YEARLY STATUS REPORT - 2021-2022

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	**principal@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	DR. BHASKAR MAHANAYAK
• Phone No.	03482251193
• Alternate phone No.	9547722205
• Mobile	6295260820
• IQAC e-mail address	iqac@berhamporegirlscollege.ac.in
• Alternate Email address	bhaskar.zoology@berhamporegirlscollege.ac.in
3.Website address (Web link of the AQAR (Previous Academic Year)	http://berhamporegirlscollege.ac.in/PDF/AQAR/AQAR%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://berhamporegirlscollege.ac.in/PDF/Academic-calender/Academic_Calender_2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.0	2005	28/02/2005	27/02/2010
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
NIL	NIL	NIL	NIL	NIL

8.Whether composition of IQAC as per latest NAAC guidelines	Yes

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	`06`
• 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)

*BGC Research Grant Scheme has been introduced to encourage the faculty members in pursuing research work. Five projects have been sanctioned financial grant during the year 2021-22. 1st installment of Rs. 25,000/- have been disbursed during this financial year. * Performance Based Self Appraisal (PBAS) of Four teachers have been scrutinized and recommended under Career Advancement Scheme. Initiatives have been taken for processing of CAS of Fourteen teachers of the college. * Seminar/ Conference/ Workshop Attendance Grant has been introduced since 2021-22 to increase active participation of faculty members and aspiring students in seminar/ conferences. In this scheme, financial support is provided to the teachers/ non-teaching staff and students of the college for presenting papers in seminars/ conference/workshop. In 2021-22, two teachers have received financial assistance under this scheme. * Organization of Professional development programmes for faculty members, non-teaching staffs and students: 1) One-Day Webinar on Value Education in HEI, on 18th June, 2022; where four distinguished speakers from Ramakrishna Mission Residential College, Narendrapur, Kolkata graced the occasion through their presence and invaluable comments on the topic. 2) One Day Workshop on "Research Methodology in Science, Humanities & Social Sciences" was conducted on 21.06.2022. 3) One Day Workshop on effective use of ICT in Teaching

–Learning and Office Management in the Higher Educational Institutions organized on 28.06.2022. * Feedback on the syllabus and its transaction by the college was collected from the students, teachers and alumni for the academic session 2021-22 and the collected feedback was analyzed for action-specific measures. Students Satisfaction Survey was done and the responses were analyzed and uploaded on the college website.

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
1. Participation in NIRF	1. The College participated in NIRF in the academic year 2021-22
2. Completion of pending CAS.	2. CAS Promotion of teachers i) CAS promotion of 4 teachers has been done. ii) Initiatives have been taken for processing of CAS of 14 teachers.
3. Emphasis on the promotion of Research and Publications.	3. 1st installment of BGC Research Grant 2021-22 has been disbursed to the principal investigators of five projects.
4. Introduction of Seminar/ Conference/ Workshop Attendance Grant.	4. The scheme has been introduced successfully. Two teachers have been provided financial support for presenting paper in seminar/ conference.
5. Making Prof (Dr.) Putul Das Dutta Chaudhuri Memorial Block for PG studies ready for classes.	5. Prof (Dr.) Putul Das Dutta Chaudhuri Memorial Block was inaugurated on 27th March, 2022. At present classes of two PG course are conducted in this block.
6. Emphasis on the introduction of Placement Cell,	6. Major progress has not been made regarding placement.
7. Organizing Faculty development programs for teaching and non-teaching staff.	7. Workshop/Seminar organized i) A workshop on "Research Methodology in Science, Humanities and Social Sciences" held on 21.06.2022. ii) A

	workshop cum hands-on-training entitled "Effective Use of ICT in Teaching-learning & Office Management" held on 28.06.2022
8. Initiation for Academic Audit, Green Audit & Environmental Audit in the institution.	8. Initiatives taken but major progress has not been made.
9. Involvement of different bodies & cells of the college in Community works in association with the NSS& NCC units of the college.	9. NSS & NCC units in association with different bodies & cells of the college are playing proactive roles in maintaining healthy atmosphere both within and outside the college campus. They are actively involved in community works, extension activities etc.
10. Generation of corpus fund for assisting the needy and meritorious students and staff during their medical emergency.	10. Major progress has not been made.
11. Organizing value based certificate course	11. Course conducted successfully in association with and under the guidance of Ramakrishna Mission Vidyamandira, Belur, West Bengal
12. Continuation 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.	12. Both online and offline classes held as the situation demanded due to COVID-Pandemic restrictions
13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

30-07-2023 08:43:32

Name	Date of meeting(s)
Governing Body	27/07/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	08/02/2023

15.Multidisciplinary / interdisciplinary

Berhampore Girls' College is a Govt. sponsored institution affiliated to the University of Kalyani. The institution offers 747 Courses (Under Graduate Honours, Program and Post Graduate Courses) under 18 departments or disciplines (23 Academic programs in total). As such the institution operates as multidisciplinary institution as students are offered different combinations of courses, viz., Geography with Mathematics and Computer Science with Zoology etc. Within the curriculum framework or admission guidelines of the affiliating university, the institution offers maximum possible flexibility in choosing course curriculum by the students including general electives, discipline specific electives, ability enhancement courses and skill enhancement courses. Institution is now trying to develop Innovative curricula under the add-on or value-added courses on different aspects of community engagement and services, environmental education, and value-based programs towards the attainment of a holistic and multidisciplinary education.

16.Academic bank of credits (ABC):

The institution is generating awareness regarding the implementation of Academic bank of credit (ABC). Controller of Examinations of University of Kalyani (affiliating university), issued notification vide Ref. No. CoE/ABC-ID/2/U.G./2023 dated 03.04.2023 regarding the registration of all UG and PG students to the Academic Bank of Credit within specific time period (28.04.2023 for all PG students and 12.05.2023 for all UG students). Institution is taking all preparations by generating awareness among the faculty, non-teaching staffs and students about Academic Bank of Credit-its mode of operation, credit mobility, opening of account, and benefit of its usage. The institution instructed UG and PG students to register themselves on Academic Bank of Credit (ABC) through the website www.abc.gov.in and also to submit print out of their ABC ID to the college office. It has also been made mandatory to have ABC ID for all future correspondence. The college also affirms that all instructions regarding the Academic Bank of Credit from the

Affiliating University will be implemented at the college.

17.Skill development:

Institution offers various skill enhancement courses with the framework of course curriculum for the post graduate and undergraduate honours and program course students. Under the skill enhancement courses, skill based trainings are given for attainment of particular skills under the program of study. Presently, no scheme for integration of vocational education with the mainstream education has been adopted but the institution is thinking in that perspective in the form of introduction of more add-on courses with vocational linkage that may improve employability of the students. Value based education is imparted as part of course curriculum in some programs, through seminars, certificate courses, webinars, cultural programs of the institution, code of conduct and discipline etc. After the COVID-Pandemic, skill based courses are being taught through blended mode (both online as well as offline).

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

Indian knowledge system has been integrated by the institution in various ways. Undergraduate and post graduate programs on Indian languages (Bengali & Sanskrit) are offered by the institution. Course curricula of different programs (viz. History, Geography, Philosophy, Environmental Science, Sociology, Political Science etc.) contain Indian knowledge system as integrated component. Class room teachings have been offered through bilingual mode (Bengali and English) in 747 courses in 18 disciplines (Bengali, English, Sanskrit, History, Geography, Political Science, Philosophy, Economics, Sociology, Botany, Computer Science, Chemistry, Environmental Science, Mathematics, Physics, Physical Education, Physiology & Zoology). Indian knowledge system has also been integrated through different cultural programs of the college such as Saraswati Puja, Annual cultural competitions, observation of various days of our cultural heritage, sports and games etc.

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

Institution firmly believes in the philosophy of imparting knowledge for the formation of good citizens of the country as the ultimate outcome. The course objectives and learning outcomes as framed by the respective Board of Studies of each Program and Course under the Affiliating University have been followed by the institution. Teaching and evaluation process of the institution keep focus on course specific outcome of each course. Teaching has been designed following the course objectives and learning outcomes in all courses

under all disciplines. Attainment of learning outcome has been evaluated by the teachers through specific measures as decided by them and the decisions taken at the departmental committee meeting.

