YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**BERHAMPORE COLLEGE**
• Name of the Head of the institution	**Dr. Samaresh Mandal**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03482355314**
• Mobile No:	**9474319266**
• Registered e-mail	**berhamporecollege.in@gmail.com**
• Alternate e-mail	**bpc.naac@gmail.com**
• Address	**20 C. R. Das Road P.O. - Berhampore**
• City/Town	**Berhampore**

• State/UT	**West Bengal**
• Pin Code	**742101**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**University of Kalyani**
• Name of the IQAC Coordinator	**Dr Indrani Basu**
• Phone No.	**03482355314**
• Alternate phone No.	**9476405630**
• Mobile	**9476405630**
• IQAC e-mail address	**anupriyaindrani@gmail.com**
• Alternate e-mail address	**bpc.naac@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**https://www.berhamporecollege.in/Pdf/AQAR/AQAR-2019-2020.pdf**
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	73.3	2007	31/03/2007	30/03/2012

6.Date of Establishment of IQAC	07/07/2012

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	3
• 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	**View File**

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)

1. Organised International webinar on "Assessment of impact of Covid 19 pandemic on social process around us" on 15 and16.07.2020. Moreover, teachers for commenced on-line classes. Classes were taken as per the central –e-routine. 2. IQAC prepared a format for academic audit so that the teachers can take records of their classes . Teachers submitted an annual self-appraisal report as well. 3. State level webinar on Administrative affairs relating to promotion of college teachers and Librarians through CAS in collaboration with Indian Academic research Association was organised by IQAC on 18.07.2020. 4. Furthermore, AQAC organised a FDP on " Online teaching, learning and evaluation" in collaboration with the IQAC of Khejuri College and K.K. Das college on 26-

30.09.2020. 5. IQAC ensured the fulfilment of Social responsibilities through NSS: (i) Created safe home for quarantine needs. (ii) Distributed grocery to Orphanage. (iii) Organised two blood donation camps. (iv) Opened a Covid help-desk. (v) Organised counselling sessions by a professional Counsellor through virtual platform. The Institution has been recognised as Swachhta Action Plan Institution by Mahatma Gandhi National Council of Rural Education Department of Higher Education, Ministry of Human Resource Development, Government of India.

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
IQAC has decided to keep academic ambience as that which existed prior to the pandemic through the implementation of on-line classes.	Organised International webinar title "Assessment of impact of Covid 19 pandemic on social process around us" on 15-16.07.2020 and teachers commenced on-line classes. Classes took place as per the central –e-routine. IQAC prepared a format for academic audit so that teachers could take records of their classes . Teachers also submitted annual self-appraisal reports.
IQAC decided to take initiative for raising awareness of the teaching staff on administrative affairs.	State-level webinar on Administrative affairs relating to promotion of college teachers and Librarian through CAS was conducted in collaboration with Indian Academic research Association on 18.07.2020
IQAC endeavours to enhance overall skillset of the faculty members in the field of on-line teaching, learning and evaluation by using LMS, e-resources.	IQAC Organised 5 daysof FDP on " Online teaching, learning and evaluation" in collaboration with the IQAC of Khejuri College and K.K. Das college on 26-30.09.2020.
IQAC strives to perform their social responsibilities through the NSS unit and counsel the students through moral support.	1.Safe home was created. 2.Distributed grocery to Orphanage 3.Organised two blood donation camps 4. Opened Covid help-desks 5. Organised counselling session by a professional Counsellor through virtual platform.
IQAC has decided to build up Swachhta Action Plan Committee which constitutes the working groups Post COVID-19 for Sanitation & Hygiene, Waste Management, Water Management, Energy Management and Greenery.	The Institution has been recognised as Swachhta Action Plan Institution by Mahatma Gandhi National Council of Rural Education Department of Higher Education, Ministry of Human Resource Development, Government of India

Has decided to submit AQAR of 2019-20 within due date	AQAR has been successfully submitted on 24.05.2021

13.Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	02/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	22

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	5887

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1673

File Description	Documents
Data Template	View File

2.3	1082
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	27
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	29
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	27
Total number of Classrooms and Seminar halls	

4.2	143.63
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	29
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 fulfill what it has envisaged by providing quality education which will enable students to become educated and responsible citizens and realise their position in society as independent people. The use of learner-centric methods of teaching are meticulously planned; academic calendars, teaching modules are framed to ensure that lectures are of high quality and follow 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 and is then 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 a procedural academic sub-committee meeting held in the beginning of each session. The heads of the departments distribute the syllabi among the faculty members and monitor the implementation and progress of the academic plan. The feedback is taken from all the stakeholders regarding the curriculum implementation of the 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 member fails to finish his/her allotted syllabi within the stipulated time, extra classes are arranged for him/her by the respective departments for the benefit 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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The Academic Calendar of the College is displayed on the notice book in the staffroom, Notice boards hangon the wall at the entrance of the college gate and is available on the college website www.berhamporecollege.in.The schedule for evaluation is 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 to the IQAC. A comprehensive academic calendar is prepared by a committee consisting 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 schedule for the tutorial and remedial classes, probable dates of class tests and Mid-term test, Schedule for counselling sessions, university examinations, list of Holidays and vacations, etc. Along with these, Academic Calendar is also published with 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 affiliated university are circulated amongst the faculty and students to make them aware of the evaluation process.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

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

22

File Description	Documents

Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**View File**

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

11

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

11

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

- **The College offers one General & Compulsory Undergraduate course which addresses Environment, Sustainability and Human Values. This course is affiliated to the University of Kalyani.Topics related to this issue are taken up for quiz and debates during different functions organized by different departments.**
- **Equal opportunities are given to both genders in terms of admissions, employment, training programmes, sports activities etc., and so gender issues do not arise. College encourages women faculty and students to participate in events focusing on women empowerment and promoting leadership qualities in women.**

- **Teachers' day is celebrated with vigor in the institution/ campus. Girls and boys participate in various co-curricular activities such as group discussions and technical quiz and debate programmes.**
- **Both boys and girls are made members of NSSwhich is associated with various co-curricular and extracurricular activities.**
- **Students are also encouraged to participate in activities on social responsibilities organized by other institutes in the district.**
- **Awareness programmes are also initiated by the NSS unit, which carries out different extensive activities for environmental protection and to raise student awareness about their social responsibilities.**

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
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**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**View File**

1.3.3 - Number of students undertaking project work/field work/ internships

0

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 | **C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	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	https://www.berhamporecollege.in/Feedback.aspx

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 sanctioned seats during the year

11882

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

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

2683

File Description	Documents
Any additional information	**View File**
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 endeavour of this institution is to open up the world of knowledge to the different strata of pupils to such an extent that, each of them is able to absorb knowledge according to their own needs and capabilities and accrue real benefits.

Devoted teachers and responsible college authority conducts counselling at the time of admission on the basis of students' performances in the last board examination. As a general practice, at the commencement of the semester, the teachers interact with the students to ascertain their background, choices of subject stream, medium of education, as well as gauge their shortcomings and future expectations. The teachers identify the slow and advance learners by interacting with them during the class hours. A system of continuous evaluation also helps the teachers assess the progress of the students. This process of evaluation consists of written examinations, open book tests, group presentations, seminars, quiz, symposiums, debates, projects, practical examinations with viva, written assignments, surprise tests through ICT enabled tools (like Google class room, PPT presentation, etc) and class participation, etc.

