



## YEARLY STATUS REPORT - 2022-2023

### 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

- Affiliated / Constitution Colleges

Affiliated

- 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. **8017766469**
- Mobile **8017766469**
- IQAC e-mail address **anupriyaindrani@gmail.com**
- Alternate e-mail address **berhamporecollege.in@gmail.com**

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

<https://www.berhamporecollege.in/Pdf/AOAR/AOAR-2021-2022.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

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

<https://www.berhamporecollege.in/Pdf/Academic%20Calendar/Academic%20Calendar%202022-2023.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.33</b>	<b>2022</b>	<b>10/08/2022</b>	<b>09/08/2027</b>

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**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** 4

- 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.Additional 5 smart classrooms created.
- 2.Developed a functional career counselling body and made MOU with career counselling institutions/NGOs and with other colleges with the objective to help students to choose job field, find an internship, develop job interviewing skills , put together a resume and exchanges of knowledge and administrative expertise with other college. 5 MOUs were done.
- 3.Conducted ADD on course. and prepared the green audit by Botanical Survey of India.
- 4.Conducted several student exposure programmes with the adjacent school in rural areas to disburse the information that what facilities they will get in taking admission in this college. Assistance has been extended to other colleges in their preparation of A&A process by NAAC through organizing conference and also organized seminar on NEP.
- 5.To conduct awareness programmes on financial literacy, , gender sensitisation, legal-aid, etc as a part of cross cutting initiative and performed social responsibilities through NSS unit and counsel the students through psychological counselling.

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

Plan of Action	Achievements/Outcomes
<p>1 IQAC have decided to keep academic ambience as prior and introduce some new source of learning which is matched with New Education Policy . 2 IQAC have decided to take endeavour for enhancing the knowledge on online teaching, learning and evaluation by using LMS, e-resources. 3 Take necessary steps to maintain the information of passed students and motivate teachers to take initiative to run Alumni association properly. 4 Feedback should be collected from all the stake holder like students, teachers, non-teaching employees and the employers. 5 IQAC have decided to suggest some proposals to promote research initiative and interest among the members of faculties. 6. IQAC should perform social responsibilities through NSS unit and counsel the students through psychological counselling. 7. IQAC have decided to take steps to open Add on/certificate / value added courses. 8. IQAC have decided to conduct skill-development programme in collaboration with reputed NGOs to work with well known corporate companies as well as public sector domain. 9. To Prepare Gender audit report for academic session 2022-23. 10. To Prepare academic and administrative audit report for academic session 2022-23. 11. To Prepare Green audit report for academic session 2022-23. 12. To conduct awareness programmes on</p>	<p>1. Additional 5 smart classrooms created. 2. Developed a functional career counselling body and made MOU with career counselling institutions/NGOs with the objective to help students to choose job field, find an internship, develop job interviewing skills and put together a resume. Advised students about what courses and educational programs they need for particular careers. Organised guest Lectures, seminars, free career counselling coaching in blended mode on requirement basis and help in Placement Assistance. We have done 3 MOU in this regard. 3. MOU has been made with three colleges with objectives to develop co -operation and promote mutual understanding and excellence in practice-based education, research and knowledge exchange between the colleges. 4. Conducted ADD on course. 5. Prepared the green audit by Botanical Survey of India. 6. Welcomed several student exposure programmes with the adjacent school in rural areas to disburse the information that what facilities they will get in taking admission in this college. 7. IQAC of Berhampore College has been extended its helping hand to other colleges in their preparation of A&amp;A process by NAAC and organized seminar on NEP. 8. To conduct awareness programmes on financial literacy, , gender</p>

<p>financial literacy, career counselling, gender sensitisation, legal-aid, etc                  13. Take initiative to sign memorandum -of -understanding with other HEI as well as NGOs.</p>	<p>sensitisation, legal-aid, etc as a part of cross cutting initiative. 9. IQAC performed social responsibilities through NSS unit and counsel the students through psychological counselling. 10. Made the Alumni association more functional</p>
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**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	07/02/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	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
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated
• 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.	8017766469				
• Mobile	8017766469				
• IQAC e-mail address	anupriyaindrani@gmail.com				
• Alternate e-mail address	berhamporecollege.in@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.berhamporecollege.in/Pdf/AQAR/AQAR-2021-2022.pdf">https://www.berhamporecollege.in/Pdf/AQAR/AQAR-2021-2022.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.berhamporecollege.in/Pdf/Academic%20Calendar/Academic%20Calendar%202022-2023.pdf">https://www.berhamporecollege.in/Pdf/Academic%20Calendar/Academic%20Calendar%202022-2023.pdf</a>				
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<b>6.Date of Establishment of IQAC</b>			07/07/2012		
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<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	07/02/2024

