinations was functional – the three year degree course pattern as well as the semester based examination. After the University gives the Routine, the Convener of the Academic Committee initiates a meeting in consultation with the Principal of the college. At the meeting, a Roster is prepared for conducting the University Examinations as well as the Test Examination for three year degree course and Internal examination for semester system. Both the University and Test/Internal Examinations take place on the basis of the Roster. And both these examinations take place in accordance to the Academic Calendar of the college that is framed depending upon the Academic Calendar of the University. Under Semester system, two internal examinations are taken comprising 105 for full paper and 55 for half paper. Under the three year degree course pattern, a test examination is taken prior to final examination for each year. |
| Research and Development | The college authority always takes a meaningful endeavour for encouraging the teaching faculty members towards research activities and creating scientific temper and research orientation among the students. Three teachers including Principal of the college are acting as Ph. D supervisors. The teachers of the college have also contributed in the journals and books. The college has also thought of a plan for the formulation of structural guidelines of Seed Money to be allocated for research study by the teachers. The library of the college is also enriched with current purchase of books and journals from time to time. It is to mention that an Edited Volume entitled: Ekush Shatak Bangla O Bangali has been published by the college in this year. |
| Library, ICT and Physical Infrastructure / Instrumentation | ☐ Library, ICT and Physical Infrastructure / Instrumentation: College Library runs smoothly as per decisions taken in the Meeting of the Library Committee. Principal is the Chairperson of the Committee. Librarian is Convenor and all departmental heads are members of the Committee. Secretary of the Teachers' Council, Bursar of the college and Coordinator of IQAC are members of the Committee. The Library |

| | Subcommittee is guided by the Internal Quality Assurance Cell and Teachers' Council of the college. ICT infrastructure is mainly guided by the faculty members of the Department of Physics and Computer Science. It deserves mention that during the 2019-2020 session the number of newly added books amounts to 885 and the total number of books as on 31.03.2020 is 40,307. The Library has purchased books amounting to Rs. 3,31,287/- during the session. Regarding ICT Infrastructure, it deserves mention that during the session 2019-2020, the Library comprised: 1. Total number of Computers – 7 I. Zenith Desktop Computer – 2 II. HP All in one – 5 2. Total number of Printers – 4 I. HP Laserjet 1020 Plus Printer – 2 II. HP Laserjet M2727 nf (ScanPrint) – 1 III. Samsung Laserjetscx-4321 NS (ScanPrint) – 1 3. HP Server ML 110 Gen 9 – 1 4. CCTV – HIKVISION – 16 port ☐ D-Link Router and Modem – 11 2 |
|---|---|
| Human Resource Management | The top management of the institute is the Governing Body of the college. As the highest decision making body of the institute, it ensures a structure of governance for fostering academic, administrative and infrastructural development of the college. It also monitors financial matters and generation of resources. The Principal of the college is the key-person and acts as the head of the institute. Major institutional policies relating to the administrative, academic and financial issues are fulfilled by the Governing Body and the Principal of the college. Both the teaching and non-teaching members play a significant role in designing and implementing action plans with their active participation in the different Sub-committees. The Departmental heads of different departments have also an important role in the decision making process. The teaching faculty members discharge their duties in the teaching-learning process within the institute and outside the institute whenever necessary. The IQAC of the college plays a key role in the academic sphere. |
| Industry Interaction / Collaboration | Industry Interaction in a small way has contributed to the development of the institution. The participation of students of the Department of Communicative English in 'On-the-job- Training' as Conversational English Tutor and Placement as a receptionist makes them job-oriented and helps them to successfully compete in the job market. The students of the Department of Environmental Science visited the BIJU Patnayak Energy Park in Bhubaneshwar on 23.11.2019. They were given a field topic based on the visit titled: Visit to a Solar Energy Park. The visit facilitated their understanding about the basic mechanism of solar energy production and the applicability of solar energy to daily life. The collection of primary data by the students from the site in the form of documentation can be used |