Endeavours for slow learners:

The fight of our devoted teachers is not only against low merit but also against poverty, injustice, prejudice, superstition, taboos, etc. One of the main reasons behind some of the common shortcomings found among the students is the lack of language proficiency . So, to enhance their linguistic abilities, additional language classes are organised to ensure inability to communicate does not act as a deterrent to learning. For some courses, special classes are conducted on mathematics (especially for students of Economics Honours). Usually each Department conducts remedial and tutorial classes for slow learners after scheduled class hours on weekdays and after 3:00 p.m. on Saturdays. However, due to the closure of institution during pandemic, teachers were unable to take any physical class. All the classes were taken in the virtual mode.

Endeavour for advanced learners:

Advanced learners are encouraged to attend class tests, present seminars, participate in quiz and debate competitions. Teachers generally accompany them to guided library sessions in their quest for knowledge to prepare them for competitive examinations. During closure of the Institution visit to library has not been possible. Teachers have supplemented their classes with e-resources to compensate this loss. Teachers interact with the students through Google Classrooms, what's app and conference calls in order to ensure course completion and doubt clarification at any time.

Aside from the slow and advances learners, the remaining students who are medium achievers, can avail all facilities and access all the programmes that are arranged for the first two categories.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	**View File**

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

Number of Students	Number of Teachers
5886	27

File Description	Documents
Any additional information	No File Uploaded

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

The central objective of our teaching –learning process is to make the learner more open-minded, logical and of course a rational human being. The teachers firmly believe that learning extends beyond the four walls of the class room and that they owe a duty to not just the students but to society at large.

These are: -

I) Interactive learning/ Participative learning:

Objectives : In this process, the endeavour of the teachers is to educate the students via some interactive sessions so that they can understand how to learn through interaction and develop their critical thinking, problem solving, and communication skill.

Practice: Fundamental concepts of the subject matter are discussed . Students are encouraged to raise questions. Success of this techniques depends on mentor-ward system and teacher-ward tutorial system. The teachers interact with the students as their mentors, and eatablish various platforms of communication with the students using email, Google Classroom and their mobile numbers. Students are provided assignments, encouraged to participate in open-book tests, surprise tests, group discussions etc. Departments organise mid-term tests, class test, student seminars, conferences, quiz & debates etc .Students are motivated to participate in these programmes. Furthermore, students watch films, prepare documentaries on social issues, make posters based on contemporary social problems etc. This year, due to the pandemic such open book tests and class tests were not possible. But each department has arranged internal assessments for the students. A national level webinar was organised. Students also made an awareness video.

ii) Collaborative learning:

Objective: Education isnot only adistinctive, meritocratic experience, it is also cooperative or community oriented. Constructing learning environment together is the fundamental objective of collaborative learning.

Practice: Collaborative learning is an umbrellaterm for a variety of instructive tactics involving joint efforts of students and teachers. Usually, Departments ofEconomics andGeographyconduct educational tours and organize surveys on socio-economic factors which were cancelled this year due to the pandemic.All our regular programmes like publication of the wall-magazines, college magazines, intra-college as well as inter-college debate competitions, quizzes, rallies and discussions on social issues, cultural function, sport events etc were not possible to organised physically. One of the important wings of the College is National Service Scheme through with the institution imparts value education to their wards with an aimto make them more ethically conscious. NSS organised several online awareness programmes, conducted various e-quizes, arranged on-line posters, recitation and essay competitions, helped covid affected citizens and distributed sapling, etc..

iii) Independent learning:

Objective: The institution stresses on independent or self-regulating learning to enhance motivation and for better management of learning.

Practice: Successful implementation of independent learning depends on a number of external and internal factors. External factors like mentor-ward system, access to automated library facilities with large collection of books and journals and use of ICT tools can create a strong relationship between teachers and students and provide comprehensive latest information to students. The students are motivated to use the library independently which can enhance their skills and knowledge. Internal factors are the skills that individual students have to acquire. Successful

students are rewarded at the end of final year examination with valuable books which help them further enhance their knowledge. This year, students were not able to get physical access to library facilities. However, teachers shared several e-contents and e-resources in order to prevent the interruption in the process of teaching and learning.

File Description	Documents
Upload any additional information	**View File**
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

This year, our physical classes could not be conducted. College has been equiped with various ICT-enabled learning resources (like learning in virtual class room, computer laboratory, access to partially automated library system, provision of getting subject specific e-resources,etc) towards the end goal of promoting a positive teaching-learning attitude amongst students. The college is also equiped with internet access which gives the teachers a chance to use e-materials when needed. But during this period due to shutting down of the institution, teachers have not had access to these resources instead, they have created Google class rooms, What's app groups, Google meeting links through which they continued teaching-learning process uninterrupted. They have used jam boards, prepared Google slides to present lectures and spread sheets for keeping records of attendance, etc. E-register has also has been created. Some teachers have prepared their own website where they posted study materials for their students. In spite of such initiatives, a large section of students could not reap benefits of the efforts due to lack of internet facilities available to the the students at home.

File Description	Documents
Upload any additional information	**View File**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

27

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

mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

27

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	No File Uploaded

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

7

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

424

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.

In all the examinations arranged by the College (Class-Tests, Mid-Term Tests, internal assessment under CBCS) students are intimated prior a few days to the date of the exam. The students are informed about the tests schedule either by a central notice issued by the college authority or by a provisional notice issued by the concerned department.

However such process of internal assessment was partially jeopardised due to the closing of the institution. For successful continuation of this Continuous Internal Evaluation (CIE) Institution organised an e-FDP on –e-learning, teaching and evaluation process during early phase of the session so that teachers could easily get accustomed with new modes of e- teaching and learning methods. Each department conducted internal assessments after the completition of syllabus through Google forms where point values were given so that students could know their marks and learn from their errors immediately. Some e-assignments were also provided by certain departments.

If the students expressed difficulties in understanding the e-questions which were set in the Test, the questions and the topic on which such questions were set were discussed during the lecture by the faculty member.

E-Answer-scripts of internal assessment under CBCS are preserved by the college authority since the University calls for the evaluated script if needed.

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 Institution prepares its academic calendar at the central level each year. Following the calendar, each Department conducts their academic activities throughout the year. Schedule for class tests, mid-term tests are announced prior to the scheduled date and this information is passed on to the IQAC.

The students are provided with the corrected answer-scripts by the relevant faculty members within 15 days of the examination. The doubt and enquiries of the students regarding the pattern, or content of the answers are clarified by the examiners. If there is any tabulation error in the assessment, corrections are duly made by the examiner and the corrected marks are officially posted against the name of the concerned student.

The schedule for class tests and Mid-term tests are prepared by individual departments. Students are also informed about the provisional routine that includes the schedule for tutorial classes and

remedial classes.

Some Departments also organise Parent-Teacher Meeting for students of Part-I and Part- II. Such meetings are held after the publication of results of the Mid-Term Tests. Some departments communicate regularly with the guardians over phone and inform them about the performances of their ward. As mentioned earlier, the majority of our students come from low socio-economic strata, therefore, their parents are usually too preoccupied with daily struggles. They don't have enough time to appear in parent –teacher meeting. We circumvent this problem through the use of electronic media.

