The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Session: 2015 - 2016

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.* ***(July 1, 2015 to June 30, 2016)***

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   Berhampore College

- Name of the Head of the institution :   Dr. Samaresh Mandal

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   03482 252545

- Mobile no.: 9474319266

- Registered e-mail: berhamporecollege.in@gmail.com

- Alternate e-mail : bpc.naac@gmail.com

- Address   : 20, C.R. Das, P.O. Berhampore, District: Murshidabad, Pin- 742101

- City/Town   : Berhampore

- State/UT   : West Bengal

- Pin Code   : 742101

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location :   Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify): **State funded [Grants-in aid/ UGC 2f and 12 (B)]**

- Name of the Affiliating University: University of Kalyani
- Name of the IQAC Co-ordinator :   Dr. Sasanka Sekhar Bhaumik
- Phone no. : 03482252545

  Alternate phone no.

- Mobile: 9434164266

- IQAC e-mail address: berhamporecollege.in@gmail.com

- Alternate Email address: bpc.naac@gmail.com

3. Website address:
      Web-link of the AQAR: (Previous Academic Year):
   For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

 4. Whether Academic Calendar prepared during the year? Yes (As per university of Kalyani

Academic Calender)

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	73.30	2007	from:31-03-2007 to: 30-03-2012
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 07/07/2012

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Regular meeting of IQAC is arranged	14/07/2015	11
	24/02/2016	12
2. Up-gradation of College Website	One month	College stuff

3. Preparation of academic calendar and prospectus of the college	One week	02	
4. wall up magazine	One day	Students of different departments	
5. tree plantation both in the college premises and college hostel	One day	Students of the college	
6. Arrangement of awareness programme	One day	Teachers & Students of the college	
7. Preparation of CAS related requirements	Two months	03	

> *Note*: *Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Institution	UGC-Seminar(2)	UGC	2015	**240000.00**

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes
        *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No Yes
   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- Face-to-face interaction with the students by all the departments is necessary for overall quality assurance. For this purpose each department can arrange meeting with the students on every month.

- IQAC Co-ordinator is asked to prepare the Academic Calender. According to it, important events, circular, co-curricular and extension activities are to be prepared.

- An update of the College Website is necessary on urgent basis.

- The college should give more importance for green plantation both in the college premises and college hostel.

- The issues related with online admission process were discussed in the meeting. It was then unanimously resolved to conduct online admissions for all classes.

13. Plan of action chalked out by the IQAC at 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
Online admission process in UG level	Ensuring fair admission in compliance with Govt. reservation policy
Upgrading of cash collection counter in the administrative block through more computer	Provided better accessibility to the students of the college
Intimation of yearly schedule (syllabus) of the various departments to the teaching staff and students of the college at the beginning of the academic year.	For better participation from the part of all concerned.
Issue of computerised Identity Card to all students	**Entry of outsiders without permission of the Principal is totally stopped.**

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

   Name of the Statutory body: Governing Body   Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   No

16. Whether institutional data submitted to AISHE: Yes: Submitted

   Year: 2015-16   Date of Submission: 05/02/2016

17. Does the Institution have Management Information System?
   Yes

   If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)
        Management Information Systems is operative in the college. The MIS pervades the following areas of institutional activities:

1. SMS gateway to send important notifications to different stakeholders of the college.
2. Up gradation of the college website with special importance to MIS.
3. Communication of important information to general public through website and conventional notices.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

The University-designed curriculum is circulated circulated to all the stakeholders. The academic plan is prepared by taking inputs from all the faculty. This plan is prepared by having discussions in the IQAC, and procedural academic sub-committee meeting held at the beginning of each session. The head of the departments distribute the syllabi among their faculty members and monitors the implementation and progress of the academic plan. The feedback is taken from all the stakeholders regarding the curriculum implementation of previous year and later it is incorporated into the academic plan. Feedback from the students is also taken by the HODs in the course of delivery of the curriculum. If a faculty fails to finish his/her syllabi within the stipulated time, extra classes are arranged by the respective departments for the benefits of the students. Tutorial classes have been initiated for the students to complement the courses taught in regular classes. Remedial classes have also been initiated for the students who are academically as well as financially weak. Planning and implementation of the curriculum by the college is done most effectively by introducing students and stakeholders first to the larger mission and the wider vision that defines the particular purpose which the college stands for and seeks to promote. The objective of the college is to fulfil what it has envisaged by providing quality education which will enable students to become educated, responsible citizens and realise their position in the society as independent person. The use of learner-centric methods are meticulously planned; academic calendars, teaching modules are framed to ensure that lectures are of high quality and meet the time schedule.