| | by the students for future study and the application of knowledge in practical life. |
|---|---|
| Admission of Students | Admission of Students: The admission procedure of students is fully online: both submission of application as well as payment of admission fees. After the publication of 102 result, the subsequent Directives/ Circular of the Department of Higher Education, Government of West Bengal and the Notice/Circular of the affiliating university- University of Kalyani regarding admission procedure of an academic session, the Admission Committee convenes a meeting regarding the admission with the Principal of the college as Chairperson. Decisions regarding the following events concerning admission are taken at the meeting: the date of opening of admission portal, the time span or period for which the portal to remain open, the date of publication of provisional and final merit list, the date of beginning of admission as well the phase for which every criteria of admission to remain open, like first phase second phase etc. The phase wise admission is taken observing the reservation policy/rules and regulations of the Department of Higher Education, Government of West Bengal and the University of Kalyani. Admission is taken in accordance to the intake capacity as determined by the University of Kalyani. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | Important notifications and announcements are through bulk SMS to the students. Notification through WhatsApp group of Teaching and Non-teaching staff is practised. |
| Administration | Steps are initiated in the direction of online access of Library repositories. Initiatives are taken for complete digitalization of College office. |
| Finance and Accounts | Total computerization of College office and the Accounting section. Initiates are taken for installation of customized Accounting software package. College staff salary is from Govt. HRMS portal. |
| Student Admission and Support | Online admission portal is maintained for student admission and online admission payment is through an online payment gateway for ease and transparency. |
| Examination | Online examination was held in the COVID pandemic period and after evaluation, marks were uploaded to the portals provided by the affiliated University. |

6.3 – Faculty Empowerment Strategies

**6.3.1** – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| Nill | NIL | NIL | NIL | Nill |

| No file uploaded. |
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**6.3.2** – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| Nill | NIL | NIL | Nill | Nill | Nill | Nill |

| No file uploaded. |
|---|

**6.3.3** – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Faculty Development Programme on Institutional Benchmarking of Best Practices, Hosted by Dnyan Prabodhini Mandal's Shree Mallikarjun Shri. Chetan Manju Desai College, Canacona | 1 | 08/06/2020 | 14/06/2020 | 7 |
| Interdisciplinary Refresher Course in Life Science, at UGC-HRDC, CU | 2 | 04/01/2020 | 17/01/2020 | 14 |

| [View File](#) |
|---|

**6.3.4** – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | Non-teaching |
|---|---|

| Permanent | Full Time | Permanent | Full Time |
|-----------|-----------|-----------|-----------|
| Nill | Nill | Nill | Nill |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|----------|--------------|----------|
| Group Insurance, Provident Fund, Berhampore Girls' College Employees Credit Cooperative Society Ltd. (credit cooperative society), Medical Leave, Maternity Leave, Child Care leave (at Principal's discretion). | Group Insurance, Provident Fund, Berhampore Girls' College Employees Credit Cooperative Society Ltd. (credit cooperative society), Medical Leave, Maternity Leave, Child Care leave (at Principal's discretion). | Students Aid Fund, WBMDFC Post Metric Scholarship, Kanyasree Prakalpa, West Bengal Govt. Merit Cum Means Scholarship, National Scholarship etc. Apart from that Students welfare committee looks after the overall welfare of the students. Moreover, teaching and non-teaching staff also gives financial assistance to students in need. |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College authority is always vigilant in conducting internal and external audit. • Internal auditor is appointed by the college authority and it is generally carried out every year during the period April to June. No major irregularities were found in the internal audit report 2019-20 and minor suggestions were complied. • External auditor, who executes the statutory audit of the institute, is appointed by the Higher Education Department, Government of West Bengal. External audit for the FY 2019-20 was carried out on February, 2021 and the final report is pending.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|----------------------------------------------------------|-------------------------------|---------|
| PHILANTHROPHY | 200000 | Book Grant by P C Chandra Group |

| **View File** |
|---|

6.4.3 – Total corpus fund generated

| 342481 |
|--------|

## 6.5 – Internal Quality Assurance System

## 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nill | No | Nill |
| Administrative | No | Nill | No | Nill |

## 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

College does not have any formal Parent-Teacher association. Each year parents are called for a meeting with the teachers of the department and the progress of their wards are discussed and suggestions of the parents are solicited for improvement. Due to outbreak of COVID pandemic there was disruption in this process.