If there is a marked discrepancy between class-performance and performance in examination of a student, the teachers consider it their responsibility to identify the cause behind it. The interaction between the parents and the relevant faculty members can be crucial for such identification. If the reason for such discrepancy is purely academic, the teachers try whole-heartedly to provide the students with a broader understanding of the subject (topics already taught in the class are discussed again, students are given time-bound home assignments to be checked by the faculty members, more books and journals are suggested to the students for reading and so on). Nevertheless, the cause may lie outside the purview of academics and in such cases, the student is counselled by a mentor sympathetically and advised to adopt certain cause-specific steps in order to deal with the problem at hand.

However such process of internal assessment was partially jeopardised due to closing of the institution. For successful continuation of this Continuous Internal Evaluation (CIE) Institution has organised an e-FDP on –e-learning , teaching and evaluation process during early phase of the session so that teachers can easily accustomed with new mode of e- teaching learning methods. Each departments conducted internal assessment through Google forms where point values were given so that students can know their marks and about their errors. Some e-assignments were also provided in some departments. Teachers created spread sheet to keep the records of assessment. Apart from that parent-teachermeet was not possible as a large section of the parents were not aware about the uses of digital media. However we have conducted some virtual counselling sessions by adolescent counsellor with students.

File Description	Documents
Any additional information	**View File**
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program outcomes, program specific outcomes and course outcomes for all programs offered

by the Institution are stated and displayed on the college website and communicated to teachers and students

Response:

Mechanism of communication of COs

Decided by the Board of studies of University of Kalyani and furnished among the Head of the Department of different subjects in the affiliated colleges under this University.

Head of the Departments share their view with members of the Department during Departmental meetings.The result is Posted on the college website.This is later posted on the college notice board it is then intimated to the students in the class room.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of program outcomes, program specific outcomes and course outcomes are duly evaluated by the institution. One of the methods that our college follows assessing the performances of students in different examination at institutional level, attendance of regular classes and special classes (like tutorial and remedial classes) is also taken into account. In counselling sessions, students also express their difficulties in understanding the curriculum, about financial and psychological hardships, if any. Mentors try to solve the problems.

Another important mechanism that the Institution has opted for is evaluation of teaching-learning by a feedback system, in which the final year students of the college are provided with feedback forms to be duly filled in. In these, they provide inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, its faculty members etc.

Our college also has a Grievance Redressal Mechanism, where the students can also place their problems at any point of time. The institution deals with students' grievances very deftly by preserving their confidentiality, while at the same time taking concrete steps towards their resolution. Parent –teacher meet is organised by individual departments if required after assessing the performances in class test, Mid-Term Examinations and attendance.Through such processes the

institution keeps a track record of program outcome-achievement. Publication of merit list at the time of admission, keeping the records of marks obtained in University's final examination by College-office, keeping records of marks obtained by students in class test and mid-term test by the Department, keeping the records of successful students who have absorbed into different jobs,etc. are regular practices of our institution through which the program outcomes are measured and checked. The slow and advanced learners are identified and accordingly outcome attainment target is set by introducing improvement measures. Organising class tests, conducting tutorial and remedial classes, organising subject- oriented debates, quiz, student seminars as well as talks,workshops etc. are a part of this improvement scheme. In order to achieve the desired program outcomes, some departments hold field tour, field survey, workshops etc. College provides books apart from those that are prescribed in the syllabus from the library to those meritorious and sincere students who come from difficult economic conditions.

Students celebrate Teachers' Day on 5th September each year. On this occasion, successful students are rewarded with books or cash which encourages students to excel. This practice commenced in the fond memory of Late Subodh Sarkar, retired Vice-Principal and professor of Department of Commerce since 2017. However such process of internal assessment was partially jeopardised due to closing of the institution. Each department has conducted internal assessment through Google forms where point values were given so that students can know their marks and about their errors. Some e-assignments were also provided in some departments. Teachers have created spread sheet to keep the records of assessment.

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

1063

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)
https://www.berhamporecollege.in/Feedback.aspx

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)
0

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 departments having Research projects funded by government and non government agencies during the year
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year
0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3	

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**View File**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3	

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**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3	

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Berhampore College has organized several extension activities to help with the social issues arising in the neighborhood. The students of Berhampore College take active part in ifferent social

and cultural activities in and off campus. There are several pogrammes organized by the NSS and other cells of the Berhampore College which are listed below:

1. Observation of International Youth Day and NSS Day with online poster competition and recitation competition on the theme of "Youth engagement for strengthening the society".
2. Many programmes were organized such as, Independence Day, National Voluntary Blood Donation Day, National Voter's Day, Republic Day, Women's Day, Environment Day, Yoga Day, No Tobacco Day, etc.
3. Blood donation camp has been successfully organized by the NSS unit of the college.
4. Grocery distribution to Orphans was made by NSS unit.
5. Safe home programme was organized by the Berhampore Municipality in collaboration with SINI and NSS unit of Berhampore College.
6. Banomahatsov week was observed.
7. Awareness campaign on the impact of COVID 19 was organized.

The students were motivated to take part indifferent social activities, cultural programme etc for which they accumulate knowledge, so that they may inculcate it in neighboring community from time to time.

Apart from that NSS volunteers were regularly involved in social work activities as COVID warriors. Aside from donating blood, the NSS volunteers also delivered food, Medicine, oxygen cylinders and other necessities to the people in need.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

3.3.3 - 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

3.3.3.1 - 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

21

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

21

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**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

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

Details of linkages with institutions/industries for internship (Data Template)	**View File**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Berhampore College (so re-named in 1975) was established (2nd August, 1963) initially as Raja Krishnnath College of Commerce to cater to the study of commerce for the students of Murshidabad in particular and the students of adjoining districts in general. In 1971, Arts stream was introduced due to the increasing demand of the students and guardians. Atthat time, the College was approved by the University of Calcutta and the Government of the West Bengal. From then, Berhampore College has been functioning as a fully fledged college for Arts and Commerce. At present, the College is the University of Kalyani affiliated to. Many courses were introduced with the combinations provide by the University. To increase student strength the college has always taken proactive steps to provide various facilities to develop the infrastructure in the campus in terms of classrooms, laboratories and for sports, extra and co-curricular activities.

There are 26 classrooms with green board ,microphone, fully furnished, well ventilated, spacious lecture room for conducting theory classes. Among them, three classrooms are furnished with LCD projector and internet facility to adopt advance teaching methods.

There are 4 laboratories to carry out the academic experiments such as Geography lab, Economics Lab, computer lab and film studies lab. Three additional rooms are also allotted for Film studies, Geography and Computer laboratory department.

There are 31 desktop computers with desktop that are only used for students' purpose. There are 27 computers which are used for official purpose. All the computers are connected with internet facilities. In addition to the regular activities, students can download any kind of study materials, prepare reports, power point presentations etc. The network speed is30 MBPS.

There is one air-conditioned seminar hall with good audio-visual facilities. It has 120 seating capacity and is used for student seminars, debates and quiz competitions, Departmental seminars, conferences, workshops and various kinds of interaction programmes with students.

The Boys' Hostel 'Sampriti' is located some distance away from the college main building and provides accommodation for 62 male students.