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	16/03/2024

#### 15. Multidisciplinary / interdisciplinary

Berhampore College believes that interdisciplinarity is the future of pedagogy and paves the way to holistic education. The very nature of Kalyani University curriculum aids and facilitates interdisciplinary delivery. Interdisciplinarity breathes life into education and helps the reader internalize the socio political backdrop out of which the texts emerge. A holistic understanding of text can only be brought about through a more detailed understanding of the cultural and historical contexts which frame the text. The department of Economics frequently collaborates with mathematics and commerce departments through field works and projects. The Department of Philosophy shoulders the responsibility of value-added courses, as well as the one-day awareness programmes on Social and Ethical issues. The department of English collaborates with the Political Science Department and the History department to organize lectures while studying texts on Partition Literature and Russian Revolution. In the post covid period, many departments organized collaborative interdisciplinary discussions which emphasized the necessity of interdisciplinary in today's age to understand something that transcends the simple disciplinary boundaries and see how the fields of medicine, epidemiology, economics, political science, ethics, philosophy and historically-rooted cultural identities come into play during a pandemic. Several other departments belonging to Humanities, and Social Science disciplines also take up add-on courses, value-added courses that ultimately help in skill development and overall humanitarian development of the students. Keeping in view the demand of NEP, the institution has already launched skill development training, professional training courses on competitive examination, etc The Career Counselling Cell of the College often organises several programmes to provide the students career opportunities and

proper guidance to build up their abilities for the tough job market in future, and our NSS ,Red Ribbon Club, Electoral literacy club units are always active to groom students to become socially responsible citizens of the nation; all these activities are conducted beyond the boundaries of the disciplines. College Magazine named 'Maneeshita' is such a platform for students where we can explore writing and cultural skills of our students. NSS where the volunteers come from different departments are to be nurtured for different abilities such as academic, intellectual, aesthetic, social, physical, emotional and ethical through this interdisciplinary system

#### **16.Academic bank of credits (ABC):**

The endeavour of University Grants Commission to open Academic Bank of Credits (ABC) is definitely a revolutionary way to understand the higher education system in India. virtual/digital storehouse will contain the information of the credits earned by individual students throughout their learning journey. The definition of credits in higher education systems may be based on different parameters, such as student workload, learning outcomes and contact hours. Our institution is yet to register itself on ABC ([www.abc.gov.in](http://www.abc.gov.in)). However, we had been creating awareness among the stakeholders about the ABC facility and had been trying to prepare storehouse of students' information. In addition an open and distance learning course is in progress since 2009 reflects both the fact that all or most of the teaching is conducted by someone who is away from the learner, and that the mission aims to include greater dimensions of openness and flexibility, whether in terms of access, curriculum or other elements of structure. It could be a good idea to introduce the Academic Bank of Credit to allow students to transfer credits across universities and receive credits for non-traditional courses. As noted in Criteria 1,3 and 6, the college collaborates with numerous academic and non-governmental institutes to offer a variety of certificate programmes. The college intends to adhere to the fundamental goals of the Academic Bank of Credit through these certificate programmes and value-added courses. The affiliating university in its admission advisory has mentioned about the possibility of introducing ABC. With multiple entry and exit options, the mechanism of ABC is an obvious choice for any higher education institution. College has set up its own Digi locker, where students have entered necessary details, which may be used by the College for introducing ABC in near future. Since 2022, the College is thinking about making clusters with other colleges, which may be beneficial for the students and Academic

Bank of Credit may be introduced through the channel of Clusters.

### 17.Skill development:

Skills development programme for students is a mean through which we can mitigate the problem of un- and underemployment and improve standards of living by enhancing productivity. Our institution is deliberately trying to open some skill development programmes for its students which should be suitable for its local need by using local resource, not a mere imitation of others. This process of searching suitable schemes became jeopardized during pandemic period. However, after the bad times, we had been constructing some cell which have actively taken initiative to open resource specific skill development programmes. HOI instructed Career Counselling and Placement cell to take immediate steps and contact with concerned institution to commence such initiatives with due sincerity under the guidance of IQAC. As the commencement of skilled development programme is one among the important objectives of the IQAC for the academic session 2022-23 , so in collaboration with Career guidance and placement cell and Competitive examination guidance cell , IQAC have arranged several career counselling sessions as well as conducted mock tests in collaboration with RICE, Airmen Selection Centre, Barrack pore, Nandi foundation and some of Skill development NGO who are the part of CSR project of reputed Institutions . College introduces futuristic curricula along with regular curriculum in a way that enables students to acquire practical skills applicable for their desired professions. Above mentioned initiatives could be able to include opportunities for entrepreneurships, internships, and experiential learning through certificate/Addon/value added courses, field works etc. Our college empowers students with career services through career workshops, practise interviews, and networking opportunities. The College hosts seminars, training camps, free coaching sessions and workshops in collaboration with BSE,George Telegraph, RICE, Bandhan Bank, Nandi foundation, Anudeep Foundation, etc in blended mode for the development of sense of professionalism and a passion for skill within the students. HEI made three MOU with well established job training institutions (RICE, BANDHAN KONNAGAR, DOEAC) . Such initiatives gave the opportunities to students to discover the career opportunities both in public and private sector. Career counselling and Placement cell conducted 42 hourse off line ADD on course in collaboration with Nandi

foundation under the patronage of IQAC. Anudeep Foundation run an on-line career counselling course. In library HEI has separate book corner for competitive examination and its preparedness. Along with this ,the library section has introduced blog with an aim to disseminate the information regarding competitive examinations and their preparedness etc. Students also registered their name in my bharat portal. Life skills like gymnasium, yoga and soft skills programme including programme on Stress management, in collaboration with Office of CMOH and psychological counselling session in collaboration with Adolescence counselling department of Murshidabad Medical college and Hospital also empowers our student with a good mental strength, health and positive approach.