20.Distance education/online education:

Since the beginning of COVID Pandemic in the year 2020, college switched to online education as the college was closed for nearly two years for the pandemic as per Govt. order. However, presently college is following blended mode of learning in the form of online as well as offline classes, sharing of information through Whatsapp group and other means of digital education. The college has been selected as Local Chapter of SWAYAM under EMRC, St. Xavier's College, Kolkata. The institution is actively working in promotion of MOOC courses in the form of awareness generation, organization of online & offline seminar/workshop etc. As of now, Add-on courses are running under offline system. If suggested by the affiliating university, vocational courses through ODL mode can be implemented by the college. The ICT facility is available in the college. The institution also has good internet connectivity. The faculty members and office staffs are also equipped with using of ICT facilities for teaching learning process. Using all these facilities, blended mode of learning can be successfully implemented in the institution.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**747**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**3816**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**875**

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1144**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**113**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**116**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**55**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**475.10**
4.3 Total number of computers on campus for academic purposes	**81**

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

Due to pandemic situation and depending upon the faculty strength of every department, classes were organized on the basis of decision taken at the meeting of the Academic Committee on 18.11.2021 in accordance with the instructions given by the Department of Higher Education, Government of West Bengal, vide Memo No 1058-Edn (CS)/10/M32/2021 dated 28.10.2021 and the subsequent notification issued by the University of Kalyani vide Ref. RPS/N/Misc./3029/2021, dated 29.10.2021. Classes were taken through both offline and online mode. From 7thFebruary 2022, Offline teaching and learning Method has taken the place of Online Method as per the decision of the Academic Committee in its meeting held on 01.02.2022 in accordance with the instructions given byDepartment of Higher Education, Government of West Bengal vide Memo NO. 89-Edn(CS)/-10M-32/2021 dated 31.01.2022. The teaching plans are made by the Departmental Committee under the guidance of Academic Committee.IQAC of the college has introduced Online Feedback System for thestakeholders since 2020-2021. In session 2021-2022 feedback on curriculum aspect was taken from students, teachers, alumni. For effective curriculum delivery college attempts toobserveminimum 90 teaching days for each semester in accordance with University of Kalyani circular bearing Reference Number IC/52/Number of teaching days/286/2019 dated 28.06.2019.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-I/1.1.1%20Final.pdf

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

The institution adheres to the academic calendar for UG programmes prepared by the Academic Committee.In PG programmes, the institution adheres to the academic calendar of the affiliating university. The institution follows the academic activity prescribed by the Academic Committee of the college. The Head of the Institution conducts meetings with every departmentof the college to distribute departmental workload.

In terms of Continuous Internal Evaluation institutional mechanism is systematically carried out. The institution follows befitting evaluation norms in every semester.The institution has adopted various methods of assessing the academic performance of the students of the college on a continuous basis. Internal examination is conducted before every final examination.

As per the discussion of the Academic Committee in presence of Head of the every departments some evaluation methods are adopted like short answer questions(SAQ), multiple choice questions(MCQ),class tests, written assignments, dissertation, viva voce, evaluation through Google Form and teacher-students classroom interaction are applied for continuous internal evaluation. Marks of every papers are duly and impartially awarded to the students on basis of their merit.

After the evaluation, students of every departmentof the college are informed of their mistakes and carefully guided to improve their performance in next examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-I/1.1.2%20Final.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above **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**

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)

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

148

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

We, at Berhampore Girls' College, believe that education should move beyond merely imparting theoretical knowledge of academic disciplines, and to enhance, widen and deepen the impact of education. It is our constant endeavour 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 the NSS wing are sensitised to organise 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. The college organises programs related to Human Values and Ethics to enhance the character of the students. Through the inculcation of Human Values, the institution ensures that students are made aware of the problems and their possible solutions through self exploration.

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

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

07

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

302

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_Report_2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://berhamporegirlscollege.ac.in/PDF/Feedback/Report%20on%20Feedback-2021-22.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

1374

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

720

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

The institution assesses the level of learning of students through regular classes and question answer sessions. Emphasis is placed on their level of understanding and conceptualization that go towards better compression of the subject.

Faculty members continuously take care and monitor the performance of slow learners. Teachers frequently interact with them to understand and assist them with issues that affect their ability to learn. If needed communications with parents also done.

Extra and tutorial classes for both practical and theoretical are conducted. Revision classes, assignments, discussion and solutions of question papers are also done. Teachers are also always available beyond class hour to cater the need of the students.

For encouraging the advanced learner advanced learning assignments are assigned. Faculty members always encourage these students to complete NPTEL/SWAYAM/COURSERA/OCW of MIT courses. They are also encouraged to preparethemselves to appearin ILTES and TOEFEL examinations.

Advanced learners are always encouraged to take dissertation as one of the final semester paper and guided meticulously to complete their dissertation paper. They are encouraged to participate in seminars/conferences, mock parliament competition, quiz and debate programme and also to national level contest.

Sometimes teachers give opportunity to some selected advanced learners to be co-researchers or co-author with them if one shows the necessary potential in oneself.

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
3816	**113**

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 each of the departments. The students can freely access the computer and internet facility in the library as well as in the computer laboratory. 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. 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 and project dissertation works are conducted through online mode, either by Google drive sharing or through email. E-contents, 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	<u>View File</u>

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

113

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

113

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

36

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

1254

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.

The Continuous internal assessment evaluation of the students is an integral part of the teaching learning process. The mode of internal assessments evaluations are discussed and decided in the meeting of the academic council and are discussed with the students well advanced in time so that they can prepare accordingly. Our college mainly follows multiple choice questions, Viva voce, written exam (Involve short questions answer type) and assignment based evaluations. The transparency of internal exam process was maintained by the college robustly. The students have been encouraged continuously to study sincerely for the improvement of their performance in our college.

Normally internal examinations are conducted twice for each semester. However due to inconvenience of the pandemic period. It was not possible to hold two examinations due to shortage of time span for each semester. Accordingly internal examination was conducted only once for each semester before their end semester examination. The internal exam of 6th, 4th and 2nd semester was taken partially in online and offline mode.

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 actionsare taken in this regard as suggested by the academic council assoon 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 ourcollege 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 studentsand 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

`1129`

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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)

<u>http://berhamporegirlscollege.ac.in/PDF/SSS/AQAR_2021-22_Student%20Satisfactory%20Survey.pdf</u>

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)

`NIL`

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)	<u>View File</u>

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

03

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, where research community can continue to interact, share and transfer knowledge. All the departments from the faculty of Arts and Science have available spacious laboratories, computers, internet, and all other ICT facilities for creation and transfer of 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. To promote research culture, Institutional Research Grant is allotted to faculty members of the institution who are interested in research. Additionally, institute has developed a system of Teacher Exchange Program. 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 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	**No File Uploaded**
Paste link for additional information	**Nil**

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

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

07

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

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

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

08

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

23

File Description	Documents
Any additional information	[View File](#)
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 has established and promoted good neighborhood network by taking active interest in serving the community. It believes that serving society would inculcate human values among the

students. Two bodies mainly organize such extension activities:

1. National Cadet Corps (NCC)
2. National Service Scheme (NSS)

The Institution runs 9 Bengal Battalion of National Cadet Corps under Kalyani Group, West Bengal and Sikkim Directorate. During 2021-2022, our college NCC has strength of 54 cadets. It is a youth organization under the minister of defense that organizes programs like "Awareness Programme on Fire", "Agnipath" by ARO, "International Yoga Day" with other seven institution, "Awareness programme on cyber-crime", etc.