In the beginning of the each academic session, respective HODs of the various departments organize a meeting with the principal to discuss the requirements of the current session and whether any addition to the infrastructure is needed. All staff members are involved in the creation of a healthy teaching–learning environment. All full-time teachers of each department are given a separate computer with internet access to acquire contemporary data in their respective subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college authorities help the students participate in both outdoor and indoor games. Indoor game facilities like Table Tennis, Carrom, Ludo, and Chess are provided to the students. Recently, a gymnasium has been installed in the college for physical exercise. It can be used by the students, free of cost. The Gymnasium allows the students to feel reinvigorated, after their hectic class schedule. In addition to this, there is a small playground for and outdoor games. There area large girls' and boys' common rooms which is used for the indoor games and other cultural activities. The boys' common room can also be used for college cultural feast. Our College encourages the students to participate in different sports and games. The College auditorium has been sound proofed and fully air-conditioned for cultural programmes and National Seminars. The college has one NSS unit which is engaged in organizing most of the cultural and extension activities such as different awareness programmes, blood donation camp, celebration of International women's day, organizing

cleaning drives, and different types of medical camps through offline and online mode. At present, 100 students are enrolled in NSS.

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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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)

93.61

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

4.2 - Library as a Learning Resource

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

Berhampore College Library is partially automated with KOHA library management software 16.11.09 version since 2018. Library services such as cataloging, Circulation, patron card creation, advance searching, report generation, are partially computerized. Library also has OPAC system for

students, teaching, and non-teaching staff, which can be accessed within the library premises. We also have subscribed to NLIST E-resources since 2019.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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	D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
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)

0.059

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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

0

File Description	Documents
Any additional information	No File Uploaded

Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The College has sufficient IT facilities for strengthening the teaching and learning process.

The computer lab is equipped with 31 computers with required software and antivirus. The computer lab is powered by reliable service providers to ensure uninterrupted usage of computers. Two LCD projectors in classes are available to provide effective teaching for the students. Twenty three faculty members are provide with individual computer systems. Two smart classrooms are present in the college which are used by different department. One LCD projector is present in the Seminar room to organize various types of seminars.

There is an audio-visual unit for the film studies department which has components like T.V, V.C.D, V.C.R., 16 mm projector, handicam etc.

Some of the faculty members use power point presentations, videos etc in the class rooms to enhance the learning experience of the students

Printers, scanners, and xerox facilities are available and faculty members can use these facilities only for official purpose.

The college campus is WI-FI enabled. Faculty members can access Wi-Fi in the campus to acquire additional information, carry out research activities, and download information for the students.

The college campus is under CCTV surveillance to maintain discipline and transparency.

Students are encouraged to use IT facilities in the best possible way for their learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	No File Uploaded

Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution   B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	**View File**
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

10.69

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

The College authorities always emphasize the proper and optimal utilization of all available infrastructural facilities for better teaching –learning. The proper utilization of the infrastructure provided to the Departments is also monitored by the respective Heads of the Departments. Following are some of the important parameters by which these are ensured:

The library follows certain protocols regarding the usage of books. The entry register is kept for both staff and students. Anybody who enters the library must enter their details in the register to use the facilities of the library. In the beginning of the first year, each student is issued two library cards.New cards are issued to the students only after the previously borrowed books are returned in good condition. At the end of every semester, all students must return their books to

the library. Likewise, the teachers may also use library books for their classes and research purposes and return the books at on appropriate time.

The sports facilities are made available to all students throughout the year.

For lab, computers are used as per the time table prepared at the beginning of every semester. All the computers are covered by plastic cover. If any additional software or upgrading of the computers is required, the requirements are proposed to higher authorities.

The classrooms in the main building are used by different departments for taking under graduate and Post graduate (DODL) classes according to the scheduled routine throughout the academic session. Teachers use green board to teach in class and also use modern equipments such as computers, LCD projectors for taking classes.

Certain departments use fully-equipped laboratories for practical classes.

Classes for the course under DODL are held in a specific building of the college.

Apart from the scheduled classes, departments organize seminar presentations for the students from time to time in a specific seminar room utilizing the available equipments such as LCD projector, white screen, and computers.

The college is one of the examination centers for U.G. under Kalyani University. Besides that, the infrastructure of the college is sometimes used by the state Government on holidays for various activities of public interest, for example, as on examination centre for different public examinations like PSC, SSC CSC, Clerkship, and WBCS. etc.

The maintenance of class rooms is carried out with the help of house keeping staff regularly.

Construction of new buildings and renovations of existing buildings are maintained by the collge fund after discussions with the members of the Finance Committee and the Building committee.

Fresher's Welcome, annual social function and other programmes are arranged in the college auditorium without affecting the routine class. Maintenance is carried out regularly.

The seminar room of the college is also used for various socio-cultural activities, seminars, workshop etc. Prior permission for the same is taken from the Principal or HOD. Coordinated effort of Management, Principal,college staff and the various committees for academic and administrative planning has resulted in enhancement and strengthening of infrastructure for excellent academics and extracurricular activities.

File Description	Documents

Upload any additional information	No File Uploaded
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

3486

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

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

0

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

0

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)	**No File Uploaded**

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	**E. None of the above**

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

5.2 - Student Progression
5.2.1 - Number of placement of outgoing students during the year
5.2.1.1 - Number of outgoing students placed during the year
0

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

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
95

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

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
0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

0

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)	No File Uploaded

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)

One of the most important and active stakeholders of the college are the students. They are the fulcrum of all the activities of an educational institution. An educational institution thrives to ensure the fulfillment of students' interest. The students' Union is a statutory body formed in a college to communicate with the college administration about the interests of the students. Our colleege has a Students' Union. The Students' Union has representatives in many important committees of college including the IQAC and the Governing Body. They express the thoughts and views of the students and also are proactive in implementing strategies. The Students' Union also renders active participation in the admission process of the college. The Students' Union acts as a liaison between the students and the college, i.e. administration, and teaching and non-teaching staff. College has opened the National Service scheme (NSS) for upliftment of mental strength of the students and raising students' awareness about their social responsibilities. The NSS, under the patronage of Students' Union motivates the students to participate in events like debate competitions, extempores, sit and draw competitions, etc. as a part of this excellent programme. To inculcate a sense of respect towards our rich cultural heritage, the NSS under the patron-age of Students' Union organised programmes like International Mother Language Day, Saraswati Puja, Freshers' Welcome, Teachers' Day, Annual Sports, Youth Festival, Republic day, Indepedence Day etc.

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The students love their alma mater.They show a keen interest in the institution from which they have graduated even after they enter into employment or family lives. There is an Alumni Association in Berhampore College which has been formed in the year 2019 but legal formalities are still under process.

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

Vision: To evolve skilled and value based resource professional, to provides 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 institution is committed to proceding higher education to the students in its vicinity giving equal opportunities to all, equipping the students' community with academic, social, scientific and spiritual values and enabling them to an insight into the spirit of transparent governance. The Governing Body, the highest administrative body of the college, with the Principal as the secretary and comprises representatives from Teaching, Non-Teaching, Students and External Members. It governs and overseas the management of the college in compliance with the opinion of the majority of the members. All major decisions on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the Governing Body in line with the recommendations and suggestions of the IQACand various statutory and non-statutory sub-committees like, Finance Sub-committee, Academic subcommittee, Staff council etc.