The college follows a well-structured procedure in order to ensure effective delivery of the curriculum designed by the University of Kalyani. The final academic plan is incorporated into the academic calendar which is based on the academic calendar provided by the university.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

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

Name of Programmes	UG	PG	Date of implementation of	UG	PG

adopting CBCS			CBCS / Elective Course System		
NIL	NIL	NIL	NIL	NIL	NIL
Already adopted (mention the year)					

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

No of Students	Certificate	Diploma Courses
23	DOEACC "O" Level, Financial Accounting	DOEACC "CCC" Course, Diploma in Hardware Maintenance, Troubleshooting and Networking

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Computer Application	Each year	23

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Socioeconomic condition and evaluation of the Bill of Chaltia Village	70

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
<u>Yes</u>	<u>No</u>	No	<u>No</u>	No

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

The institution collects the feedback on curriculum aspects and courses from different stakeholders such as the students and Faculty. Institution established Academic Committee in order to ensure and analyze the academic excellence at student and faculty levels. Periodical analysis is made by Academic Committee from the following way: student performance in every semester/ Annual Class Test, utilization of infrastructure and requirements for quality enrichment.

Berhampore College thoroughly reviews the curriculum for every academic year. The college maintains quality consistence and quality enhancement measure. In supervision of Principal, various departments reinforce the curriculum by incorporating updated information. Institute collects the feedback physically from stakeholders' viz. Students, Parents and Teachers on Curriculum which is prescribed by the UGC.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
History(H)	196	633	122
Political Science(H)	80	707	65
Bengali(H)	196	2370	145
Philosophy(H)	150	600	36
English(H)	196	1311	152

Sanskrit(H)	120	935	91
Economics(H)	28	70	7
Mathematics(H)	130	448	96
Geography(H)	120	1179	91
Commerce (Hons. +Gen)	300	210	100
Arts	2000	2937	1215
Science	200	83	7

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015-2016	4716	NIL	32	NIL	N.A.

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
39	39	LCD Projector, PPT, Turbo C, Tally-2007, Excel	NIL	NIL	Different website, ebook, Software, Projector

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

Our mentor-mentee counselling classes are taken at-least twice in each academic year by each department. First one is hold at the end of 1st mid-term test during first phase of academic session i.e.; during end of November to the month of December. Later is held at the end of second mid-term test which usually has taken during end of April of second phase of each academic session. However a central counselling of students of First Year B.A., B.Sc. and B.Com of current academic session is conducted by college authority through verification of their candidature at the beginning of each academic session. Some department communicate regularly with the guardian over phone and inform them about the performances of their ward**.** As earlier we have mentioned that majority of our students come from poor socio-economic stratum, so their parents are engaged in collection of earning bread. They don't have enough time to appear in parent –teacher

meetings.		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4716	32	147.38 : 01

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	19	09	00	05

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Dr. Samaresh Mandal	Principal	Siskha Ratna

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Part III-Hons(BA./B.Sc/ B.com)	BA-313-16205 B.SC-21316205 B.COM-113-16205	2016	27.05.2016	8.7.16
Part III-General(BA./B.Sc/ B.com)	BA-333-16205 B.SC-213-16205 B.COM-133-16205	2016	8.6.16	07.9.2016
Part II-Hons(BA./B.Sc/ B.com)	BA-312-16205 B.SC-21216205 B.COM-112-16205	2016	2.8.16	5.10.2016
Part II-General(BA./B.Sc/ B.com)	BA-332-16205 B.SC-212-16205 B.COM-132-16205	2016	17.8.16	5.10.16

Part I-Hons(BA./B.Sc/ B.com)	BA-311-16205 B.SC-211-16205 B.COM-111-16205	2016	20.9.16	27.12.2016
Part I- General (BA./B.Sc/ B.com)	BA-331-16205 B.SC-211-16205 B.COM-131-16205	2016	5.10.16	27.12.2016

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

- Our first step to uphold a Continuous Internal Evaluation (CIE) system at the institutional level is to constitute different committees to supervise and monitor evaluation activities of the college. Each committee is headed by a convenor (. e.g. Examination committee - Part I ,Part II, Part III, Academic Committee).Each committee is assigned with the task of conducting different examinations.