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

We believe that Indian Knowledge systems have evolved over a millennium and the facilitators emphasize systematized knowledge acquisition through integrating ancient means of knowledge within modern texts and through modern experiences. The college pays its due homage to the oldest compositions of knowledge including ancient scripture, texts, as well as tribal and minority literary works and study of history. Through the incorporation of Sanskrit and Bengali languages within the curriculum and using them as primary modes of instruction outside and inside the classroom, we attempt to honor not just these but all traditional Indian languages. The CBCS syllabus under Kalyani university includes such vital texts as excerpts from Mahabharata and in Sanskrit the syllabus also includes Mricchakatika and AbigyanamShakuntalam. These Sanskrit dramas are taught keeping in mind the historical significance of texts within our rich heritageand origins of Indian dance-drama (text of dramatology).Thirty two courses of study are transacted, among which Sanskrit, Philosophy transmit the values of the Vedas, Upanishads, Bhagavad Gita, and other philosophical literatures which serve as the foundation for the Indian knowledge system (IKS). In tune with the principles of IKS, our college has adopted a holistic approach incorporating numerous facets of human life, covering physical, mental, emotional, and spiritual components Discipline like Mathematics teaches Algebra, the decimal system, value of zero etc.. The college intends to set up an IKS-related Research Centre in future. Berhampore College values the spirit of diversity and pluralism, the founding principles of the Indian Knowledge System; Honours courses in Political Science, History, Geography, embrace the knowledge on diversity, enabling various



philosophical viewpoints and schools of thought to coexist. Department of Economics, Commerce, Geography and Political Science have taken initiatives to encourage intellectual development in tune with the spirit of IKS, making students to learn about diverse economic and geo-political scenarios. The college has evolved to absorb, and apply fresh concepts, theories and technological advancements into its strategic planning, while keeping strong ties with the core values and beliefs. Programme on Yoga, Programme on Swachhta, Green campus activities, Mural painting and handicraft by NSS volunteers, help the students to attain all round development of mind and body. Furthermore, the college makes it an unfailing practice to observe commemorate days each year to remember something and by doing so to honour it. Dwellers of our adopted village are scheduled tribe artisans. They are producing wooden craft. Our volunteers learned the process of making such craft from them and teach their kids to study and shared food and study kits with them. So it as an coherent initiative to honour Indian Knowledge system. Throughout the year we have organised several cultural programmes where all stake holders of our college took part. Our signature cultural performance is Agomonee which is prelude of our National festival- Durgapuja All stake holders belongs to different religious group spontaneously participated and we symbolise it as the triumph of national integration over all evil efforts.

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

Outcome-Based Education (OBE) is an academic process and approach focuses in developing expected outcomes (i.e., Knowledge, Skills and Attitude) for the students to achieve during graduation. Outcome Based Education or OBE is a buzzword today, which is gaining enormous importance with reference to modern education system. Burgeoning research on OBE does not only shift attention from a teacher-centred education to a learner-based one, it also focuses on what is to be learned i.e. the outcomes. Choice Based Credit System (CBCS) and National Education Policy 2020 (NEP), increasingly focus on learners' interests, abilities and skill development making learning process more participative and innovative. The college has always aimed to follow a participative, experiential, interactive teaching-learning process in order to make the essence of education more effective, attractive and outcome-based. Our institution divides the process of learning into four segments- planning, pedagogy, evaluation and action taken based on feedback analysis.. It follows a manual of OBE.

Planning Implementing OBE is important process in order. The OBE was initially implemented from 2022 onwards, the implementation of OBE is based on teaching-learning approaches (i.e., delivery and assessment) in compliance with the Faculty Record book (FRB). All faculty members (i.e. academic, technical and supporting staff) are involved in the OBE implementation. IQAC is responsible to monitor the implementation of OBE in the teaching-learning and evaluation activities by the faculty. Academic plans are prepared in tune with the mission and vision of the institution. Course Outcome (C.O) and Programme Outcome (P.O) are designed by all departments in accordance with the C.O and P.O of the affiliating university (University of Kalyani). They were displayed in college Website.

Implementation of pedagogy for theory and practical course: In the next cycle we focus on innovative and interactive teaching methods as well as participative learning to make the teaching-learning process more effective and insightful. At first we run bridge course for the departments to identify the potential of the enrolled students to study the course. Most of the Students admitted in first year are from rural area and some of them are not so advance in some subject due to lack of facility. Some students are unknown to new subject as they donot have previous background. To boost up their academic skill and confidence of such students in learning process, all the departments of the college conduct the bridge course for first year students before the commencement of regular classes every year. The purpose of bridge course conduction not only to bridge the gap between subjects studied previously and the subject would be studying in firstyear but also clear and revise the fundamental concept of topic whether it is belong to the previous course or new course. On the basis of the learning outcome of the bridge course, each departments categorized students under different learners group (i.e, Slow learners, moderate learners and advanced learner) and adopt the separate pedagogy for them.