File Description	Documents
Paste link for additional information	https://www.berhamporecollege.in/Vision-and-mission.aspx
Upload any additional information	No File Uploaded

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

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 the making and the 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 etc. meet on a regular basis and help 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 management committee members along with the Principal and other members of the sub-committee support the day to day functioning of the college administration. A decentralized administrative system with the intention of providing the best for the student body is practiced in this institution. All Important development plans are discussed by the Principal with all the sub-committee members in which students are also members. Plans are executed only after review the suggestions.

The students take an active part in the governance of the activities in the campus. The student body consists of the President (Final year), Vice President (Final Year) and the Secretary (First year). Feedbacks are obtained from the students to improve the quality of the services rendered.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The vision and mission of the college focus on providing quality education to students. In order to provide inclusive and quality education, the college has developed a strategic plan for various activities which are to be implemented successfully on and from 2015-16. 1. Setting AAA for internal quality assurance.

2. Academic and co-curricular activities for the holistic development of the students.Many academic activities like department activities are to be planned along with co-curricular activities.

3. Extracurricular activities-sports activities, cultural competitions are undertaken; the students participate the intra-college and inter-college activities in every academic year.

4. Student Support & Progression – In order to help and support students develop employability skills, a host of activities are planned which includes providing coaching classes for competitive exams, counselling students to join PG classes, career guidance, placement activities etc.

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

6. Faculty Development - Encouraging faculty members to take up short term courses, refresher courses, orientation programmes, paper presentations, incentives for outstanding performance of faculty members.

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

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

Functions of various bodies/ offices

Governing Council: -Governing Council has a single responsibility which is to develop, monitor and review strategic plans of the institution.

Principal: 1. The Principal consults with the faculty members in discharging his duties and responsibilities.

2. The Principal is also regularly updated regarding the long term and short-term plans which are prepared for the growth of the institution. Long term perspective plans are prepared for 5 to 10 years. It includes building and infrastructural facilities of the college keeping in view the future growth. The Short-term plan is the annual plan prepared by setting up of goals that are to be achieved during the year.

3. The Principal, at the beginning of the academic year, convenes the General Staff Meeting, discusses and finalizes an academic plan for the year.

4. The Principal also convenes a meeting of the staff council members which includes all in-charges of subjects, Librarian and non-teaching staffs.

5. The Principal along with the staff council plans all important activities through out the year; like the academic calendar, Internal examinations, extracurricular and co-curricular activities etc. 6. The Principal advises all the heads of the departments to conduct their departmental meetings regularly to prepare annual academic plans. The HODsscrutinize the plans and approve them.

7. The Principal makes rounds of the college at least once a day to supervise the academic work in the college.

8. The Principal along with the IQAC will plan periodic tests throughout the year.

9. The results of the Semester examination and reasons for sub-optimal performance are analysed subject wise and numerous measures are suggested to improve the results in the succeeding year.

10. University Grants Commissions gives assistance to the college for implementing long and short term plans. The Principal plan the most effective use of the financial assistance provided by the U.G.C. for the development of the college.

Recruitment procedure- The College follows a formal recruitment process from West Bengal College Service Commission. Job specification for the vacant position is identified and properly filled resolutions are submitted in the office of WBCSC. In the case of nonteaching recruitments, the College notifies to the DPI about vacancy.

Service rules- Service rules are mentioned in the appointment letter which is governed by the West Bengalrules and regulations given to the staff at the time of recruitment.

Grievance redressal mechanism- Grievance Cell is a primary body of the college, the members of the cell arrange for an appropriate and early redressal of the grievances depending on its nature and

magnitude.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**C. Any 2 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
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

The management recognizes the commitment and dedication of the teaching and non-teaching faculty members. It always strives to satisfy the needs of the employees proactively. Some facilities provided for the welfare of the employees of the institution are 1. Provident fund for all the employees who are eligible for it. 2. A canteen and a coffee shop are provided inside the campus. 3. No membership fee for utilizing the gym is extracted from the faculty members.. 4. Advance is given to both teaching & non-teaching staffs before festivals.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

0	

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

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

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

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	**No File Uploaded**
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

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

Every year faculty members are required to fill in a self appraisal form designed on the basis of PBAS methodology of UGC. The format is exhaustive and includes questions/descriptions regarding academic and administrative responsibilities undertaken by the teacher, innovative methods practiced and implemented by the faculty members during the academic year, various responsibilities including college fests, etc. It also involves questions/descriptions of seminars attended/paper presentations by faculty members in State/National or international seminars/workshops, guest lectures arranged, use of ICT enabled teaching, involvement in universities academic work like question paper setting, examination work, BOS, BOEs etc. The appraisal forms are assessed by the HODs and the principal of the college and a positive and constructive feedback is shared with the faculty members. The principal counsels the faculty members to improve their performance if necessary.

Faculty members are also asked to be involved in various committees, activities of the college. The activities performed by the staff members are evaluated by the IQAC biannually. They are encouraged to attend/ present papers in seminars and participate in workshops. Faculty members are also asked to improve their qualifications by pursuing higher degrees, for example Ph.D. The work diaries and lesson plans and other individual records of each staff member is checked every semester.

Faculty appraisal is also done through student feedback. A well drafted feedback form with specific questions as per the comprehensive level of the students is distributed through online (previously offline) mode annually to evaluate how far the teacher has been successful in reaching out to the advanced as well as the slow learners in the classroom. The feedback intimated to the concerned faculty in an academic meeting and suggestions for improve mentare made.

Non-teaching staff like the librarians, office staff, support staff etc. are currently not given any appraisal forms. Their performance appraisal is done by the principal based on the quality and quantity of their work,nature of their work, their enthusiasm, skill sets and efficiency. The appraisal of the non-teaching staff is conducted informally by the principal and they are counselled to improve their work if necessary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial

audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Anannual 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 an auditor approved and appointed by the Govt. of W. B. The income and expenditure from different sources are audited regularly by the external auditors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

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

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

The college is a Govt. aided College and under 2(f) and 12(B) under the UGC Act 1956.The main source of funding for the college is the fees collected from the students , the funds from the UGC and the funds from Govt. of West Bengal. A budget is prepared as per the requirements of the college as a whole. The disbursement of funds for the needs of the college are strictly governed by the secretary of the Governing Body. Receipts of expenditures are maintained for various purchases made towards purchases especially related to the lab, library and for the well being of the campus. The college follows a transparent accounting and audit practice. The college is also applying for funding from various other bodies for organizing seminars/ conferences and for carrying out research projects.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	**No File Uploaded**

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

Fee concession: One of the main objectives of the college is to give quality education to rural and economically and socially under preveledged students. The college has provisions forgiving fee concession to poor and socially backward students. In addition to this, the college has made provisions for students to pay fees in easy installments and upon request, the office extends the last day for payment of fees for many students. Often, the principal waves off small fees of many economically deprived students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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 college implements quality assurance through the IQAC. The IQAC was established in session of 2012-13 and the members are senior and some junior faculty members who belong to various committees of the college such as feedback committee, academic committee and library advisory committee. This results in effective implementation of the various decisions made by the cell. The following are the two examples of institutionalized reviews and implementations of teaching-learning reforms facilitated by the IQAC.

1. Measures for strengthening teachers quality

2. Improvements in the continuous internal evaluation.

Strengthening of teachers' quality: The college endeavours in every way to create a congenial atmosphere for teaching, learning. The college takes initiative to develop and strengthen the intelligence and intellect of the faculty members which not only benefits them but also the students. The faculty members are encouraged to publish research papers, participate in seminars and conferences, conduct or attend workshops and faculty development programs at least once in a year. They are also encouraged to participate in outstation programs.