National Service Scheme that believes in the motto "Not Me But You" also is a very active body in the institution that organizes different extension activities in the neighboring community, and more particularly in its two adopted villages. Some of the activities are:

1. Mental Health Counselling, Twice a Week since 14th December, 2021
2. National Girl child day
3. Humanitarian Initiative, MANUSHER SATHE, MANUSHER PASHE
4. Blood Donation camp
5. Swachhata Action Plan
6. A Thalassemia Screening Camp
7. Gender Equality and Gender Justice
8. Har GharTiranga and Swacch Bharat Abhiyan

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

00

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

24

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

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

1631

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

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

00

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

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

00

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

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 41832.31 sqm The college is equipped with modern facilities and learning resources to achieve academic excellence at par with its vision and objectives. The college has 55 numbers of well-ventilated and well-equipped classrooms of various dimensions with a sufficient number of benches, tube lights, and fans. Out of this, 16 classrooms

are ICT enabled with wi-fi facilities in every corner. The science departments have spacious and well-equipped laboratories which are undergoing an upgradation process following CBCS curriculum. There are 81 computers for use by students for academic purposes. There exists a conference room, a virtual classroom 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 its respective departmental libraries. The language lab and a computer centre are 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 backup mechanisms 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.

Department of Physical Education under Berhampore Girls' College started as a teaching department in 2007. The physical Education Department of Berhampore Girls' College has been offering a vibrant sports environment with facilities of specious playgrounds, courts, gymnasiums along with the regular sports provision for all major sports and games to the college students since 2007.

- Our college has a multigym which is used by students and employees of different departments.
- Our college has a standard basketball court.
- We have an indoor badminton court.
- Our college has a standard playground that is used for various sports purposes.

File Description	Documents
Upload any additional information	**No File Uploaded**
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	[View File](#)
Paste link for additional information	http://berhamporegirlscollege.ac.in/PDF/ICT_Facilities.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)

34.80

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

4.2 - Library as a Learning Resource

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

The Central Library is automated using ILMS. Itis situated on the

ground and first floor of the Annex building.The Library is Wi-Fi enabled, well equipped with a separate reading room facility for students and teachers, and a separate reading space for researchers. The total collections of the central library are as follows: Books 41152, Periodicals 16, Periodical bound volumes 186, Newspapers 05, Job-related weekly newspapers 02, CDs/DVDs 59, Maps 39, and Charts 05. The library has subscribed to e-journals and e-books through N-LIST and DELNET. Moreover, all the departments have their own departmental libraries. The students take benefit from these libraries. In 2021-22, the library has purchased 158 books amounting to Rs.57132/- from Book Bank Fund, 28 books amounting to Rs. 5275/- from Library Fund, and 16 books amounting to Rs.6432/- from P. G. Fund. We also subscribed 16 print Journals amounting to Rs.40875.96 and renewed our membership of N-LIST and DELNET for accessing e-resources. The college has started computerized circulation among staff and students of the college in this 2021-22 session.

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)

1.35089

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

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

34

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

Computer Lab:

The institute has total 81 computers for academic use. Computer lab is well-equipped with branded and assembled PC's interconnected by LAN facility for internet connectivity. It is also equipped with a wide range of licensed system software and application software. Computer labs are well connected to the internet help students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in their queries.

Wi-Fi facility:

IT department extend the complete support to the students. It is made available by setting and installing the Wi-Fi zones at various locations such as Departments, Office, Reading halls, Hostels, Department corridors and at the playground. Staff and Students can access this facility on their Laptops by connecting themselves to the wi-fi routers. The institute has currently 250 MBPS upload-download speed to provide the Wi-Fi internet access through Wi-Fi routers.

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

4.3.2 - Number of Computers

94

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)

4.79325

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

1871

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

56

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
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

740

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

740

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

267

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

08

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](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)

Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words

Berhampore Girls` College facilitates students` representation in the students` union (Chhatri Samsad). The Students` Union acts through the various wings which work together for the benefit of the students as well as for the development of the entire college. These wings are Anandan (cultural), Chhatrikalyan (students` welfare), Krida ( sports), Vijnan (science), Patrika (magazine) etc. Through all these wings students engage themselves in decision making process as well as organize various programmes like sports, fresher`s welcome, college social etc. It is to be proudly mentioned that the NCC cadets and NSS volunteers are also involved in organizing different programmes throughout the year.

Generally the G.S.(General Secretary) of the Students` Union of this college is one of the member of the G.B. and IQAC of the college and always works for the interest of the students. It is to be noted that as per State Government directive, the election of the Students` Union has been stopped since 2018. Under this

circumstances the college has created it`s own mechanism to ensure students` participation in different committee except G.B.

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

03

File Description	Documents
Report of the event	View File
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

Usually,three talented distressed students of this college has given yearly Rs.2000/- (two thousand only) as educational assistance on behalf of Alumni but it was not possible to give that in this period.In the normal circumstances , the Memorial Awards (books) also are given to the students for their educational excellency in different subjects by the Alumni members of our college.They are prominently former principal Dr.kamala Roy and Dr.Srilata Chowdhury, prof. late Subha Ganguly, prof. late Indulekha Chakraborty,prof. Aparna Chakraborty,prof. Mamata Samaddar , prof. Somadatta Chakraborty, Smt.Madhabi Ghosh and so on.

File Description	Documents
Paste link for additional information	**Nil**
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

Founded in 1946, Berhampore Girls' College, an institution of inestimable pride with its robust academic and cultural tradition has been serving the society by inculcating the moto of the institute: SA VIDYA YA BIMUKTAYE. However, the college has its noble goal to promote quality education and to grapple with the global challenges of rapidly changing society.

The college has been ardently following the instructive guidelines as prescribed in the PERSPECTIVE PLAN, 2015-16 TO 2025-26 in which the visions and missions of the institute are prescribed. It ensures a system of governance for fostering the academic, administrative and infrastructural development. The top management is Berhampore Girls' College Governing Body which is empowered to oversee the overall activities relating to the administrative and financial matters of the institute. It deserves mention that the college ensures participation of the teachers in the Governing Body of the college as per governmental directives. This is invariably a democratic and participatory institutional structure which encourages the direct access and free flow of ideas. The Principal of the college assumes the pivotal role in the institution and the said system functions harmoniously towards progression.

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 completed seventy-five years of its glorious journey in 2021. It was decided that the Platinum Jubilee Celebration would be observed over the year:24th January, 2021 to 24th January, 2022.The programme was inaugurated on 24th January, 2021 on the College Foundation Day Celebration. As a part of the occasion, an International Seminar on the Topic: Literature, Culture and Society: Interrelations and the Search for Identity was organized.It was sponsored and funded by MAKAIAS and Department of Higher Education, Government of West Bengal.Even though the Pandemic situation caused a severe interruption, quite a large number of virtual programmes relating to the academic and cultural cultivation of the college had been organized. Under the situational compulsion of the Pandemic situation, it was democratically decided that the Observance of the Valedictory Celebration of Platinum Jubilee would be observed on and from 25th April, 2022 to 29th April, 2022 with the Inter-College Competitions, Padayatra,Memorial Lecture (On the Solemn occasion and the Valediction of 75 years of Indian Independence and 50 years of Independence of Bangladesh),Cultural Function and Presentation of the Alumni Association. Accordingly, the programme was ended over with great enthusiasm and vigour.

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

Berhampore Girls' College took strategic policy measures for the sustenance of teaching learning process in the Online mode immediate after the disruption full Lockdown period. The college followed the instructions given by the Department of Higher Education, Government of West Bengal and the affiliating university in this regard. As per

the directives, the Academic Committee of the college formulated the policies and individual Departmental Online class routinewas framed and classes were run accordingly. Departmental faculty members also took initiative for organizing Workshop with a view to creating technical knowledge among the students to be well equipped with Online examination process.After the Pandemic period when classes started in the Offline mode, the college authority initiated for making the main college campus and the hostel campus habitable. All functional measures were taken up for running the Offline classes maintaining the Covid protocol. Quite a number of motivational both Online and Offline programmes were organized and definite and concrete instructions were imposed upon the students for compulsory attendance in the classes. Afterwards, when the examination process was being conducted in the blended mode, it was run in a transparent way under the supervision of the principal of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

There are many functional organizational bodies of the college which are hierarchicallyset up and work democratically followed by the principle of decentralization.Some major institutional policies relating to the academic, administrative and financial issues are formulated by the Governing Body of the College and executed under the supervision of the Principal. The college always takes necessary effort in taking procedural steps for the appointment of the teaching and non-teaching staff members. All the rules and regulations relating to the appointment of staff members and their Service Rules are framed by the University Grants Commission and the Department of Higher Education, Government of West Bengal which are duly followed by the college. The West Bengal College Service Commission recommends the name of the teachers on the basis of requisition submitted by the college. The name of mutual transferee and transferee teachers on own seeking are sent by the Department of Higher Education. The new recruitment and recruitment by promotion of the non-teaching staff is done in accordance with the directives of the Department of Higher Education.