In Faculty Record Book (FRB), the Department should prepare the allocation of the Syllabus in the departmental meeting and distribute among the faculty members. Prepared departmental routine from the central college routine and expected to be followed throughout the semester. Option of tutorial classes are also mentioned the departmental routine. Topics to be taught beyond the Course Syllabus should also be planned. Learning Outcomes should be framed and aligned with the Course Outcomes (COs). Our endeavours towards organizing ICT based teaching, extension- lectures, seminars, workshops as well as field-trips,

library orientation session, library blog disseminating e contents, etc ,excursions, group discussions, quiz, publication of Wall-magazine, oral and poster presentation by students, participate in the collaborative academic activities jointly conducted by the college with the colleges with whom college has MOU , etc. are actually glimpses of outcome- based education, making academic flexibly a practical outcome and developing critical thinking, reasoning and thus acting more efficiently.

**Evaluation:** Since this system of learning is more outcome based and learner oriented, our aim is to focus on continuous assessment of learners.All Question Papers should follow the given levels: i.Base Level (Remembering and Understanding) ii.Application Level (Applying) iii.Advance Thinking Level (Analyzing, Evaluating and Creating).

**Action taken:** Our Outcome-Based Education also emphasizes on actual action-taken part, where both students or learners and teachers share feedback regarding the curriculum delivery, methods of teaching etc. and necessary measures are taken to modify and upgrade the process and the system, if possible. This includes redesigning the curriculum delivery, applying innovative methods to provide a fruitful and effective Outcome-Based Education in the institution. Through OBE the institution aims to develop in students the potentialities to become rational human beings with profound knowledge of their self, society and culture that are required to develop national integration which is one of our best practice to maintain.

## **20.Distance education/online education:**

During pandemic, IQAC of our college requested the authority of the college that online education be promoted in order to ensure readiness whenever and wherever practicable.. Online exams, digital repositories, student support services through library blog ,Academic Resource Bank, mobile apps,.Teachers 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.It organized some online essay writing competition as well as quiz competition.NSS volunteers prepared some awareness videos. They were also participated National Youth Festival on virtual mode. We conducted three



webinar. On line career counseling as well as psychological counselling were organised. We organised on-line faculty and students exchanged programme with our MOU partner college. There is one Distance Learning Centre (ODL by University of Kalyani), being successfully managed by the Institution. By offering distance education opportunities, the college offers students more flexible and accessible options. The institution ensures that these programmes are nonetheless as rigorous and superior than their in-person versions. 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.

## Extended Profile

### 1. Programme

1.1

22

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1

8330

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

2298

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

1395

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	23
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	29
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	37
4.2 Total expenditure excluding salary during the year (INR in lakhs)	181.70
4.3 Total number of computers on campus for academic purposes	76

## 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

The college follows a well-structured procedure in order to ensure effective delivery of the curriculum designed by the University of Kalyani. Academic plans are prepared in tune with the mission and vision of the institution. Course Outcome (C.O) and Programme Outcome (P.O) are designed by all departments in accordance with

the C.O and P.O of the affiliating university (University of Kalyani) and then it is circulated to all the stakeholders. The academic plan is prepared by taking inputs from all the faculty. This plan is prepared by having discussions in the IQAC, and procedural academic sub-committee meeting held in the beginning of each session. We run bridge course for each department to identify the potential of the enrolled students to study the course. The heads of the departments distribute the syllabi among their 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 previous year and later it is incorporated into the academic plan. Feedback from the students is also taken by the HODs in the course of delivery of the curriculum. If a faculty fails to finish his/hersyllabi within the stipulated time, extra classes are arranged for him by the respective departments for the benefits of the students. Tutorial and Remedial classes have been initiated as per necessity for the students. Debates, quiz, etc, have been organized for the benefit of the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.berhamporecollege.in/Routine/BA%20Routine%202023-24.pdf">https://www.berhamporecollege.in/Routine/BA%20Routine%202023-24.pdf</a> , <a href="https://www.berhamporecollege.in/Routine/BSc%20Routine%202023-24.pdf">https://www.berhamporecollege.in/Routine/BSc%20Routine%202023-24.pdf</a>

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 staff room, notice boards hang on wall and on the college website [www.berhamporecollege.com](http://www.berhamporecollege.com). The schedule for evaluation given in the Academic Calendar. The institutional Academic Calendar is prepared by the Academic Calendar Sub-Committee. Every department submits a detailed report of their academic and other activities regarding academic calendar to the Academic Calendar Sub-Committee through IQAC. A comprehensive academic calendar is prepared by the committee through the various discussion of heads of various departments, and the Principal with the help of IQAC. This calendar includes college rules and regulations, and other details like time schedule for tutorial and remedial classes, probable dates of class tests and

Mid-term test, Schedule for counselling session, university examinations, list of Holidays and vacations, etc. Along with these, Academic Calendar is also published having detailed information regarding the college activities throughout the year such as probable dates for publication of result, dates for different programs, sports and special events. The College Prospectus, Academic Calendar, notifications and circulars from the affiliating university are circulated amongst the faculty and students to aware them about evaluation process. The College has well maintained Blog which provides all types of academic related information for the students and teachers.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.berhamporecollege.in/Pdf/Academic%20Calendar/Academic%20Calendar%202022-2023.pdf">https://www.berhamporecollege.in/Pdf/Academic%20Calendar/Academic%20Calendar%202022-2023.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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)	<a href="#">View File</a>