Implementation of Continuous Internal Evaluation:

Constant improvements are made with regard to the continuous internal evaluation process. The examination committee looks after the exam schedule, timetable, setting up the questions and allotment of rooms and assigning duties to the faculty. The evaluation reforms are communicated to the students at the beginning of academic session either verbally or through written communique. Teaching and non-teaching staff members are informed about on the latest reforms and are instructed to follow them strictly. Recently, the college has shifted from annual examination to Semester examination. The committee follows traditional and non-traditional method of evaluating the students. The traditional methods being the written exam and the non-traditional being group discussion, preparation of assignments and charts etc. The college counsels the students who play truant about the evaluation process by giving them assignments and activities that create interest in the students. The final internal marks are displayed by the university in the college website. The college is affiliated to the University of Kalyani and adheres to the reform norms as prescribed by the university.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)	C. Any 2 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	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The NSS unit of Berhampore College has worked out a gender sensitization plan in the interest of its students. The annual gender sensitization plan takes into account the needs and problems of the students and the general ignorance towards different problems that they are likely to encounter. The plan is based on three important dimensions: gender issues,health issues and psychological issues. Seminars, talk shows, meetings, work-shops and psychological counseling sessions are organized by the institution throughout the year to sensitize the students. The plan has yielded positive results and benefitted the stakeholders to a considerable extent.

Berhampore College, is conscious of the need to promote gender equity and sensitization in curricular and co-curricular activities in accordance with its mission and vision which focus on gender justice, equality and empowerment. Gender equity and sensitization are incorporated within the framework of institutional values and ethics.

The institution is sensitive to the issue of gender sensitization. Separate Common rooms, CCTV, surveillance security guards are always available for the students. College has introduced counseling sessions to deal with problems and to promote social awareness among the students,the college's NSS unit has conducted counselling sessions over the years.

The Berhampore college NSS unit has celebrated International Women's Day on 8th March 2021 by making a video titled THE SHADOW PANDEMIC. Through this video, they have shown the impact of COVID-19 on violence against women and have tried to describe the economic toll levied by Covid-19 pandemic on women. They have shown with appropriate facts and figures, how the graph of domestic violence against women has risen steeply during this period. Further,they have expressed their concern over the problem of increasing rate of dropouts among female students which definitely influence teen pregnancy and child marriage.

Due to COVID outbreak Berhampore College NSS unit was compeled to arrange most of the programs viavirtual mode. Though virtual mode was inadequate to fully actualize the goals of the NSS unit,to uphold student safety, college authority's had to take this decision.

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	Nil

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	D. Any 1 of the above

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

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

The college is proud to say that, minimal waste is generated in the campus. Waste generated in the campus is segregated into e-waste, liquid waste /organic and solid waste. Different kinds of wastes are labeled according to the disposal rules and are then transported to disposal sites provided by the Berhampore Municipality.

Solid waste management:

Solid waste, which mainly involves plastic and paper, is collected in separate dustbins and handed over to the Berhampore Municipality Workers. Separate bins are also kept on all floors for solid waste and liquid/organic waste. Students are asked to dispose waste only in the designated bins. All classes are provided with dustbins for solid waste disposal. Old newspapers, Books, used water bottles etc. are sold to venders for recycling. College has plans to make the campus plastic-free in the near future.

E-waste management:

The electronic junk is stored in store rooms of the college. As per the direction of Berhampore Municipality, the e-wastes are packed and managed. Old computers and other electronic gadgets and equipments are sold to junk dealers dealing with e-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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 | **E. None of the above** |

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	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	D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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).

Berhampore College strives towards maintaining an inclusive environment for all stakeholders. The college promotes linguistic,regional, cultural diversity among the students. Several activities that promote communal harmony are undertaken frequently. So, our College has implemented various measures to make the college an inclusive campus.

Berhampore College strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff. Admission committee and the Equal Opportunity Cell ensure parity and transparency during the admission process. Students from low socio-economic spectrum are granted fee concessions in every academic session.The college also promotes several financial assistances /scholarships provided by the Government of India, state government and non-governmental organizations to facilitate access to financial assistance among students.

Mentor-mentee meetings are held regularly and students are encouraged to share their problems, academic or personal—with their mentors. Dedicated teacher-mentor are assigned for outstation students. Teachers adopt bi-lingual mode of teaching, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

Any other relevant information	

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Empathy and charity are two important social values which every responsible citizen of the country must possess. Berhampore College has been committed to educating our students as constitutionally aware citizens sensitized to their fundamental rights and duties. College organises several activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation. Due to COVID-19 Pandemic, college has observed most of the programs through online mode.

1. Values and duties:

The National Service Scheme (NSS) is an integral part of our College that commits to programmes and activities to inculcate constitutional obligations and patriotism among students and staff. The college fosters community responsibility by organizing blood donation camps almost every year. In every camp, around 20-30 volunteers donate blood. To promote a sustainable environment, Swachch Bharat campaigns and Tree Plantation drives are organized. Dept of Economics & IQAC, Berhampore College has organized a two day international webinar on assessment of impact of COVID 19 pandemic on social processes around us from 15.07.2020 to 16.07.2020. Almost 195 participants registered for this webinar. The NSS unit, and the cell of yoga and meditation, of our college has also organized online quiz on INTERNATIONAL DAY OF YOGA and WORLD MUSIC DAY i.e. on 21.07.2020. 81 participants took part in this event. NSS unit in collaboration with Dept of Health AND Family Welfare, WBSAP & CS, Govt. of West Bengal organized an online poster competition, an essay competition, and a recitation competition on the theme of Youth engagement for strengthening the society on the eve of International Youth Day and NSS day' in the month of August and September. The NSS unit of Berhampore College also observed NATIONAL VOLUNTARY BLOOD DONATION DAY (01.10.2021) by organizing a rally with around 50 volunteers. Volunteers carried posters conveying the importance and necessity of blood donation. The Volunteers of NSS unit of our college made a video depicting the impact of COVID on 25.03.2021. NSS unit has organized BLOOD DONATION CAMP on 16.04.2021. The NSS unit of Berhampore College in collaboration with the Student welfare cell donated groceries to the orphans on 04.06.2021. NSS unit observed 'NO TOBACCO DAY….commit to quit' on31.05.2021.The volunteers made a video on commit to quit tobacco which was displayed on that day.The volunteers of NSS unit of Berhampore College opened a help line for covid patients. One portion of our college was declared a safe home by the Berhampore Municipality in collaboration with SINI and NSS unit of Berhampore College on 03.06.2021. At the end of this session 2020-2021 our NSS unit celebrated the international yoga day on 21.06.2021.

2. Democratic Rights:

The college enshrines the sovereign and democratic values of our nation by commemorating Independence Day and Republic Day annually. Voter's Day and Voter's Awareness Programmes are organised in the college to create awareness among the youth towards their constitutional duties. ELC (electoral literacy club) and NSS unit of Berhampore college observed National Voter's Day on 25.01.2021. They also organized debate competition and an awareness camp on Electoral Literacy on 19.03.2021 and 25.03.2021 respectively.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 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

Every year,Berhampore College organises several national/ international commemorative days, events, festivals and birth/ death anniversaries of the great Indian personalities. This year, due to COVID only the following days were celebrated:

  1. National Voters' Day : 25th January
  2. Republic Day : 26th January
  3. International Women Day : 8th March
  4. World Environment Day: 5th June

5. Independence Day : 15th August
        6. NSS Day : 24th September

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	**No File Uploaded**
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.