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/NAAC /2021-22/Criterion-VI/6.2.2%20Organogram.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
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

Keeping in mind the need for the maintenance of welfare environment with the adequacy of welfare schemes, the institute is trying to strengthen the rights and security of the employees. The teaching and Non-teaching staff have their ample scope to avail economic and social protection and facilities from the existing welfare measures which are itemized below:

- **GPF: All teaching and non-teaching staff are being benefitted with the PF benefits as per PF rules;**
- **Group insurance : Available for the teaching and non-teaching staff;**

- **Berhampore Girls' College E.C.C.S LTD.: The college staff members are entitledto deposit money or to receive financial assistance as loan;**
- **Festival Advance: A section of the employees are provided with Puja Advance and Ex-gratia;**
- **Maternity Leave: The female teachers are entitled to enjoy 180 days full paid maternity Leaves as per rule;**
- **Paternity Leave: The male employees of the college are entitled to enjoy 30 days full paid paternity leaves;**
- **Child Care leave: Eligible female employees are provided with 730 days full paid Child Care Leave whenever necessary;**
- **Staff quarters: It is available for the teaching and non-teaching staff of the college without maintenance cost.**

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

02

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

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

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
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

The performance of the faculty members of the college is assessed on the basis of Performance Based Appraisal System (PBAS). This is done in accordance with the PBAS Format on the basis of API score. In addition to the academic activities of the college, the faculty members are assigned with other duties and responsibilities. The faculty members of the college volunteer themselves towards the

accomplishment of the additional responsibilities. In many cases, these are related to the API score. The PBAS format for CAS (Career Advancement Scheme) is duly filled in by the faculty members which is checked by the Coordinator of IQAC with the help of the IQAC members giving due weightage to their contribution to additional duties followed by IQAC meeting. The CAS documents of individual teacher are recommended to the Screening Committee on the basis of API score. Afterwards, the individual teacher is required to appear before the Screening-cum-Selection Committee in the process.

There is no performance appraisal system in the college for the non-teaching staff members. But, the performance of them is duly monitored by the Principal of the college in the day today activities of the college.

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

6.4 - Financial Management and Resource Mobilization

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

Berhampore Girls College follows a distinct mechanism for internal and external audit to ensure transparency in financial matters. The college conducts both internal and external audits on a regular basis. The institution meticulously maintains 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 are well documented in college cash book. The daily entries in the book is checked and ratified by the Bursar and the Principal to avoid any financial irregularities. The institutional ledger book also kept detailed information regarding expenditure and income that serves as a database for financial transactions. All the financial papers of the entire financial year is consolidated and maintained at the accounts office and submitted for internal statutory audit at the end of the financial year (April-June).The internal auditor has been appointed by the college authority. It is to mention that the College does not have any backlog regarding internal audit. The name of the external auditor has been proposed by the department of higher education, however, the college yet not received the name of the external auditor and thus fails to conduct

external audit.

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)

100000.00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
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

The regular pool of funds comprises of student fees, Grant-in-aid from State Government. Also, the institute has an initiative to attract funds from UGC on various Heads and from non-governmental agencies. 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 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. It is to note that as the result of the strategic initiative, the institute received contribution from P.C.Chandra Group under the GyandharaPrakalpo amounting to Rs. 1,00000.00 (Rupees one lakh only) which has been properly utilized. In addition to this, the contribution received from Dr. S DuttaChaudhuri amounting to Rs. 40,00000.00 (Rupees Forty Lakh only) for the construction of "Prof. Putul Das (DuttaChaudhuri) Block for Postgraduate Studied" was properly utilized the said P.G Block was

inaugurated on 29.03.2022. The NSS grant of Rs49000 only received and allocated for conducting regular activities as a part of social duties.

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

The significant contributions made by IQAC in two important areas during the academic year which became subsequently institutionalized are as follows:

(i) Berhampore Girls' College has an earnest effort to encourage the teaching and non-teaching faculty-members to pursue fundamental research activities. Keeping in mind this view, the college has introduced BGC Research Grant Scheme. However, Five projects have been sanctioned during the year 2021-22 and financial grantamounting to Rs. 25,000/- have been disbursed as first installment to each faculty members during this financial year.

(ii) In view of enhancing academic excellence, the college has introduced a plan to provide financial support to the staff members to attend Seminar/Conference/ Workshop. However, attendance Grant has been introduced in 2021-22 to increase active participation of faculty members and aspiring students in seminars, conferences etc. Under this scheme, financial support is provided to the teachers, non-teaching staff and students of the college for presenting papers in seminars and conferences. In 2021-22, two teachers have been provided with financial assistance under this scheme.

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

The Internal Quality Assurance Cell has an incessant effort to ensure guidance towards the review of teaching learning process and the incremental improvements in the following ways:

• The IQAC of the college plays a pivotal role in collecting and analyzing feedback from the students and the guardians. On the basis of analyses, action plans are formulated by the IQAC for further execution.

• Berhampore Girls' College Academic Council formulates policies and implements the strategic plans for the review of the process.

• The different Departmental Committees always keep in touch with the review principle and maintain the continuous process of review of teaching learning process and keep their eyes on the learning outcomes. The departmental faculty members of different departments also maintain continuous vigilance on the students with regard to learning outcome.

• The IQAC of the college organizes seminars and workshops and very often guides the different departments to organize the same from time to time.

• The IQAC tries to facilitate to take part in the process of NIRF.

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 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)

A. All of the above

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	[View File](#)
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

Women's empowerment and gender equality are one of the primary concerns at Berhampore Girls' College. We practice to bring a positive change in the attitude and support equity among genders within the institute .We Conducted workshops that promote diversity and gender-sensitive communication for students and staff alike.

Safety and security:

There are 9 security personnel who safeguard the entire campus and hostel.

Girl students are highly secured under the existing security system. Total 17 CCTVs are installed at the entrance of the college gate, canteen, parking area, office, corridors of different floors of the College to ensure the safety and security of students and staff.

Counseling:

Counseling is arranged by the college for girl students in three major areas i.e. Counseling related to academics, career and behavioral patterns. The counselor counsels the student on issues like personal, psychological, emotional problems and difficulties.

Common room:

Separate Common rooms are provided for girls. Rooms are provided with necessary facilities like first aid box, rest room, cots, beds, mirror, chair, table, washbasin, dustbin, etc.

Day Care Centre For Young Children:

One day care centre for yung children exists in the college.

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/NAAC/2021-22/Criterion-VII/7.1.1%20document.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. **Solid waste management:**

    1. **Institute constructed separate bins in various places of the college campus for the storage of biodegradable and non-biodegradable solid waste separately.**
    2. **The biodegradable materials such as canteen waste including food residues, vegetables wastes are stored in a separate bins and disposed.**
    3. **The non-degradable wastes such as plastics use are avoided.**

1. **Liquid waste management:**

1. The liquid wastes generated in the campus are passes through a drainage system through concealed pipe line system.
2. The canteen effluents are passes into the soak area and recycled water naturally which is used for the campus trees.
3. The canteen effluents are passes into the soak area and recycled water naturally which is used for the campus trees.

1. Biomedical waste management:

1. Biomedical wastes generated from the different biological science laboratories are collected and are adequately disposed.
2. Students are advised to handle biomedical wastes carefully and precautionary measures are taken by the students.

1. E-waste management:

1. E-waste such as computers and its peripherals are upgraded to usage.

2. E-wastes such as electronic components are adequately disposed.

1. Hazardous waste management:

1. The hazardous chemicals of the laboratories are stored in separate way and 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

D. Any 1 of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   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	<u>View File</u>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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 institution has taken initiatives to provide an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities through various activities.This year we have celebrated platinum jubilee of our institution. The college has observed Yoga Day, Republic Day,

Bicycle Day,World Environment Day. Besides there were workshop on gender justice, training and awareness programmes on AIDS, Thalassemia, and Fire.