- However as students of Third year honours have less time span to complete their scheduled syllabus, so for them single mid-term term test has been prescribed during the month of December of academic session.

- Some Departments (like Geography, Commerce, Economic, Mathematics) conduct practical examinations for their honours student as it is scheduled by the controller section of examinations of University of Kalyani . Entire processes are scientific and transparent.

- Various academic interactive programmes like Quiz, debate, student seminar, drawing and poster competition on current affairs, project report on environmental studies, field-study, survey and workshop reports etc are organized to assess the performances of students

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

The Academic Calendar of the College is displayed on notice book in staff room, notice boards hangs on wall at the entrance of college gate The schedule for evaluation given in the Academic Calendar. The institutional Academic Calendar is prepared by the Academic Calendar Sub-Committee. Every department submits a detailed Academic and Activity calendar of the department to the IQAC. A comprehensive academic calendar is prepared by a committee of heads of various departments, and the Principal with the help of IQAC. This calendar includes the mission and vision of the college, details about faculty and staff, various committees and subcommittees, college rules and regulations, and other details like time schedule for tutorial and remedial classes, probable dates of class tests and Mid-term test, Schedule for counselling session, university examinations, list of Holidays and vacations, etc. Along with these, Academic Calendar is also published having detailed information regarding the college activities throughout the year such as probable dates for publication of result, dates for different programs, sports and special events. The College Prospectus, Academic Calendar, institutional notification, notifications and circulars from the affiliating university are circulated amongst the faculty and

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students to aware them about evaluation process.

2.6 Student Performance and Learning Outcomes

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

<div align="center">NIL</div>

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	Philosophy (H)	45	41	91.11
	English (H)	75	52	69.33
	Bengali (H)	84	62	73.81
	Mathematics (H)	25	21	84.00
	Commerce	72	42	58.33
	Geography (H)	50	45	90.00
	Economics (H)	4	3	75.00
	Political Science (H)	52	37	71.15
	Sanskrit (H)	51	42	82.35
	History (H)	73	39	53.42
	B.A.	702	355	50.57
	B.Sc.	59	42	71.19

2.7 Student Satisfaction Survey

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

Student satisfactory survey has been done by the institution manually as a feedback system with self made questionnaires.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				

Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total	NIL	NIL	NIL	NIL

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NIL	NIL	NIL

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL

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

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

Name of the Start-up	Nature of Start-up	Date of commencement
NIL	NIL	NIL

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	No. of Ph. Ds Awarded
NIL	NIL

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

	Department	No. of Publication	Average Impact Factor, if any
National	NIL	NIL	NIL
International	NIL	NIL	NIL

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

Department	No. of publication
Bengali	04

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL						

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)**:**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL						

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	NIL	10	NIL	NIL
Presented papers	NIL	03	NIL	NIL
Resource Persons	NIL	NIL	NIL	NIl

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Green Plantation	Students of the College	More than 25	More than 60
Observation of Independence Day	Students' Union	More than 6	More than 45
Observation of Republic Day	Students' Union	5	More than 50
Celebration of Vivekananda	Students of the college	35	More than 210

Birthday			
Teachers' day celebration	Students' Union	More than 50	More than 900

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL	NIL	NIL	NIL

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
NIL			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant
NIL				

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
DOEACC	1995	Computer Application	23

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3100000/-	6883108/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added

Campus area	1 acre	0
Class rooms	25	0
Laboratories	2	0
Seminar Halls	1	0
Classrooms with LCD facilities	0	1
Classrooms with Wi-Fi/ LAN	0	0
Seminar halls with ICT facilities	1	0
Video Centre	0	0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	AC-13 CCTV-21 Laptop-20	AC-06 Computer-04 CCTV(Cam)-09
Value of the equipment purchased during the year (Rs. in Lakhs)	--	7.15
Others	0	0