1. Best Practices : N.S.S.

After the independence, the University Grants Commission, headed by S. Radhakrishnan, recommended the introduction of voluntary national service in academic institutions. It had been argued that, students and teachers should devote their time to voluntary manual work. According to Jawaharlal Nehru, this idea of social service should be considered a prerequisite for graduation. Keeping this view in mind, on24 September 1969, the then Union Education Minister V.K.R.V. Rao launched the NSS at 37 universities in all states.

The programme aims to encourage the young blood of society, that is, students, to devote their idle time to social work, and to provide service to society without bias. The NSS volunteers work to ensure that everyone who is needy receives some opportunities to enhance their standard of living and live a dignified life. In doing so, the volunteers learn from the people in villages, about leading a good life despite a scarcity of resources. They also provide help in natural and man-made disasters by providing food, clothing and first-aid to the victims of disasters.

Following the same strain, the authorities of Berhampore College realised the importance of this national scheme and they established a NSS unit in the college during mid 80's. It has a glorious history in social work. However, the activities were jeopardised for few days. But once againit commenced its social work during the financial session of 2017-18.Via this wing, the college ensures extensive work in bringing together the campus and the society. The NSS wing performs regular activities along with special camp activities. However, due to some irregular financial disbursement of higher authorities, it was unable all programmes in its primary stage. However, as it continues over the years, the NSS unit was able to gain momentum.

The context:

The activities are designed in such a way so that our students can overcome all of their drawbacks and awaken them to their responsibilities towards society along with facilitating their personal development. Here, we follow the great advice of Swami Vivekananda."Education is the manifestation of perfection already in man."

The Practice

Through the regular activities and special camps, members along with teaching and non-teaching staff eradicate several misconceptions and backwardness and ensure development in several spheres of society. They engage themselves in following activities:

1. Blood donation camps.
2. Counseling sessions.
3. Programmes on gender sensitization.
4. Skill development programmes through workshops.
5. Programmes on afforestation.
6. Programmes on solid –waste management & plastic free campaign.
7. No smoking Campaigns.
8. Swachchha Bharat Mission.
9. Collaborative activities such ascultural programmes.
10. Programmes on social awareness- like impact of COVID-19 pandemic.
11. Community development programmes.

Evidence of Success:

Activities of Berhampore College in the academic session 2020-21.

Sl no

Event

Date

Details

Document

1

Annual observance of International Day of Yoga and World day of Music

21.07. 2020

ONLINE QUIZ

81 PARTICIPANTS

NSS, Cell of Yoga and meditation

2

International webinar on assessment of impact of Covid 19 pandemic on social process around us

15-16.07.2020

Dept of Economics & IQAC, Berhampore College

195 registered

https://drive.google.com/file/d/1cPsGV9JdFvJheM-XdkKW2_GvZ59VfbAS/view?usp=sharing

https://drive.google.com/file/d/1Kfgf_JMRu8o1VW7EBRN8-G_0cQ-cgRwX/view?usp=sharing

https://drive.google.com/file/d/1YfmsR16WFUHVMZq34pPOpg68Sq0dtus0/view?usp=sharing

3

Observance of International Youth Day and NSS day, on-line poster competition, essay competition, and recitation competition on the theme of 'Youth engagement for strengthening the society'

August-September, 2020

NSS unit in collaboration with Dept of Health AND Family Welfare,

WBSAP & CS, Govt of West Bengal

1.https://docs.google.com/document/d/1KCYSRSHXCLsATKQamD8v9yp4q6

mvNbxS5N1MDn8F0Zg/edit?usp=sharing

2.https://drive.google.com/drive/folders/1X1h7ymfVnGR733vrQLsnpai9OX-Vb-3o?usp=sharing

3.https://drive.google.com/drive/folders/1RoToNRQTu4KoakAA_wtcPsA4nK0J14z9?usp=sharing

https://drive.google.com/file/d/1Km_3ealoqXmH93gaWHTc9E416sENgWwr/view?usp=sharing

b

4

Observance of Independence Day

15.08.2020

NSS unit

https://drive.google.com/file/d/1CAW8bj-YBNu0hKWbXu2U4phoj0NWg0vt/view?usp=sharing

5

5 days e-FDP on On -line teaching -learning -evaluation

26-30.09.2020

Organised by IQAC in collaboration with IQAC of K.K.Das college and Khenjuri College.

150 participants

https://drive.google.com/file/d/1EyjFG7ugUQN0c4bh4a2V-9YFUjhBp_Xw/view?usp=sharing

6

Observance of National VoluntaryBlood DonationDay

01.10.2020

Organised by NSS.

50 volunteers appeared

https://photos.app.goo.gl/xrsLCWTLTuHMXj8WA

7

Observance of National Voter's Day

25.01.2021

Organised by ELC & NSS unit

https://drive.google.com/drive/folders/1Feg7Kp-fVD5Gn9A3gD3i67imLk9QIrtF?usp=sharing

https://drive.google.com/file/d/1CZ1io94C1EgEy9YOSduGXCMXcpq53LjP/view?usp=sharing

https://drive.google.com/file/d/1epV75Q275KbaYiJVAMfLaA7tYkM0mWXx/view?usp=sharing

8

Observance of Republic day

26.01.2021

Organised by NSS

https://drive.google.com/file/d/1teDy3_dhsvbp8HLGmaN9wO_WYIj9JNEc/view?usp=sharing

9

Debate competition on Electoral literacy

19.03.2021

Organised by ELC & NSS unit

https://drive.google.com/file/d/1ouUn1fzp2YfdIOs33ykvhLhQ7ZzGKC5S/view?usp=sharing

10

Awareness camp on 'Electoral literacy'

25.03.2021

Organised by ELC & NSS unit

https://drive.google.com/file/d/1ouUn1fzp2YfdIOs33ykvhLhQ7ZzGKC5S/view?usp=sharing

11

Observance of International Womens' day

08.03.2

NSS unit

https://drive.google.com/file/d/1sQg-NTXbriQTNQCTETxTlmwvHl0m7dV0/view?usp=drivesdk

12

Awareness video on impact of covid

25.03.2021

Made by volunteers of NSS unit

https://drive.google.com/file/d/1O0y-W05vmqWCfX219zq8QW5zRXCQhmAx/view?usp=drivesdk

13

Blood donation camp

16.04.2021

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Organised by NSS unit

https://drive.google.com/file/d/1YeB9JhRj74T0q-K-LvOKC3HlfjytyzHM/view?usp=sharing

14

Distribution of Groceries to Orphans

04.06.2021

Organised by NSS unit and Students welfare cell

https://drive.google.com/file/d/1hJumQ4b_2QWH87KrBgwwmCl8cCQFpFb5/view?usp=sharing

https://youtu.be/VBnhYMBF8lc

15

Observance of World Environment Day

05.06.2021

Organised by NSS unit and Students welfare cell

https://drive.google.com/file/d/1SK0yTMXKOG0f3Mh6V_2yMiN0Ow-FrK_0/view?usp=sharing

16

Counselling session of students

30.05.2021

NSS and PSS unit

Google meet video call link https://meet.google.com/iov-bkht-mqf

17

Observance of No Tobaco Day...commit to quit

31.05.2021

https://drive.google.com/file/d/1RUAQG_72LKibCyKwDUDSUCIgiOjtdoiI/view?usp=sharing

18

Video on Commit to quit Tobacco

May, 2021

Made by NSS unit

https://publicapp.co.in/video/sp_yf549u9hq9uau?share=true

19

Opening Covid help line and displayed in College Website

Made by NSS unit

www.berhamporecollege.in

20.