### 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)

05

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

466

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

307

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

We believe that Indian Knowledge systems have evolved over a millennium and the facilitators emphasize systematized knowledge acquisition through integrating ancient means of knowledge within modern texts and through modern experiences. Through the incorporation of Sanskrit and Bengali languages within the curriculum we attempt to honor not just these but all traditional Indian languages. College has adopted a holistic approach incorporating numerous facets of human life, covering physical, mental, emotional, and spiritual components. Programme on Yoga, Programme on Swachhta, Green campus activities, Mural painting and handicraft by NSS volunteers, help the students to attain all round development of mind and body. Furthermore, the college makes it an unfailing practice to observe commemorate days each year to remember something and by doing so to honour it. Our signature cultural performance is Agomonee which is prelude of our National festival-Durgapuja All stake holders belongs to different religious group spontaneously participated and we symbolise it as the triumph of national integration over all evil efforts. The College offers one General & Compulsory Undergraduate course which address Environment and Sustainability and Human Values. Equal opportunities are given to both the genders in terms of admissions, employment, training programmes, sports activities etc., and so gender issues do not arise. Teacher's day is celebrated with vigor in the institution campus.

NSS which is extensively carry out different activities for environmental protection and social responsibilities.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

1126

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf">https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf</a>

### 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

5111

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

2298



File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

. To assess the potential of the students we run bridge course.

### Methodology to Implement Bridge Course

Tentative time table and course contents were declared by the departments in consultation with IQAC and circulated the information through proper mean. These were a week long course. This year due to visit of NAAC Peer team and due to DurgaPuja, IQAC decided to conduct the programme in the month of November, 2022.

Department prepared MCQ/ objective question of 20 marks for evaluation. On the basis of the marks students were classified among slow and advanced learners.

### Advanced Learners Policy

- Encouragement to identify and utilize the web learning resources, library. Various information regarding of e-contents and career guidance were furnished in library blog.
- Motivation to participate in debates, group discussion on and out of the syllabi contents and participation in various cultural, extra-curricular and research competitions in and out of the college., to contribute the creative potential by writing essays, articles and poetry in the College Magazine 'Manisheeta'
- Arrangement of Guest lectures .
  - Arrangement of ADD On and Value added courses.

### Slow Learners Policy

- Tutorial classes for Slow learners and activities there by under the monitoring by advanced learners

- Personal Counseling by Adolescent councillor of MMCH
- Provision of simple and easy notes and course material.

File Description	Documents
Link for additional Information	<a href="https://berhamporecollege.in/Pdf/Course/Details%20of%20the%20bridge%20course,%202022-23%20.pdf">https://berhamporecollege.in/Pdf/Course/Details%20of%20the%20bridge%20course,%202022-23%20.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
8330	49

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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 college always follow a participative, experiential, interactive teaching-learning process in order to make it outcome-based. Our endeavours towards giving lecture & ICT based teaching, create Google classroom, extension- lectures, seminars, workshops , library orientation session,, group discussions, quiz, publication of Wall-magazine, oral and poster presentation by students, participate in the collaborative academic activities jointly conducted by the college with the colleges with whom college has MOU , etc. are actually glimpses of OBE, Innovative programs, like Art and Craft, Murale Painting, making holi colours. stimulate the creativity & ensure participative learning. Theoretical knowledge is combined with practical knowledge through visits to industrial/corporate houses, historical places, field trips. The RDcell helps students conduct survey , data collection and social outreach under the guidance of respective teachers. Students are motivated to participate in skill development training and career counselling programs to choose their future professional

engagement. The academic resource bank and Library blog furnishes e content are digital repositories in College . We have 12 ICT facilitated room, 76 Desktop & Laptop, 12 Printers, which is made available to students as additional learning resource. College encourage students in MOOC courses .magazines Moneeshita is published to nurture creativity, writing skills and presentation potentialities in students. Add- on courses fill the gaps in knowledge and give students a competitive edge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.berhamporecollege.in/Criteria/131437Documents%202.3.1.pdf">https://www.berhamporecollege.in/Criteria/131437Documents%202.3.1.pdf</a>

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

College has been equipped 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 equipped with internet access which gives the teachers a chance to use e-materials when needed. During the pandemic college was closed so 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	<a href="#">View File</a>
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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
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

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

8

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)	<a href="#">View File</a>

### 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

374

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Our institution divides the process of learning into four segments- planning, pedagogy, evaluation and action taken based on feedback analysis. . All Question Papers should follow the given levels:

- Base Level (Remembering and Understanding)
- Application Level (Applying)
- Advance Thinking Level (Analyzing, Evaluating and Creating)

In the first induction meeting students are told about the mechanism of internal/ external assessment system to ensure transparency . The academic calendars mentioning tentative dates of assessments, displayed in Website and notice board. Each department of the college organize class tests, presentations, tutorials to track the performance . Students' evaluation records are maintained in FRB Principal, IQAC, Academic Sub-committee analyse result and meet students to motivate them for improvement.