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.

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. A bi-lingual mode of teaching is adopted wherever required to assist students with linguistic challenges.

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

The Berhampore Girls' College has taken the initiative to inoculate the Indian Constitution and being a good and responsible citizen of the country in recognition of the significance of instilling constitutional obligations, values, rights, duties, and responsibilities in both staff and students.

The institution takes pride in its Plantation Programs for "World Environment Day," where the goal is to help students become better citizens of their country rather than only focusing on their strong academic backgrounds.

Students have participated in Quiz contest regarding Constitutional values and the Fundamental Duties and Rights ofIndian Citizens.

Sensitization programs are organized to motivate the students to

adopt various programs like keeping the environment clean, cloths distribution programs among economically poorer people, conserving electricity, water and natural resources .

Institution hasalso organized student centric activities like paper, poster and essay writing competition, wall magazine, interdepartmental model and quiz competition, debate competition, annual sports, cultural programs (Anandan), Fresher's welcome, farewell, Extempore, which have always received huge participation from the students and promoted their awarenessabout various aspects of Indian citizenship.Beside this the national celebrations like Independence Day, Republic Day, Teachers Day , Birth day c NetajiSubhas Chandra Bose,are also observed.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

E. None of the above

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	No File Uploaded

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

Among the various National and International Commemorative Days being celebrated around the World, Berhampore Girls' College celebrated the following important and significant Days from August 2021 to July 2022:

1)Independence Day – 15thAugust.

2) Teachers' Day- 5thSeptember.

3) Birth Anniversary of Netaji Subhash Chandra Bose- 23rdJanuary

4)Foundation Day of College -24thJanuary.

5) Republic Day- 26thJanuary.

6) National Science Day-28thFebruary.

7) Womens' Day- 8thMarch.

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

7.2 - Best Practices

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

Best practice-1:Understanding and Supporting Student-Mental Wellness

The objective is toaugment studentAssistance Program regarding mental health

Now a days, to maintain the busy and hectic schedule,mental illness of girls go ignored and untreated

A licensed counselor associated with Murshidabad Medical College and Hospital carries out the psychotherapy to both teachers and students.

Approximately 160 students had availed the services in the session 2021-22. The counseling proves to be very effective in common problems like anxiety disorder, mood disorder etc.

Stigma associated with mental health issues were the main problems.

Best Practice -2:Organizing value based programs in the college

The objectiveis to foster and promote positive values, ethics, and moral principles amongstudents.

In recent times, a scarcity of values has gripped humankind, leaving our civilization in jeopardy.

On 18thJune 2022, the college conducted a webinar with Ramkrishna Mission Residential College,Narendrapur where senior monks and educationists deliver lecture on value education.

On Foundation Day, the college invites speakers to engage with students through lecture on the importance of values and principles in our lives.

1500+ viewerswere connected via internet in the webinar.

Value practice needs patience and collective sustained engagement to thrive.

File Description	Documents
Best practices in the Institutional website	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-VII/Best%20practice.pdf
Any other relevant information	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-VII/7.2.1%20Best%20practices%20supporting%20document.pdf

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

From the very inception Berhampore Girl's College has been trying to impart education among the girls of this semi-urban and rural areas with a holistic approach. The vision of the institution is to promote academic excellence through value based knowledge, appreciate and encourage individual talent, creativity and potentialities in different spheres and to develop social responsibility with a concern for the entire eco-system.

The institution is well known for the good academic performances in the university examinations which have become possible only for a positive academic environment for quality education provided by the college authority, faculty members and all associated with it. Best performances are encouraged with many memorial and cash prizes. Another remarkable area where the students uphold the pride of the institution is youth parliament competition. Various college programs like Foundation Day celebration, Annual cultural function, Saraswati Puja celebration, etc are organized, participated and performed by the students themselves under the supervision of the teachers.

The alumni association "Praktani" deserves special mention for its constant support and supervision.

The college is gifted with a green campus since the beginning from the visionary founders and is still maintaining that environment with a purpose and mission.

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

Due to pandemic situation and depending upon the faculty strength of every department, classes were organized on the basis of decision taken at the meeting of the Academic Committee on 18.11.2021 in accordance with the instructions given by the Department of Higher Education, Government of West Bengal, vide Memo No 1058-Edn (CS)/10/M32/2021 dated 28.10.2021 and the subsequent notification issued by the University of Kalyani vide Ref. RPS/N/Misc./3029/2021, dated 29.10.2021. Classes were taken through both offline and online mode. From 7thFebruary 2022, Offline teaching and learning Method has taken the place of Online Method as per the decision of the Academic Committee in its meeting held on 01.02.2022 in accordance with the instructions given byDepartment of Higher Education, Government of West Bengal vide Memo NO. 89-Edn(CS)/-10M-32/2021 dated 31.01.2022. The teaching plans are made by the Departmental Committee under the guidance of Academic Committee.IQAC of the college has introduced Online Feedback System for thestakeholders since 2020-2021. In session 2021-2022 feedback on curriculum aspect was taken from students, teachers, alumni. For effective curriculum delivery college attempts toobserveminimum 90 teaching days for each semester in accordance with University of Kalyani circular bearing Reference Number IC/52/Number of teaching days/286/2019 dated 28.06.2019.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-I/1.1.1%20Final.pdf

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

The institution adheres to the academic calendar for UG programmes prepared by the Academic Committee.In PG programmes, the institution adheres to the academic calendar of the

affiliating university. The institution follows the academic activity prescribed by the Academic Committee of the college. The Head of the Institution conducts meetings with every departmentof the college to distribute departmental workload.

In terms of Continuous Internal Evaluation institutional mechanism is systematically carried out. The institution follows befitting evaluation norms in every semester.The institution has adopted various methods of assessing the academic performance of the students of the college on a continuous basis. Internal examination is conducted before every final examination.

As per the discussion of the Academic Committee in presence of Head of the every departments some evaluation methods are adopted like short answer questions(SAQ), multiple choice questions(MCQ),class tests, written assignments, dissertation, viva voce, evaluation through Google Form and teacher-students classroom interaction are applied for continuous internal evaluation. Marks of every papers are duly and impartially awarded to the students on basis of their merit.

After the evaluation, students of every departmentof the college are informed of their mistakes and carefully guided to improve their performance in next examinations.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-I/1.1.2%20Final.pdf

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	A. All 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)

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

148

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

1.3 - Curriculum Enrichment

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

We, at Berhampore Girls' College, believe that education should move beyond merely imparting theoretical knowledge of academic disciplines, and to enhance, widen and deepen the impact of education. It is our constant endeavour 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 the NSS wing are sensitised to organise 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. The college organises programs related to Human Values and Ethics to enhance the character of the students. Through the inculcation of Human Values, the institution ensures that students are made aware of the problems and their possible solutions through self exploration.

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

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

07

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

302

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_Report_2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://berhamporegirlscollege.ac.in/PDF/Feedback/Report%20on%20Feedback-2021-22.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

1374

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

720

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

The institution assesses the level of learning of students through regular classes and question answer sessions. Emphasis is placed on their level of understanding and conceptualization that go towards better compression of the subject.

Faculty members continuously take care and monitor the performance of slow learners. Teachers frequently interact with them to understand and assist them with issues that affect their ability to learn. If needed communications with parents also done.

Extra and tutorial classes for both practical and theoretical are conducted. Revision classes, assignments, discussion and solutions of question papers are also done. Teachers are also always available beyond class hour to cater the need of the students.

For encouraging the advanced learner advanced learning assignments are assigned. Faculty members always encourage these students to complete NPTEL/SWAYAM/COURSERA/OCW of MIT courses. They are also encouraged to preparethemselves to appearin ILTES and TOEFEL examinations.

Advanced learners are always encouraged to take dissertation as one of the final semester paper and guided meticulously to complete their dissertation paper. They are encouraged to participate in seminars/conferences, mock parliament competition, quiz and debate programme and also to national level contest.