Safe home

03.06.2021

Berhampore Municipality in collaboration with SINI and NSS unit of the Berhampore College

https://drive.google.com/file/d/1fvDh1nhQGcELbBBuHXppl7IXYJ04NCN7/view?usp=sharing

21.

Counselling programme on mental health and adolescence well-being

11.06.2021

Organised by NSS unit and PSS unit. OST counsellor of Murshidabad Medical College and Hospital Mr. NAZMUL KHAN was Hon'ble resource person.

https://docs.google.com/spreadsheets/d/1JSBPjMBi_SawmR-_dR_dLe9EmE5le9OV0MdnHNUw1yQ/edit?usp=sharing

22

Celebration of International Yoga Day

21.06.2021

Organised by NSS unit

https://drive.google.com/file/d/16f93XU5k1TTuT9ninkN04tbwqJq9-RFY/view?usp=drivesdk

Apart from that, volunteers are regularly involved in social work as covid warriors. They donate blood and deliver food, Medicine, oxygen cylinders and other necessities to the people in need.

2. Online Admission Procedures:

Online Admission Process has been initiated from the academic session 2015-16. This process has been very successful in reducing manual labor, making admission system easy and flawless. In spite of the continuation of manual process of admission, the online admission process has turned out to be a complete success. This has indeed lessened the rigorous labour involved in the offline process.

Introduction of Online Admission Process:

We live in a world of fast-paced technology, failure to keep up with which would be erroneous. Before 2015, the college only accepted offline applications. This we realized, was an outdated practice and susceptible to many drawbacks.These included – wastage of excess paper, intensive

manual labor on the part of the staff involved with the admission office, possibility of individual bias,lack of transparency and accountability in some cases. Moreover, this process was always more demanding in terms of man- hours required to sort through the applications and select the most qualified candidates based on merit. These problems were countered and solved thanks to the online admission process initiated in the academic year 2015-2016.

The decision to digitalize the admission process was the result of much deliberation on the part of the college authority who realized that for effective admission process, there was an immediate necessity for the introduction of an online admissions process. It was also discussed that the online admission process was not merely an act of convenience but also of altruism as with the spread of internet facilities,turning to a digitalized system would benefit a demography who would otherwise not be able to travel all the way to college to collect forms and apply manually. After much deliberation, debates and discussions, during which the pros and cons of implementing the new system were carefully weighed against each other, the process finally began.In this complete online Admission 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 releases a notice of the dates on or before which the applicants may submit the online application forms. Forms can be submitted online only on 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. Necessary helpdesks are provided in the college campus both by this outsourced agency and the Students' Union. The Admission Committee monitors and supervises the entire process. The entire Merit Panel is prepared Online and as a result,the whole process is completed with considerable ease, substantially reduced effort and increased expediency.Furthermore, with the help of the new online admission system, a detailed record of the entire admission process with necessary counselling is maintained with ease.

Evidence of Success:

Despite the manual admission process, the Online Admission Process has met with resounding success. This has reduced the rigorous labour involved in the offline process. The entire process has become smoother and less dependent on human-power. It has also become less time consuming for both the staff and the students. Following are the last five years data:

* Number of sanctioned seats & number of students admitted year wise during 2020-2021: Number of Students admitted online are presented below :

Year of of

enrolment

Program name

Number ofsanctioned

seats

Number of

students

admitted

Enrolment

Percentage

2020-2021

1STYEARBA,BSC&B.COM(HONS+GENERA

L)

1.Problems Encountered and Resources Required:

In the many meeting and deliberations held before the practice of online application was successfully implemented, certain concerns regarding the viability of the process and its accessibility were brought to the fore. It was argued, not without some justification, that students in remote areas would not be able to access internet and hence it would not be advisable to completely turn the admission process online. However, through a proactive attitude and with a conviction to work through the problems, it was decided in several meetings, both with the staff and the student representatives that if helpdesk facilities can be introduced in the college, 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 should also be able to go to any cyber-cafe in the city to access the internet with just as much ease. The basic resource required was regular maintenance of the college website. This was taken care of by the agency, (VERTITECT TECHNOLOGIES), to which the college had outsourced the responsibility of maintaining the college website and conducting online admission. While the agency performed their assigned duties, the college too took part in ensuring that the admission process moved like a well-oiled machine. Help Desk facilities were made available in the college office. These were manned, as decided in the meetings, by staff as well as student representatives. The sole purpose of this was to help the applicants understand the online process and allow for a smoother transition from manual admissions to online admissions. Contract has also been made with a government sector bank so that applicants can submit the application fees

at any branch of State Bank of India. Thereby, the college has done its utmost to ensure maximum possible convenience for the applicant while keeping in mind their limitations.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

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

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

We are well aware of our responsibilities towards our students and we 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 ardor of faith, to facilitate the wholistic growth of individuals who are academically accomplished

1. Emotionally balanced
2. Morally upright
3. Socially responsible
4. Ecologically sensitive
5. Professionally dedicated

INTEGRAL FORMATION

National Awareness is fostered through talks and seminars related to the development of the nation and National Days are observed by NCC cadets.

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 confinement of Degree /placement and even beyond. The institution stands for humanity, tolerance, reason, novel ideas and 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. Our institution provides maximum effort for qualitative teaching to prepare the students for higher education and thereby imbibing confidence in them to exert leadership upon the world. We render moral and ethical values to our students so that they become responsible and humane to this society. We motivate our students to be humble and show respect to everyone, irrespective of religion,caste,creed and societal status. We provide a boost to our learners with immense confidence and knowledge so that they are ready to take up all the challanges of this world. We have designed our college logo not only to spread education but also to promote truthfulness, integrity, compassion and social service. Ourcollege logo reads "asato masadgamaya tamasomajyotir gamaya" which symbolises eight core values respect, excellence, compassion, service, hospitality, integrity, diversity and learning for life. Along with these, we keep a vigilant eye so that each and every student may abide by a moral code of conduct which is displayed on the website of our college. Use of mobile phones by the students, other than for educational purposes, is strictly prohibited with in college premises.

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

7.3.2 - Plan of action for the next academic year

The college plans to implement the followings in future:

1. Attemting to introduce new UG pure science courses including Bio Science
2. Enhancing academic excellence.
3. Submitting proposal for funding of UGC sponsored national seminars.
4. Developing skills of the students by inculcating core values among them further by imparting value-based education.
5. Enhancing ICT facilities to set up more smart class rooms.
6. Enhancing social responsibility for the students through different programme.
7. Trying to provide more contribution to neighbouring economy, society and culture.

8. Taking sincere initiatives to commence some certificate courses in collaboration of renowned authority so that employability of the students might be enhanced.