Principal often meet the students to know about their problems and prospects, as well as to inform about regularity of classes and to address examination related issues/grievances. If any critical case appears it is instantly communicated to KUfor necessary action. Any grievance related to question papers or anomalies in admit cards etc. also informed to the University immediately as a measure of addressing grievance. College RTI Cell and Grievance Redressal Cell act effectively. Principal suggests Psychological Counselling Cell to take up the matter in extreme and exceptional cases.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://www.berhamporecollege.in">www.berhamporecollege.in</a>

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

The evaluated answerscripts were provided to the students after 15 days of completion of the examination. The doubt and enquiries of the students regarding the pattern and content of the answers were clarified by the examiners. The schedule for class tests and Mid-term tests were prepared by individual departments. Performances of the students were evaluated in departmental meeting . Some Parent Teacher Meeting were organised in college campus . Other-wise teachers communicated with the guardians over phone and inform them about the performances of their ward. If there was a marked discrepancy between class-performance and performance in examination of a student, and if the cause lies outside the purview of academics and in such cases, Principal suggests Psychological Counselling Cell to take up the matter. All such endeavour at department level were shared with IQAC. Students were advised to report their grievances about the transparency of the examination, if any to the grievance redressal cell for solution. Grievance redressal cell resolute the matters in consultation with IQAC.

Principal and IQAC Co-ordinator often meet the students to know about their problems and prospects, about regularity of classes and to address examination related issues/grievances. Grievance related to question papers or anomalies in admit cards is

instantly communicated to KU for necessary action. College RTI Cell and Grievance Redressal Cell act effectively.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://berhamporecollege.in/Pdf/Report/Grievance/Grievance%20Redressal%20Report.pdf">https://berhamporecollege.in/Pdf/Report/Grievance/Grievance%20Redressal%20Report.pdf</a>

## 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 along with allocation of the syllabus by each department at the time of commencement of each academic session and displayed on the college website and communicated to students under the surveillance of IQAC. 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 Departments during Departmental meetings. The result is posted on the college website. This is later posted on the college notice board and it is also intimated to the students in the class room teaching by the teachers of the concerned department through several discussions. If students find any difficulties in understanding the Program outcomes and course outcomes, they may put a note in the grievance redressal cell and that cell tries to solve the problem in consultation with IQAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Attainment level score is calculated for each course by combining 80% of direct method score and 20% of indirect method score. The degree of attainment of Course Outcomes (CO), Program Specific Outcomes (PSO) and Program Outcomes (PO) are calculated using various parameters throughout the semester of the academic year. These are:

i) Semester end university examination,

ii) Internal Assessment: In strict compliance with KU rule, College conducts internal examination consisting of appropriate attendance (i.e. 5 marks ) internal assessment (i.e., 10 marks either written test, viva-voce, assignment, etc). College also conducts continuous internal evaluation.

Practical Assessment: It includes evaluation of Practical book and viva-voce.

Result Analysis: At the end result analysis of each course is carried out using bar charts indicating the percentage of students failing in different categories of Cumulative Grade Point Average (CGPA) obtained.

Internships and Placements: Students are encouraged to take up internships, projects, fieldwork, etc. The Cell of the College helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline

Indirect ways to evaluate course outcomes: Indirect method of measuring course attainment is calculated on feedback reports obtained from the students after completion of the course. Teacher Assessment includes of 20 marks for each students. Average score is obtained based on the Teacher's responses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf">https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf</a>



### 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

1354

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

##### 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)	<a href="#">View File</a>
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**

11

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 is committed for doing social responsibility. College has organized several extension activities to the social issues among neighborhood community and in the adopting village along with the students of the college. The students of Berhampore College are taken active part of different social and cultural activities in campus and off campus of the college. There are several programmes have been organized by the NSS and other cells of the Berhampore College which are listed below:

Observation of International Youth Day and NSS Day, Independence Day, National Voluntary Blood Donation Day, Water Day, Teachers' Day, Constitution Day, Republic Day, Women's Day, Environment Day, Yoga Day, Doctors' Day, No Tobacco Day, Blood donation, Celebration of Van Mohotsav, Celebration of Rakhee Utsav in the college and nearby locality, Celebrated Jan-Jatiyo Gourav Diwas, Celebrated Azadi ka Amrit Mahatsav in the adopted village, Hepatitis day, Eye donation camp, organized clean india program and several awareness related programs.

The students are motivated to take part of the different social activities in the adopting village and in the neighbouring communities and cultural programme etc for which they accumulate some knowledge through the corresponding fields, so that they inculcate it to the neighboring community time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

13

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

### 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

83

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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**

7899

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

**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**

17

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

9

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

## 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 has adequate infrastructure in accordance with its academic growth .the institution is constantly in a process of augmenting optimum utilization of available space and its maintenance. College administration makes highest endeavour to be aware of the new-fangled ways to cater maximum academic facilities within a defined zone line.

There are 38 classrooms with green board, microphone, and fully furnished, well ventilated, spacious lecture room for conducting theory classes. Among them, 12 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 52 desktop computers with desktop that are only used for students' purpose. There are 88 computers which are used for official purpose and for the use of students. 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 is 30-50 MBPS.