## 6.5.3 – Development programmes for support staff (at least three)

Duty leave is granted by the College for attending different training courses by the office staff and Laboratory staff. Casual staff of the College were financially helped during the lockdown period by the College contribution of Rs. 45500/- and Rs. 106500/- contributed by College Staff totalling to Rs. 152000/-

## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three) During the last NAAC Peer team visit to Berhampore Girls' College (November 28-30, 2016), the Team suggested a number of recommendations for the quality improvement of the institute. Keeping in mind these recommendations, the college has taken up a number of initiatives of which three major initiatives and their effects are mentioned below: Sl. No. Recommendations made by NAAC Peer Team in 2016 Initiatives taken up in the Post accreditation period and the outcomes 1. Faculty members be appointed as per UGC qualification … Compliance: Initiatives have been taken from time to time to fill up the vacant permanent posts in accordance with the regulations of the government and the provisions of the West Bengal College Service Commission. The up-to-date requisition for filling up the permanent vacant posts has been sent to the WBCSC. In addition, due to the lack of adequate number of permanent teachers in the different departments, the college has appointed a number of temporary teachers as per UGC qualification to meet the academic requirements of the college. No. of teachers in 2015 (as on 30.11.2015): Permanent Teachers: 38 Part Time Teachers: 11 (Govt. approved) Temporary /Guest Teachers: 59 Contractual Whole Time Teachers: 01 (Govt. approved) ----------------------------------------- 109 Outcomes: No. of teachers in 2020 (as on 30.06.2020): Permanent Teachers: 49 State Aided College Teachers: 64 (SACT-Govt. approved) 113

(including 02 librarians and 03 GLIs)  Apart from this, appointment of the principal has been taken place who joined on 22.12.2016. 2. Class Room and Laboratory facilities be improved Compliance: During the post accreditation period, the college authority has given due attention to the persistent problem of infrastructure and has always addressed the issue relating to class rooms and laboratory facilities by taking into account the possibility for the generation of funds from the Higher Education Department, Government of West Bengal. The college placed an appeal for the construction of G4 (New Academic Building) project to the Higher Education Department, Government of West Bengal. Apart from this, the college has also taken initiatives with its own funds to meet the infrastructural requirements of the institute. Outcomes: The following infrastructural developments have been taken place during the post accreditation period (as on 30.06.2020): (i) A block on the second floor of the academic-cum-administrative building has been constructed for the Geography Department with class rooms and laboratories with modern facilities. The college incurred the total expenditure from its own funds. (ii) The upgradation of laboratory of the Chemistry Department in the newl

## 6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
| --- | --- |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

## 6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
| --- | --- | --- | --- | --- | --- |
| 2019 | Workshop on "Legal Awareness Programme for the Women" was organized by the College. | 12/08/2019 | 12/08/2019 | 12/08/2019 | 250 |
| 2019 | Teachers' Day Celebration – "Prof. Amiya Rao-Priti Gupta-Rezaul Karim 7th Annual Memorial Lecture Bartaman Bangali Jibane O Manane Vidyasagarer Prasangikata. | 05/09/2019 | 05/09/2019 | 05/09/2019 | 300 |
| 2020 | International Seminar on 'Literature Culture and Society Interrelations and the search for Identity' | 14/02/2020 | 14/02/2020 | 15/02/2020 | 750 |

# CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 – Institutional Values and Social Responsibilities

### 7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Teachers' Day Celebration – "Prof. Amiya Rao-Priti Gupta-Rezaul Karim 7th Annual Memorial Lecture Bartaman Bangali Jibane O Manane Vidyasagarer Prasangikata. | 05/09/2019 | 05/09/2019 | 275 | 25 |
| Legal Awareness Programme for the Women | 12/08/2019 | 12/08/2019 | 225 | 25 |

### 7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| Solar panels are installed at different places of the campus and they provide a substantial amount of power for night lights. |