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	NIL	NIL	NIL

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25215	1129208/-	286	72554/-	25501	1201762/-
Reference Books	0	0	0	0	0	0
e-Books	0	0	0	0	0	0
Journals	49	7400/-	68	6730/-	117	14130/-
e-Journals	0		0			
Digital Database	0		0			
CD & Video	0		0			
Library automation	0		0			
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	27	11	3	1	1	10	4	20 MBPS	0
Added	4	2	0	0	0	0	0	0	0
Total	31	13	3	1	1	10	10	20 MBPS	0

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

20 MBPS /GBPS

4.3.3 Facility for e-content

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

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
678000.00	1061451.00	697000.00	619474.00

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

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Concession of fees	0	0
Financial support from other sources			

a) National		4823	19929600.00
b) International		0	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	From session 12-13	1st Year: 2127	Counselling Cell
Soft Skill Development	From session 1995-96	46	DOEACC

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL	NIL	NIL	NIL	NIL	NIL

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	NIL

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	NIL	NIL	NIL	NIL	

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2015-16	More than 350	BA (H), B.Sc. (H), B.Com(H),	Phil, Ben, Eng, Math, His, Sans, Commerce,	K.U., C.U., J.U., B.U., R.B.U,	MA, M.Sc., M.Com, MBA, PHD,

		BA(G), B.Sc. (G)	Econ, Geo, Pol. Sc.	Different B.Ed. College	M.Phil

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	5	Not submitted by the students
SET	6	Not submitted by the students
SLET	0	0
GATE	0	0
GMAT	4	Not submitted by the students
CAT	0	0
GRE	0	0
TOFEL	0	0
Civil Services	0	0
State Government Services	12	Not submitted by the students
Any Other	6	Not submitted by the students

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

Activity	Level	Participants
Sports	College level	The students of 1st , 2nd and 3rd year and Students' Union
Youth Conference on Vivekananda`s Birthday	College level	More than 200
Freshers` Welcome	College level	The students of 1st , 2nd and 3rd year
Teachers` Day Celebration	College level	The students of 1st , 2nd and 3rd year and Students' Union
College Social	College level	Students` Union
Sarawati Puja	College level	The students of 1st , 2nd and 3rd year and Students' Union
Netaji`s Birthday Celebration	College level	The students of 1st , 2nd and 3rd year and NCC unit
International Mother Language Day Celebration	College level	The students of 1st, 2nd and 3rd year and Bengali Department
Celebration of Independent day	College level	More than 50
Celebration of republic day	College level	More than 50

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2015-16	NIL	NIL	NIL	NIL		

5.3.2 Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

Different committees and Students' Union of the college works for the benefit of the students throughout the year and pursues several activities within and outside the college campus. The major activities pursued 2015-2016 are

Cultural Activities:

- Organised Nabin Baran Utsav (Freshers' Welcome), a cultural programme to welcome the newly admitted students in the college.
- Celebration of birth and death anniversary of Rabindranath Tagore in the college.
- Celebration of Swami Vivekananda`s Birthday in the college
- Celebration of Netaji`s Birthday of the college
- Observation of Teachers' Day to mark the birth anniversary of Dr. S. Radhakrishnan.
- Organised of the annual social, a cultural programme of the college.
- Observance of the International Mother Language Day on 21st February, 2015.
- Celebration of Saraswati Puja in the college.

Sports Activities:

- Organised of Annual Sports of the college.

Other Activities:
- Providing a list of financially backward students to the college to make them get fees concession from the college fund.
- College also support ST, SC, OBC, Minority student for getting their Government scholarship.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): NO

5.3.2 No. of ~~registered~~ enrolled Alumni:

NIL

5.3.3 Alumni contribution during the year (in Rupees) **:**

NIL

5.3.4 Meetings/activities organized by Alumni Association **:**

NIL

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

In accordance with the policy of decentralization adopted by the management , both teaching and non- teaching members are adequately represented in the Governing Body of the college and their opinions are sought in making and implementation of different policies. Apart from the Governing Body meetings, sub-committees like IQAC, Academic sub-committee, Examination sub- committee, Students' Support and Progression sub –committee, Internal Complaints Committee meet on a regular

basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face to face meetings with the non-teaching staff members of the college as well as by notifications.