Sometimes teachers give opportunity to some selected advanced learners to be co-researchers or co-author with them if one shows the necessary potential in oneself.

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
3816	**113**

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 each of the departments. The students can freely access the computer and internet facility in the library as well as in the computer laboratory. 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. 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 and project dissertation works are conducted through online mode, either by Google drive sharing or through email. E-contents, 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

113

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

113

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

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

36

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

1254

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.

The Continuous internal assessment evaluation of the students is an integral part of the teaching learning process. The mode of internal assessments evaluations are discussed and decided in the meeting of the academic council and are discussed with the students well advanced in time so that they can prepare accordingly. Our college mainly follows multiple choice questions, Viva voce, written exam (Involve short questions answer type) and assignment based evaluations. The transparency of internal exam process was maintained by the college robustly. The students have been encouraged continuously to study sincerely for the improvement of their performance in our college.

Normally internal examinations are conducted twice for each semester. However due to inconvenience of the pandemic period. It was not possible to hold two examinations due to shortage of time span for each semester. Accordingly internal examination was conducted only once for each semester before their end semester examination. The internal exam of 6th, 4th and 2nd semester was

taken partially in online and offline mode.

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 actionsare taken in this regard as suggested by the academic council assoon 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

ourcollege 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 studentsand 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

1129

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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/AQAR_2021-22_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)

NIL

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

03

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, where research community can continue to

interact, share and transfer knowledge. All the departments from the faculty of Arts and Science have available spacious laboratories, computers, internet, and all other ICT facilities for creation and transfer of 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. To promote research culture, Institutional Research Grant is allotted to faculty members of the institution who are interested in research. Additionally, institute has developed a system of Teacher Exchange Program. 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 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	No File Uploaded
Paste link for additional information	Nil

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

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

07

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

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

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

08

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

23

File Description	Documents
Any additional information	[View File](#)
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 has established and promoted good neighborhood network by taking active interest in serving the community. It believes that serving society would inculcate human values among the students. Two bodies mainly organize such extension activities:

1. National Cadet Corps (NCC)
2. National Service Scheme (NSS)

The Institution runs 9 Bengal Battalion of National Cadet Corps under Kalyani Group, West Bengal and Sikkim Directorate. During 2021-2022, our college NCC has strength of 54 cadets. It is a youth organization under the minister of defense that organizes programs like "Awareness Programme on Fire", "Agnipath" by ARO, "International Yoga Day" with other seven institution, "Awareness programme on cyber-crime", etc.

National Service Scheme that believes in the motto "Not Me But You" also is a very active body in the institution that organizes different extension activities in the neighboring community, and more particularly in its two adopted villages. Some of the activities are:

1. Mental Health Counselling, Twice a Week since 14th December, 2021
2. National Girl child day
3. Humanitarian Initiative, MANUSHER SATHE, MANUSHER PASHE
4. Blood Donation camp
5. Swachhata Action Plan
6. A Thalassemia Screening Camp
7. Gender Equality and Gender Justice
8. Har GharTiranga and Swacch Bharat Abhiyan

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

`00`

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`24`

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

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

`1631`

File Description	Documents
Report of the event	**No File Uploaded**
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

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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 41832.31 sqm The college is equipped with modern facilities and learning resources to achieve academic excellence at par with its vision and objectives. The college has 55 numbers of well-ventilated and well-equipped classrooms of various dimensions with a sufficient number of benches, tube lights, and fans. Out of this, 16 classrooms are ICT enabled with wi-fi facilities in every corner. The science departments have spacious and well-equipped laboratories which are undergoing an upgradation process following CBCS curriculum. There are 81 computers for use by students for academic purposes. There exists a conference room, a virtual classroom 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 its respective departmental libraries. The language lab and a computer centre are 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 backup mechanisms 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.

Department of Physical Education under Berhampore Girls' College started as a teaching department in 2007. The physical Education Department of Berhampore Girls' College has been offering a vibrant sports environment with facilities of specious playgrounds, courts, gymnasiums along with the regular sports provision for all major sports and games to the college students

since 2007.

- **Our college has a multigym which is used by students and employees of different departments.**
- **Our college has a standard basketball court.**
- **We have an indoor badminton court.**
- **Our college has a standard playground that is used for various sports purposes.**

File Description	Documents
Upload any additional information	**No File Uploaded**
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	[View File](#)
Paste link for additional information	http://berhamporegirlscollege.ac.in/PDF/ICT_Facilities.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)

34.80

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

4.2 - Library as a Learning Resource

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

The Central Library is automated using ILMS. Itis situated on the ground and first floor of the Annex building.The Library is Wi-Fi enabled, well equipped with a separate reading room facility for students and teachers, and a separate reading space for researchers. The total collections of the central library are as follows: Books 41152, Periodicals 16, Periodical bound volumes 186, Newspapers 05, Job-related weekly newspapers 02, CDs/DVDs 59, Maps 39, and Charts 05. The library has subscribed to e-journals and e-books through N-LIST and DELNET. Moreover, all the departments have their own departmental libraries. The students take benefit from these libraries. In 2021-22, the library has purchased 158 books amounting to Rs.57132/- from Book Bank Fund, 28 books amounting to Rs. 5275/- from Library Fund, and 16 books amounting to Rs.6432/- from P. G. Fund. We also subscribed 16 print Journals amounting to Rs.40875.96 and renewed our membership of N-LIST and DELNET for accessing e-resources. The college has started computerized circulation among staff and students of the college in this 2021-22 session.

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)

1.35089

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

34

File Description	Documents
Any additional information	**No File Uploaded**
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

Computer Lab:

The institute has total 81 computers for academic use. Computer lab is well-equipped with branded and assembled PC's interconnected by LAN facility for internet connectivity. It is

also equipped with a wide range of licensed system software and application software. Computer labs are well connected to the internet help students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in their queries.

Wi-Fi facility:

IT department extend the complete support to the students. It is made available by setting and installing the Wi-Fi zones at various locations such as Departments, Office, Reading halls, Hostels, Department corridors and at the playground. Staff and Students can access this facility on their Laptops by connecting themselves to the wi-fi routers. The institute has currently 250 MBPS upload-download speed to provide the Wi-Fi internet access through Wi-Fi routers.

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

4.3.2 - Number of Computers

94

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)

4.79325

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

1871

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
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

56

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
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

740

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

740

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

267

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

08

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)

Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words

Berhampore Girls` College facilitates students` representation in the students` union (Chhatri Samsad). The Students` Union acts through the various wings which work together for the benefit of the students as well as for the development of the entire college. These wings are Anandan (cultural), Chhatrikalyan (students` welfare), Krida ( sports), Vijnan (science), Patrika (magazine) etc. Through all these wings students engage themselves in decision making process as well as organize various programmes like sports, fresher`s welcome, college social etc. It is to be proudly mentioned that the NCC cadets and NSS volunteers are also involved in organizing different programmes throughout the year.

Generally the G.S.(General Secretary) of the Students` Union of this college is one of the member of the G.B. and IQAC of the college and always works for the interest of the students. It is to be noted that as per State Government directive, the election of the Students` Union has been stopped since 2018. Under this circumstances the college has created it`s own mechanism to ensure students` participation in different committee except G.B.

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

03

File Description	Documents
Report of the event	<u>View File</u>
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)	<u>View File</u>

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

Usually,three talented distressed students of this college has given yearly Rs.2000/- (two thousand only) as educational assistance on behalf of Alumni but it was not possible to give that in this period.In the normal circumstances , the Memorial Awards (books) also are given to the students for their educational excellency in different subjects by the Alumni members of our college.They are prominently former principal Dr.kamala Roy and Dr.Srilata Chowdhury, prof. late Subha Ganguly, prof. late Indulekha Chakraborty,prof. Aparna Chakraborty,prof. Mamata Samaddar , prof. Somadatta Chakraborty, Smt.Madhabi Ghosh and so on.