There is one air-conditioned seminar hall with good audio-visual facilities. It has 120 seating capacity .College has its well-equipped, fully air conditioned auditorium with seat capacity. Both the seminar hall and auditorium are used for student seminars, debates and quiz competitions, Departmental seminars, conferences, workshops and various kinds of interaction programmes with students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 authority helps students to participate in both outdoor and indoor games. Indoor game facilities like Table Tennis, Carom, Ludo, and Chess are provided to the students. 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. Both girls' and boys' common rooms have the facilities for indoor games. Our College encourages the students to participate in different sports and games

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.**

37

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

37

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)	<a href="#">View File</a>

#### 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)

135.7

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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 Cataloguing, 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. Berhampore College Library blog has designed to disseminate various information like question papers of previous years, current awareness services, various important links of study materials according to syllabus of the Mother University as well as links for open access E-resources and materials regarding carrier guidance. Library also provides job related links through college library blog.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://berhamporecollegelibrary.blogspot.com/">https://berhamporecollegelibrary.blogspot.com/</a>

##### 4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-



### ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.946

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

### 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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 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 88 computers with required software and antivirus. The computer lab is powered by reliable service providers to ensure uninterrupted usage of computers. 12 LCD projectors in classes are available to provide effective teaching for the students. 12 smart classrooms are present in the college which are used by different department. Three LCD projector are also present in auditorium, seminar hall and conference room to organize various types of seminars and workshops.

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, handy cam etc.

Printers, scanners, and xerox facilities are available for faculty members, they 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. College library has a smart TV. It is used to provide current awareness services, to show information regarding various library services.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

76

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
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)

45.95

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**LABORATORIES:** Maintenance of laboratories is the responsibility of individual departments. They are maintaining a stock register which is regularly updated, monitoring usage of equipment, and ensuring clean and hazard-free environment.

**LIBRARY:** There is a Library committee, which meets periodically to review activities and suggest improvements for providing better service.

**PLAYGROUND:** A Sports subcommittee comprising teaching and non-teaching staff and students supervises all sporting activities in the college, including Annual Sports.

**COMPUTERS:** Purchase committee is responsible for acquisition of hardware and software. AMCs are made for hardware maintenance.

**CLASSROOMS:** Construction of new Classrooms, corridors, staircases, and buildings and renovations of existing buildings are maintained by the college fund after discussion with the members of the Finance Committee and Building committee.

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**

6689

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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

732

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

732

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

13

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

57

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	<a href="#">View File</a>

**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**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

5

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)	<a href="#">View File</a>

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 student's Union is a statutory body formed in a college to communicate with the college administration about the interests of the students. Our college has Students' Union. The Students' Union has representatives in many important committees of the college including the IQAC and the Governing Body. They express the thoughts and views of the students and also act actively 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 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 the awareness of students about their social responsibilities. The NSS under patronage of Students' Union motivates the students to participate in events like debate competition, extempore, sit and draw competition, 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 organized programmes like International Mother Language Day, Saraswati Puja, Fresher's Welcome, Teachers' Day, Annual Sports, Youth Festival, Republic Day Independence Day August, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

6424



File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

Former students are keep keen interest with their institutions from where they passed even after they entered into their working lives as well as family lives. There is an Alumni Association in Berhampore College which have been formed in the year 2019 but legal formalities are still in process.

File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Alumni.aspx">https://www.berhamporecollege.in/Alumni.aspx</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

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 provide opportunities to the students without any discrimination, to find space for the exponential growth of personality and character, and to face the challenges of tomorrow successfully through quality education.

**Mission:** In fulfilment of its vision, the institution is committed to provide higher education to the students in its vicinity giving equal opportunities to all, equip the students' community with academic, social, scientific and spiritual values and to enable them to have an insight in to the spirit of transparent governance and public. The Governing Body, the highest administrative body of the college, with the principal as the secretary and representatives from Teaching, Non-Teaching, Students and External Members, governs 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 recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees like, Finance Sub-committee, Academic subcommittee, Staff council etc.

File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Vision-and-mission.aspx">https://www.berhamporecollege.in/Vision-and-mission.aspx</a>
Upload any additional information	<a href="#">View File</a>

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 nonteaching members are adequately represented in the Governing Body of the college and their opinions are sought in making and implementation of different policies. Apart from the Governing Body meetings, sub-committees like IQAC, Academic sub-committee, Examination sub-committee, Students' Support and Progression sub-committee, Internal Complaints Committee etc. meet on a regular basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face-to-face meetings with the non-teaching staff members of the college as well as by notifications. The management committee members along with the Principal and other members of the sub-committee

support day to day functioning of the college administration.

A decentralized administrative system with the intention of providing the best to the student body is in practice in this institution. All plans are discussed by the Principal along with all the sub-committee members in which students are also apart. Plans are executed only after reviewing 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	<a href="https://www.berhamporecollege.in/Committees.aspx">https://www.berhamporecollege.in/Committees.aspx</a>
Upload any additional information	<a href="#">View File</a>

## 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 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 to be planned along with co-curricular activities.

3. Extracurricular activities-sports activities, cultural competitions are undertaken; the students are positively participated in 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 to be planned which includes giving coaching for competitive exams, counsel students to join PG classes, career guidance placement activities etc.

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

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

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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/ officers Governing Council:**

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

**Principal:**

1. The Principal alone with IQAC will plan for the periodic tests of short-term duration during the year.

2. The Principal, at the beginning of the academic year, has been convened the General Staff Meeting, discuss and finalize academic plan for the year.

3. The Principal will advise all the head of the department to convene their departmental meeting regularly and prepare annual academic plans.

4. University Grants Commissions gives assistance to college during successive plan periods. The Principal will plan to use financial assistance from the U.G.C. for the development of the

college.