The students take an active part in the governance of the activities in the campus. The student body consists of the President, Vice President and the Secretary (from First year). Feed backs are obtained from the students to improve the quality of the services rendered. This student body under the guidance of the faculty is given the chance to take lead in the organization of various festivals, Sports Day, and other activities. This results in effective and proper execution of the work and promotes cooperation between management, staff and students.

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes, Partial:

- Fully computerized office and accounts
- Online admission process for 1st year, 2nd Year & 3rd Year students.
- Implemented SMS dissemination gateway system for internal stakeholders of the college.
- Display of all important notifications and other information through college website and/or notice board.

6.2 Strategy Development and Deployment

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

❖ Curriculum Development:

Planning and implementation of the curriculum by the college is done most effectively by introducing students and stakeholders first to the larger mission and the wider vision that defines the particular purpose which the college stands for and seeks to promote. The objective of the college is to fulfil what it has envisaged by providing quality education which will enable students to become educated, responsible citizens and realise their position in the society as independent person. The uses of learner-centric methods are meticulously planned; academic calendars, teaching modules are framed to ensure that lectures are of high quality and meet the time schedule.

❖ Teaching and Learning:
College plans to improve learning resources by updating library and other support systems, buying more books starting book banks improving ICT enabled teaching, digitization of library, focus on e-resources etc.

❖ Examination and Evaluation
Schedule of occurrence of class test, Mid-term test is furnished by individual department to their wards. The students are provided with the corrected answer-scripts by the relevant faculty members within 15 days of examination. Doubt and enquiries of the students if any regarding the pattern of optimal answers are clarified by the examiners**.** If there is any tabulation related errors in the assessment, corrections are duly made by the examiner and the corrected marks is officially posted against the name of the concerned students**.**

❖ Research and Development:
1. Facilities have been asked to write research based papers and articles for the improvement of

teachers. Encourage faculty to take up short term courses, refresher courses, orientation programmes, paper presentation, incentives for outstanding performance of faculties.

2. Motivates faculty members for research publications in peer reviewed journals with high impact factor. Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons.

❖   Library, ICT and Physical Infrastructure / Instrumentation:
1. College plans to improve learning resources by updating library and other support systems, buying more books starting book banks improving ICT enabled teaching, digitization of library, focus on e-resources etc.
2. Provision for wi-fi facility in both the campuses for use of the e-learning resources.
3. Increase of the internet bandwidth from 15 mbps to 80 mbps through broadband and lease line to facilitate the research lab. and centres along with departments.
4. Procurement of more equipment, teaching aids and books under CPE fund
5. Procurement of more desktop and laptop computers under CPE fund.

❖   Human Resource Management
1. Motivating and facilitating the faculty members to participate in Refresher & Orientation courses.
2. Arrangement of computer training programmes related to Tally and MS- office for Non-teaching staff.
3. Organization of a workshop on different safety measure to adhere to in daily life and in work place.
4. Self-appraisal of the teachers through maintenance of Academic Diary.
5. Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee.

❖   Industry Interaction / Collaboration

❖   Admission of Students:
1.   Online Admission including online payment facility in UG levels.
2.   Online admission is made strictly on the basis of merit.
3.   Strict observance of Govt. Rules for Reserved Categories.

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

❖   Planning and Development:
1. Implemented SMS system for dissemination of information including regular notice to all stakeholders.

❖   Administration
a.   Notice display system for students and other stakeholder.
b.   Regular exercises of PFMS portal to upload expenditure related to Govt. fund.
c.   Submission of retirement related documents through e-pension portal.

❖   Finance and Accounts
1. Fully computerised office and accounts section.
2. Maintenance the college accounts through Tally.
3. Reception of salary fund from Govt. through HRMS portal.

❖ Student Admission and Support 1. Online admission including online payment gateway. 2. Maintaining students database through tailor made software. ❖ Examination 1. Initiated information regarding online portal - Entry in service facility for Competitive Exams for UG students.	