### 7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | 10 |
| Ramp/Rails | Yes | 3863 |

### 7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| Nill | Nill | Nill | Nill | Nill | NIL | Nill | Nill |

| No file uploaded. |
|---|

### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|-------|---------------------|--------------------------|
| NIL | Nill | NIL |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------|---------------|-------------|------------------------|
| Teachers day celebration | 05/09/2019 | 05/09/2019 | 300 |
| Tree plantation drive | 26/07/2019 | 26/07/2019 | 100 |
| Observation of World Environment day | 05/06/2020 | 05/06/2020 | 5 |
| Participation of students in Kanyashree divas in DM office | 14/08/2019 | 14/08/2019 | 5 |
| Observation of College Foundation day | 24/01/2020 | 24/01/2020 | 1100 |
| Observation of Independence day | 15/08/2019 | 15/08/2019 | 50 |
| Observation of Republic day | 26/01/2020 | 26/01/2020 | 50 |
| Observation of birthday of Netaji Subhas Chandra Bose | 23/01/2020 | 23/01/2020 | 60 |
| Celebration of Saraswati Puja | 29/01/2020 | 30/01/2020 | 1200 |

**[View File](#)**

## 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Sanction received for the installation of Solar Panels (30kW). 2. Garbages are regularly collected from office, canteen and different parts of the college campus and disposed off in specified location. 3. Students are advised to reduce/replace printing and photocopying by reading on screen and not to use plastic cover in any of their project or practical note book. 4. The institute conducted several awareness lectures by the faculty members for enlightening the students for making the campus plastic free. 5. Institute has taken decision to use more LEDs than CFL.

## 7.2 - Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice – 1: Eco-friendly Environment of the Campuses: Berhampore Girls' College has a noble objective to create and maintain an Eco-friendly greenery environment in the campuses. The institute nourishes the ethical values that an environment of balanced eco-system may have a susceptible effect in the minds of the people about environment. Also, the institute aims to

conserve the extinct varieties of trees and to protect the diversity of plants in the campuses. Keeping in mind the ever growing problems caused from deforestation and other environmental problems, the college has evolved an interactive approach and adopted necessary measures for the maintenance of eco-friendly environment of the institute. The objective of this mission is being promoted with the initiatives taken up by the Department of Botany, "Basudha Eco-club and the NSS Unit of the college. Sometimes, Berhampore Lions Club, West Bengal Forest Department and Alumni association have joined hands with regard to the plantation of trees which is a regular practice of the institute. The Campus Maintenance and Beautification/Green and Environment Conservation Committee is also careful to keep the campus more attractive. The tree plantation programme is organized on the occasion of World Environment Day and Arannya Saptaha. All the initiatives have resulted in the existence of luscious green environment shadowed with varieties of trees and many old gigantic trees which remind always about the glorious tradition of the college. Best Practice -2: Alternative functional method for the sustenance of teaching-learning process during the pandemic: It is worth noting that Berhampore Girls' College has always ensured full time academic connectivity with students prior to the outbreak of the Covid 19 pandemic through different online methods. Since the closure of offline teaching-learning process in academic institutions from the middle of March 2020 due to the pandemic, the college has ensured best possible methods to implement online teaching in quite an inclusive way. With a view to rationalize optimum use of the processes implemented by the college with regard to online teaching, every faculty member of each and every academic department of the college under the guidance of the Principal has successfully realised the goal of reaching maximum number of students while at the same time giving personal care to economically backward students who had been momentarily unable to access the benefit. The decentralized process delegated from the Principal to the Departmental Heads of academic departments to every faculty member of the college is towards realising the goal of timely completion of syllabus and engaging young minds in fruitful study during the pandemic. It deserves mention that for smooth functioning of online education, the college authority has provided with G Suite enabled Google workspace to every department and teachers. Under the guidance of the IQAC and Academic Committee of the college, the departments have been running online teaching, examination and evaluation quite successfully. It deserves mention that prior to the lockdown period departments have stayed connected with students through Whatsapp groups that is also currently used for the purpose of teaching. Under the pandemic, the college is complying with all the prevailing rules of the Department of Higher Education, Government of West Bengal, the affiliating University and the UGC.