File Description	Documents
Paste link for additional information	**Nil**
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

Founded in 1946, Berhampore Girls' College, an institution of inestimable pride with its robust academic and cultural tradition has been serving the society by inculcating the moto of the institute: SA VIDYA YA BIMUKTAYE. However, the college has its noble goal to promote quality education and to grapple with the global challenges of rapidly changing society.

The college has been ardently following the instructive guidelines as prescribed in the PERSPECTIVE PLAN, 2015-16 TO 2025-26 in which the visions and missions of the institute are prescribed. It ensures a system of governance for fostering the academic, administrative and infrastructural development. The top management is Berhampore Girls' College Governing Body which is empowered to oversee the overall activities relating to the administrative and financial matters of the institute. It deserves mention that the college ensures participation of the teachers in the Governing Body of the college as per governmental directives. This is invariably a democratic and participatory institutional structure which encourages the direct access and free flow of ideas. The Principal of the college assumes the pivotal role in the institution and the said system functions harmoniously towards progression.

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 completed seventy-five years of its glorious journey in 2021. It was decided that the Platinum Jubilee Celebration would be observed over the year:24th January, 2021 to 24th January, 2022.The programme was inaugurated on 24th January, 2021 on the College Foundation Day Celebration. As a part of the occasion, an International Seminar on the Topic: Literature, Culture and Society: Interrelations and the Search for Identity was organized.It was sponsored and funded by MAKAIAS and Department of Higher Education, Government of West Bengal.Even though the Pandemic situation caused a severe interruption, quite a large number of virtual programmes relating to the academic and cultural cultivation of the college had been organized. Under the situational compulsion of the Pandemic situation, it was democratically decided that the Observance of the Valedictory Celebration of Platinum Jubilee would be observed on and from 25th April, 2022 to 29th April, 2022 with the Inter-College Competitions, Padayatra,Memorial Lecture (On the Solemn occasion and the Valediction of 75 years of Indian Independence and 50 years of Independence of Bangladesh),Cultural Function and Presentation of the Alumni Association. Accordingly, the programme was ended over with great enthusiasm and vigour.

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

Berhampore Girls' College took strategic policy measures for the sustenance of teaching learning process in the Online mode immediate after the disruption full Lockdown period. The college followed the instructions given by the Department of Higher

Education, Government of West Bengal and the affiliating university in this regard. As per the directives, the Academic Committee of the college formulated the policies and individual Departmental Online class routinewas framed and classes were run accordingly. Departmental faculty members also took initiative for organizing Workshop with a view to creating technical knowledge among the students to be well equipped with Online examination process.After the Pandemic period when classes started in the Offline mode, the college authority initiated for making the main college campus and the hostel campus habitable. All functional measures were taken up for running the Offline classes maintaining the Covid protocol. Quite a number of motivational both Online and Offline programmes were organized and definite and concrete instructions were imposed upon the students for compulsory attendance in the classes. Afterwards, when the examination process was being conducted in the blended mode, it was run in a transparent way under the supervision of the principal of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

There are many functional organizational bodies of the college which are hierarchicallyset up and work democratically followed by the principle of decentralization.Some major institutional policies relating to the academic, administrative and financial issues are formulated by the Governing Body of the College and executed under the supervision of the Principal. The college always takes necessary effort in taking procedural steps for the appointment of the teaching and non-teaching staff members. All the rules and regulations relating to the appointment of staff members and their Service Rules are framed by the University Grants Commission and the Department of Higher Education, Government of West Bengal which are duly followed by the college. The West Bengal College Service Commission recommends the name of the teachers on the basis of requisition submitted by the college. The name of mutual transferee and transferee teachers on

own seeking are sent by the Department of Higher Education. The new recruitment and recruitment by promotion of the non-teaching staff is done in accordance with the directives of the Department of Higher Education.

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/NAAC/2021-22/Criterion-VI/6.2.2%20Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
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

Keeping in mind the need for the maintenance of welfare environment with the adequacy of welfare schemes, the institute is trying to strengthen the rights and security of the employees. The teaching and Non-teaching staff have their ample scope to avail economic and social protection and facilities from the

existing welfare measures which are itemized below:

- GPF: All teaching and non-teaching staff are being benefitted with the PF benefits as per PF rules;
- Group insurance : Available for the teaching and non-teaching staff;
- Berhampore Girls' College E.C.C.S LTD.: The college staff members are entitledto deposit money or to receive financial assistance as loan;
- Festival Advance: A section of the employees are provided with Puja Advance and Ex-gratia;
- Maternity Leave: The female teachers are entitled to enjoy 180 days full paid maternity Leaves as per rule;
- Paternity Leave: The male employees of the college are entitled to enjoy 30 days full paid paternity leaves;
- Child Care leave: Eligible female employees are provided with 730 days full paid Child Care Leave whenever necessary;
- Staff quarters: It is available for the teaching and non-teaching staff of the college without maintenance cost.

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

02

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

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

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
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

The performance of the faculty members of the college is assessed on the basis of Performance Based Appraisal System (PBAS). This is done in accordance with the PBAS Format on the basis of API score. In addition to the academic activities of the college, the faculty members are assigned with other duties and responsibilities. The faculty members of the college volunteer themselves towards the accomplishment of the additional responsibilities. In many cases, these are related to the API score. The PBAS format for CAS (Career Advancement Scheme) is duly filled in by the faculty members which is checked by the Coordinator of IQAC with the help of the IQAC members giving due weightage to their contribution to additional duties followed by IQAC meeting. The CAS documents of individual teacher are recommended to the Screening Committee on the basis of API score. Afterwards, the individual teacher is required to appear before the Screening-cum-Selection Committee in the process.

There is no performance appraisal system in the college for the non-teaching staff members. But, the performance of them is duly monitored by the Principal of the college in the day today activities of the college.

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

6.4 - Financial Management and Resource Mobilization

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

Berhampore Girls College follows a distinct mechanism for internal and external audit to ensure transparency in financial matters. The college conducts both internal and external audits on a regular basis. The institution meticulously maintains 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 are well documented in college cash book. The daily entries in the book is checked and ratified by the Bursar and the Principal to avoid any financial irregularities. The institutional ledger book also kept detailed information regarding expenditure and income that serves as a

database for financial transactions. All the financial papers of the entire financial year is consolidated and maintained at the accounts office and submitted for internal statutory audit at the end of the financial year (April-June).The internal auditor has been appointed by the college authority. It is to mention that the College does not have any backlog regarding internal audit. The name of the external auditor has been proposed by the department of higher education, however, the college yet not received the name of the external auditor and thus fails to conduct external audit.

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)

100000.00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
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

The regular pool of funds comprises of student fees, Grant-in-aid from State Government. Also, the institute has an initiative to attract funds from UGC on various Heads and from non-governmental agencies. 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 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. It is to note that as the result of the strategic initiative, the institute received contribution from P.C.Chandra Group under the GyandharaPrakalpo amounting to Rs. 1,00000.00 (Rupees one lakh only) which has been properly utilized. In addition to this, the contribution received from Dr. S DuttaChaudhuri amounting to Rs. 40,00000.00 (Rupees Forty Lakh only) for the construction of "Prof. Putul Das (DuttaChaudhuri) Block for Postgraduate Studied" was properly utilized the said P.G Block was inaugurated on 29.03.2022. The NSS grant of Rs49000 only received and allocated for conducting regular activities as a part of social duties.

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

The significant contributions made by IQAC in two important areas during the academic year which became subsequently institutionalized are as follows:

(i) Berhampore Girls' College has an earnest effort to encourage the teaching and non-teaching faculty-members to pursue fundamental research activities. Keeping in mind this view, the college has introduced BGC Research Grant Scheme. However, Five projects have been sanctioned during the year 2021-22 and financial grantamounting to Rs. 25,000/- have been disbursed as first installment to each faculty members during this financial year.

(ii) In view of enhancing academic excellence, the college has introduced a plan to provide financial support to the staff members to attend Seminar/Conference/ Workshop. However, attendance Grant has been introduced in 2021-22 to increase active participation of faculty members and aspiring students in seminars, conferences etc. Under this scheme, financial support is provided to the teachers, non-teaching staff and students of the college for presenting papers in seminars and conferences. In 2021-22, two teachers have been provided with financial

assistance under this scheme.