6.3 Faculty Empowerment Strategies

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

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

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of particip ants (Non-teaching staff)
	NIL	NIL			

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher course	1	5th June to 24th June, 2015
Refresher course	1	20th Aug to 10th Sept., 2015
Refresher course	1	3rd March to 23rd March 2016
Orientation Course	1	15th June to 11 July 2015

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
NIL			

6.3.5 Welfare schemes for

Teaching	GSLI, Staff Cooperative & Welfare fund
Non teaching	GSLI, Staff Cooperative & Welfare fund
Students	Students Welfare fund, Students Aid Fund, Medical and Means Fund and different scholarship programme

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

The annual budget is allotted to the college by the management every year for the requirements of various departmental activities. The account of the institution is subjected to an audit by a govt. of West Bengal approved Auditor appointed by the Govt. of West Bengal. The income and expenditure are from different sources are audited regularly by the external auditors.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NIL	0	

6.4.2 Total corpus fund generated   NIL

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NA	Yes	Self
Administrative	Yes	WB Govt.	Yes	Self

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

NIL

6.5.3 Development programmes for support staff (at least three)

NIL

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

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No) Yes
b. Participation in NIRF   : (Yes /No) No
c. ISO Certification   : (Yes /No) No
d. NBA or any other quality audit   : (Yes /No) No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2015-2016	College Website up gradation	April, 2016	1-4-2016 to 30-4-2016	All teaching staff
	College Prospectus up gradation	April, 2016	1-4-2016 to 30-4-2016	05

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period **(from-to)**	Participants	
		Female	Male

NIL			

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
- Green Drive (Planting of trees) inside College Campus by the students' union of the College.
- Power Saving LED lights in College Campus.
- Reducing the use of plastic in the College Campus.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	All students
Provision for lift	NO	NIL
Ramp/ Rails	Yes	All students
Braille Software/facilities	No	NIL
Rest Rooms	Yes	All students
Scribes for examination	Yes	All differently abled students
Special skill development for differently abled students	no	
Any other similar facility	no	

7.1.4 Inclusion and Situatedness
Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2015-2016	NIL		---	Green Plantation	Plantation	70

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

Title	Date of Publication	Follow up (maximum 100 words each)
NIL	NIL	NIL

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Celebration of Rabindra Joyanti	9th May, 2016	Teachers, Non Teaching Staff and Students
Celebration of Independence day	15-08-2015	Teachers, Non Teaching Staff and Students
Celebration of Republic day	26-01-2016	Teachers, Non Teaching

			Staff and Students
Celebration of International Mother Language day		21-02-2016	Teachers, Non Teaching Staff and Students

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

- Planting of plants & trees inside the campus
- Reducing the use of Plastic in the campus
- Installation of ample number of Power Saving LED lights in Campus
- Awareness programme among the students for maintaining cleanliness of the campus
- No Smoking zones
- Gardening
- Consciousness of Vision pollution

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

Best Practice -1 :

Students Mentoring System

OBJECTIVE OF THE PRACTICE: The goal is to establish a relationship of trust between the Mentor and the Mentee and to help the mentees attain their aims.

CONTEXT: The students are assigned to faculty mentors from their first year. Mentors create a better environment for their mentees and the mentees can approach their mentors for educational, personal guidance and knowledge enhancement.

PRACTICE: The mentors closely monitor their mentee performance and provide an ongoing support. They also provide awareness and guidance about competitive examinations and courses required for placements. A mentor encourages the students for pursuing higher studies and encourages entrepreneurship. Frequent counselling sessions help the student in expressing their opinions and problems with ease. Counselling is done after tests and after the University exam Results.

EVIDENCE OF SUCCESS: The evidence of success is the percentage of students passed in the session 2014-15. After implementing the practice there is an increase in the Pass percentage.

PROBLEM ENCOUNTERED AND RESOURCES REQUIRED: In some circumstances, an introvert student might not be able to express himself/herself. In the absence of a mentor for a short period of time, the duties are handed over to another faculty and informed to the respective students. To make the mentoring system effective, training is imparted to faculty on counselling and handling the students.