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
|---|
| http://berhamporegirlscollege.ac.in/Best-practices.aspx |

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Berhampore Girls' College was founded in 1946 as an institution of inestimable pride with its robust tradition and cultural values. Very soon, it has emerged as one of the premier institutions of West Bengal. This is the first government sponsored girls' college in the state. The vision of the institute is, however, to impart value-based education to the girl-students of agrarian Bengal belonging to a district located in the middle of the state. The quality of education disseminated helps the students to get much-cherished freedom and thereby reclaim their self-esteem. The motto of the institute is "SA VIDYA YA BIMUKTAYE". Upholding this motto and the dreams of the legendary founders, the institute has been still thriving utmost for the promotion of a positive academic environment for providing quality education to the students with the creation of an environment of positive discrimination which may be considered as an area of distinctiveness of the institute. The major issues relating to the area of distinctiveness are mentioned below: For the effective curriculum delivery, special attention is given to the regular attendance of the students in all classes. The faculty members pay considerable attention for the completion of the prescribed curriculum within the stipulated time span. All university examination results are duly analyzed and the best performers of different departments are awarded with college prizes and many memorial prizes and cash prizes and it is considered as one of the best practices of the college. It is worth noting that the students have a consistent good performance in the different university examinations. Berhampore Girls' College Praktani, the registered Alumni Association of the college has been playing the role of guidance and supervision to the present generation of the institute since its inception. Sometimes, the Association comes forward with financial support for the welfare of the college and sometimes it extends helping hands with financial assistance to the needy students of the institute. It celebrates Re-union on 26th January every alternative year, organizes seminars and publishes Annual Magazine regularly. The college has a record of distinguished alumni who have illustrious position in the society. The college has an apolitical environment which has a consequential positive effect for making the academic environment more conducive. "The Berhampore Girls' College Students' Union" – the Students' Council of the college is entirely a non-political body that acts to promote academic, co-curricular and extra-curricular activities. It is worthy to note that the college has created an exemplary record in this regard in West Bengal. It deserves mention that the noble goal of quality education is always accompanied by many best practices in the institute. These practices are value-based and imbued with the cultural traditions of the institute. Apart from many usual practices, the college pays meaningful attention to encourage the students by appreciating their performances in all spheres

with rewards. The college has also an endeavour since its inception to create an eco-friendly environment in the institute. A garden of diverse flora surrounded by many rare species is a

| Provide the weblink of the institution |
|---|
| http://berhamporegirlscollege.ac.in/Institutional-distinctiveness.aspx |

## 8.Future Plans of Actions for Next Academic Year

The progress of the institution with regard to teaching-learning, research, infrastructural, and administrative development as seen functional in the 2019-2020 academic session, is aspired to be maintained in the 2020-2021 session as well. In this respect, the following Future Plans of Action are felt to be conducive to an all-round development of the institution: 1. To materialize the structural completion of the PG Block – "Prof. Putul Das (Dutta Chaudhuri) Block for Post Graduate studies". 2. To construct an elevator keeping in view its requirement by differently-abled students, teacher, and senior professors as well. It deserves mention that the project has already been vetted by the competent authority. 3. To complete the technical vetting of the projects concerning the constructions of a) G5 New Academic Building, b) Auditorium and c) Toilet Block and submit the same to the Department of Minority Affairs, Government of West Bengal for financial support. 4. To install two solar panel projects: (i) 20 kilowatt on the roof of the old administrative cum academic building under WBREDA (West Bengal Renewable Energy Development Authority) (ii) 10 kilowatt on the roof of the Science Block under West Bengal Pollution Control Board. 5. To take necessary steps for the proper functioning of the established Local Swayam Chapter at Berhampore Girls' College under EMRC, St. Xavier's College (Autonomous), Kolkata. 6. To organize value-based certificate courses in association with and under the guidance of Ramakrishna Mission Vidyamandira, Belur, West Bengal. 7. To implement the provision of Institutional Research Grant to teaching faculty of the institution of which necessary terms and conditions have already been accomplished. 8. Keeping in perspective the Covid 19 pandemic situation, decision has been taken to organize online seminars on the pandemic for creating social awareness amongst all the stakeholders. 9. To ensure proper implementation of online teaching-learning process as an alternative method by creating awareness of the digital teaching and learning tools to be utilized by the teachers and students. 10.To complete the construction of New Girls' Hostel with the fund received under the Multi Sectoral Development Programme.