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

The Internal Quality Assurance Cell has an incessant effort to ensure guidance towards the review of teaching learning process and the incremental improvements in the following ways:

• The IQAC of the college plays a pivotal role in collecting and analyzing feedback from the students and the guardians. On the basis of analyses, action plans are formulated by the IQAC for further execution.

• Berhampore Girls' College Academic Council formulates policies and implements the strategic plans for the review of the process.

• The different Departmental Committees always keep in touch with the review principle and maintain the continuous process of review of teaching learning process and keep their eyes on the learning outcomes. The departmental faculty members of different departments also maintain continuous vigilance on the students with regard to learning outcome.

• The IQAC of the college organizes seminars and workshops and very often guides the different departments to organize the same from time to time.

• The IQAC tries to facilitate to take part in the process of NIRF.

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 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)	A. All of the above

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	View File
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

Women's empowerment and gender equality are one of the primary concerns at Berhampore Girls' College. We practice to bring a positive change in the attitude and support equity among genders within the institute .We Conducted workshops that promote diversity and gender-sensitive communication for students and staff alike.

Safety and security:

There are 9 security personnel who safeguard the entire campus and hostel.

Girl students are highly secured under the existing security system. Total 17 CCTVs are installed at the entrance of the college gate, canteen, parking area, office, corridors of different floors of the College to ensure the safety and security of students and staff.

Counseling:

Counseling is arranged by the college for girl students in three major areas i.e. Counseling related to academics, career and behavioral patterns. The counselor counsels the student on issues like personal, psychological, emotional problems and difficulties.

Common room:

Separate Common rooms are provided for girls. Rooms are provided with necessary facilities like first aid box, rest room, cots, beds, mirror, chair, table, washbasin, dustbin, etc.

Day Care Centre For Young Children:

One day care centre for yung children exists in the college.

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/NAAC/2021-22/Criterion-VII/7.1.1%20document.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Solid waste management:

   1. Institute constructed separate bins in various places of the college campus for the storage of biodegradable and non-biodegradable solid waste separately.
   2. The biodegradable materials such as canteen waste including food residues, vegetables wastes are stored in a separate bins and disposed.
   3. The non-degradable wastes such as plastics use are avoided.

1. Liquid waste management:

   1. The liquid wastes generated in the campus are passes through a drainage system through concealed pipe line system.
   2. The canteen effluents are passes into the soak area and recycled water naturally which is used for the campus trees.
   3. The canteen effluents are passes into the soak area and recycled water naturally which is used for the campus trees.

1. Biomedical waste management:

   1. Biomedical wastes generated from the different biological science laboratories are collected and are adequately disposed.
   2. Students are advised to handle biomedical wastes carefully and precautionary measures are taken by the students.

1. E-waste management:

1. E-waste such as computers and its peripherals are upgraded to usage.

2. E-wastes such as electronic components are adequately disposed.

1. **Hazardous waste management:**

1. **The hazardous chemicals of the laboratories are stored in separate way and 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	<u>View File</u>

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	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	**A. Any 4 or All of the above**
1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	

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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 including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has taken initiatives to provide an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities through various activities.This year we have celebrated platinum jubilee of our institution. The college has observed Yoga Day, Republic Day, Bicycle Day,World Environment Day. Besides there were workshop on gender justice, training and awareness programmes on AIDS, Thalassemia, and Fire.

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.

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. A bi-lingual mode of teaching is adopted wherever required to assist students with linguistic challenges.

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

The Berhampore Girls' College has taken the initiative to inoculate the Indian Constitution and being a good and responsible citizen of the country in recognition of the significance of instilling constitutional obligations, values, rights, duties, and responsibilities in both staff and students.

The institution takes pride in its Plantation Programs for "World Environment Day," where the goal is to help students become better citizens of their country rather than only focusing on their strong academic backgrounds.

Students have participated in Quiz contest regarding Constitutional values and the Fundamental Duties and Rights ofIndian Citizens.

Sensitization programs are organized to motivate the students to adopt various programs like keeping the environment clean, cloths distribution programs among economically poorer people, conserving electricity, water and natural resources .

Institution hasalso organized student centric activities like paper, poster and essay writing competition, wall magazine, interdepartmental model and quiz competition, debate competition, annual sports, cultural programs (Anandan), Fresher's welcome, farewell, Extempore, which have always received huge participation from the students and promoted their awarenessabout various aspects of Indian citizenship.Beside this the national celebrations like Independence Day, Republic Day, Teachers Day , Birth day c NetajiSubhas Chandra Bose,are also observed.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

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	**E. None of the above**

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	**No File Uploaded**

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

Among the various National and International Commemorative Days being celebrated around the World, Berhampore Girls' College celebrated the following important and significant Days from August 2021 to July 2022:

1) Independence Day – 15thAugust.

2) Teachers' Day- 5thSeptember.

3) Birth Anniversary of Netaji Subhash Chandra Bose- 23rdJanuary

4)Foundation Day of College -24thJanuary.

5) Republic Day- 26thJanuary.

6) National Science Day-28thFebruary.

7) Womens' Day- 8thMarch.

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

7.2 - Best Practices

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

Best practice-1:Understanding and Supporting Student-Mental Wellness

The objective is toaugment studentAssistance Program regarding mental health

Now a days, to maintain the busy and hectic schedule,mental illness of girls go ignored and untreated

A licensed counselor associated with Murshidabad Medical College and Hospital carries out the psychotherapy to both teachers and students.

Approximately 160 students had availed the services in the session 2021-22. The counseling proves to be very effective in common problems like anxiety disorder, mood disorder etc.

Stigma associated with mental health issues were the main problems.

Best Practice -2:Organizing value based programs in the college

The objectiveis to foster and promote positive values, ethics, and moral principles amongstudents.

In recent times, a scarcity of values has gripped humankind, leaving our civilization in jeopardy.

On 18thJune 2022, the college conducted a webinar with Ramkrishna Mission Residential College,Narendrapur where senior monks and educationists deliver lecture on value education.

On Foundation Day, the college invites speakers to engage with students through lecture on the importance of values and principles in our lives.

1500+ viewerswere connected via internet in the webinar.

Value practice needs patience and collective sustained engagement to thrive.

File Description	Documents
Best practices in the Institutional website	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-VII/Best%20practice.pdf
Any other relevant information	http://berhamporegirlscollege.ac.in/PDF/NAAC/2021-22/Criterion-VII/7.2.1%20Best%20practices%20supporting%20document.pdf

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

From the very inception Berhampore Girl's College has been trying to impart education among the girls of this semi-urban and rural areas with a holistic approach. The vision of the institution is to promote academic excellence through value based knowledge, appreciate and encourage individual talent, creativity and potentialities in different spheres and to develop social responsibility with a concern for the entire eco-system.

The institution is well known for the good academic performances in the university examinations which have become possible only for a positive academic environment for quality education provided by the college authority, faculty members and all associated with it. Best performances are encouraged with many memorial and cash prizes. Another remarkable area where the students uphold the pride of the institution is youth parliament competition. Various college programs like Foundation Day celebration, Annual cultural function, Saraswati Puja celebration, etc are organized, participated and performed by the students themselves under the supervision of the teachers.

The alumni association "Praktani" deserves special mention for its constant support and supervision.

The college is gifted with a green campus since the beginning from the visionary founders and is still maintaining that environment with a purpose and mission.

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. Preparation for 3rd Cycle Assessment and Accreditation of the college by the NAAC
2. Formation of NAAC Steering Committee for SSR preparation
3. Preparation for implementation of National Education Policy-2020
4. MoU with other Academic and Skill development institutions
5. Introduction of more Add on courses for skill development of students
6. Efficient data management through MIS/ERP under the supervision of data management committee.
7. Adoption of two best practices on Gender sensitization campaign and Prevention of crime against women and Awareness generation regarding ban on the single use plastic items.
8. Organizing Workshop/Seminar/Staff training Program on NEP-2020, e-Governance, Green Audit, Research methodology, IPR, MOOCS etc.
9. Academic audit of all departments of the college
10. Introduction of e-Diary for staff