Best Practice-2:

Best Practices on On-line Admission Procedures:

Objectives:

On-line Admission Process has been initiated from the academic session 2013-14, appear as very successful in reducing errors, manual labour and making admission system easy. In spite of the initial reservations, the Online Admission Process has turned out to be a complete success. This has indeed lessened the rigorous labour involved in the offline process.

    After many deliberations, debates and discussions, the On-line admission process finally started its journey in 2013-2014 academic sessions. In this Process, all admission related notifications are uploaded in the college website. As soon as the results of different 10+2 examinations are published, the college notifies of the dates in which the applicants can submit the online application forms. Forms can be submitted only on-line in the college website www.berhamporecollege.in. After submitting the forms on-line and taking prints of the "challan" copies the applicants have to pay the requisite fees at any branch of the designated bank (State Bank of India). The technological side of this online admission process is maintained by a competent outsourced agency (Vertitect Technology). Necessary helpdesks are provided in the college campus both by the Students' Union. The Admission Committee monitors the entire process. The entire Merit Panel is prepared Online. Entire admission process with necessary counseling is also maintained online.

Evidence of Success:

    In spite of the initial reservations, the Complete Online Admission Process has turned out to be a complete success. This has indeed lessened the rigorous labour involved in the offline process. The entire process has become smoother with less requirement of human-power. It has also become less time consuming for both the staff and the students.

Problems Encountered and Resources Required:

    Initially, there were reservations from all quarters, about turning the all-important Admission Process completely online. It was argued, not without some justification, that students in remote areas cannot access internet and hence it would not be advisable to turn the entire admission process online. However, it was decided in several meetings, both with the staff and the student representatives that if helpdesk facilities can be introduced in the college, then this problem can be minimized. Moreover, it was argued that, if the students can come to the college to collect and submit forms then they could also move to any cyber-cafe in the city to access the internet. The Help Desk facilities are made available in college campus. Contract is also made with the State bank of India, so that applicants can submit the application fees to any branch of the bank.

7.3 Institutional Distinctiveness

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

Response:

VISION:

To evolve skilled and value based resource professional, to provide opportunities to the students without any discrimination, to find space for the exponential growth of personality and character, and to face the challenges of tomorrow successfully through quality education.

MISSION:

In fulfilment of its vision, the Berhampore College is committed to provide higher education to the students in its vicinity giving equal opportunities to all, equip the students community with academic , social, scientific and spiritual values and to enable them to have an insight in to the spirit of transparent governance and public.

We are very much aware of our responsibility to our students and do our very best to provide a most friendly and growth oriented ambience for them. We do everything in our capacity to ensure excellent standards that would secure them leadership in tomorrow's challenging world.

The vision behind the establishment of the college is to spread the light of knowledge and wisdom to kindle the ardour of faith does justice by

Forming men and women for others who are:

i.   Academically accomplished
ii.   Emotionally balanced
iii.   Morally upright
iv.   Socially responsible
v.   Ecologically sensitive
vi .   Professionally dedicated

INTEGRAL FORMATION

National Awareness is fostered through talks and seminars related to the building up of the nation and National Days are observed by NCC Army. Extension Activities and Outreach Programs are focused on the integral formation of the students.

STRIVE FOR TRUTH AND SERVICE:

   We provide quality education to our students. Integrity and transparency are reflected in all the endeavors of the institution from the Admission process up to the conferment of Degree /placement and even beyond. The institution stands for humanity, for tolerance, for reason, for the adventure of ideas and for the search for truth. For this we create an environment that fosters teamwork, cooperation and mutual support. The institution believes in the policy of inclusion and promotes the nation building qualities of equality, justice and fraternity.

8. **Future Plans of action for next academic year (500 words)**

- ❖ The college plans the following for implementation in future-

- ❖ The college is located in Berhampore nearer to Berhampore court Railway station and Bus-stand so, faces immense pressure of students. Therefore the college plans to build new building.

- ❖ Enhancing academic excellence.

- ❖ Development of skills of the students by inculcating core values among them further by imparting value-based education.

- ❖ Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NCC and the like.

- ❖ Enhancement of infrastructural facilities.

- ❖ To organize UGC sponsored national and state level workshop and seminars.

- ❖ To organize internal interdisciplinary seminar

Name _____   *Name*

_____

_____

_____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ ***_____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

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