**Recruitment procedure:**

The College follows a formal recruitment process of West Bengal College Service Commission. Job specification for the vacant position is identified; properly filled resolutions are submitted in the office of WBCSC. In the case of nonteaching recruitments, the College submits the vacant position to the DPI, West Bengal.

**Service rules:**

Service rules are mentioned in the appointment letter which is governed by the West Bengal rules and regulations.

**Grievance redressal mechanism:**

Grievance Cell is the primary body of the college, the members of the cell will arrange an appropriate and early redressal of the grievance depending on the nature and magnitude of the grievance.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.berhamporecollege.in/Committees.aspx">https://www.berhamporecollege.in/Committees.aspx</a>
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**

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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. 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 fall under the eligibility criteria.
2. A canteen and coffee shop are provided inside the campus.
3. No membership fee for utilizing the gym.
4. Advance is given to both teaching & non-teaching staffs in the puja 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)	<a href="#">View File</a>

### 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

3

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

6

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Every year faculty members are required to fill in a performance appraisal form designed on the basis of PBAS methodology of UGC. It is a self-appraisal form. The format is exhaustive and includes questions/descriptions regarding academic and administration 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 faculties in State/National or international seminars/workshops, guest faculty arranged, use of ICT enabled teaching, involvement in university academic work like question paper setting, examination work, BOS, BOEs etc.

Faculty members are also asked to involve in various committees, activities of the college. The activities committed by the staff members are evaluated by the IQAC half year wise. They are encouraged to attend/present papers in seminars and workshops. Faculty members are also asked to improve their qualification (doing PhD). The work diaries and lesson plans and other individual records of each staff member will be checked every semester. Faculty appraisal is also done through student feedback mechanism.

Non-teaching staff like the librarians, office staff, support staff etc. are currently



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

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

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)

0

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)	<a href="#">View File</a>

### 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) of the UGC Act 1956. The main source of funding for the college is the fees collected from the students, the fund of UGC and the funds of Govt. of West Bengal. Budget is prepared as per the requirements of the college as a whole. The disbursement of funds for the needs or proposed are strictly governed by the secretary of Governing Body. Expenditure receipts are maintained for various purchases made towards purchases especially related to the lab, library and for the wellbeing 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

### Contribution of IQAC, Session 2022-23

The college implements the quality policy through its well organized and active IQAC which has contributed significantly in the following areas: 1. Formation of Regulation, Curriculum and syllabus: Academic calendar, CO, PO, CBCS, Bridge course, Mentoring, Tutorial, Remedial classes for slow and advanced learners., 2. Accreditation and Ranking: NAAC, NIRF & AISHE 3. Development and application of quality benchmarks/ parameters for various academic and administrative activities, implementation CIE method, various pedagogies including project-based learning, self-learning, industrial internship and peer assisted learning have been introduced in tune with NEP 2020. 4. Organization of inter and intra institutional workshops, seminars on quality related themes: 5. Collaborative through MOU(09), Skill development programme, Job venture programme, Exchange program, Add-on & certificate course to produce skill based employable graduates 6. Preparation of AQAR. 7. Guidance and scrutinize the documents needed for promotion under CAS . 8. Actively participate in workshops as a BOS member to identify and

incorporate change in respective curriculum and syllabus in accordance with the CBCS model. ,9. Measures taken for feedback collected from stakeholders, analysed , prepare grievance report and suggest HOI regarding action taken,

10. Effective measures taken to evaluate the attainment of CO.

11. IQAC plays a pivotal role during AAA, Gender audit, Green audit.

12. Measures for Strengthening of teachers' quality, Keep the Annual self Appraisal report for all teaching staff.

13. Motivate and give support to conduct extension programme through NSS, RRC, ELC, NYKS, Green Club, etc.

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File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Notice-minutes.aspx">https://www.berhamporecollege.in/Notice-minutes.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

Members of the IQAC communicate with the BOS of different departments of University of Kalyani and attend workshops so as to identify and incorporate change in respective curriculum and syllabus in accordance with the CBCS model.

To enhance the effectiveness of teaching & learning and to produce skill based employable graduates, various pedagogies including project-based learning, self-learning, industrial internship and peer assisted learning have been introduced in tune with NEP 2020. Teachers maintain record of classes taken and topics taught in academic monitors. Project based learning is introduced for both theory and laboratory courses for better understanding of the concept and to enable the students to apply their knowledge in real time. Advanced lectures on career aspects and higher studies in a particular stream are arranged by the departments as a part of the courses to expose the students to the higher education sector and plausible job market. Library Blog disseminate

information on e-content, previous year questions of University examination. career guidance and other. Some department maintain question bank. Conducting Academic sub-committee meetings for effective monitoring of teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. Induction program for newly admitted students are organized by all departments The class routine is distributed and institutional calendar given. The courses offered are discussed in details and modes of examinations clarified.

Each department analysed the semester-end examination to evaluate CO attainment.

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File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Notice-minutes.aspx">https://www.berhamporecollege.in/Notice-minutes.aspx</a>
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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.berhamporecollege.in/Notice-minutes.aspx">https://www.berhamporecollege.in/Notice-minutes.aspx</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

.Berhampore College has worked out a gender sensitization plan in the interest of its students. based on four important dimensions: gender, opportunity, health and psychological issues through seminars, talk shows, training session, counseling etc. Separate Common rooms with cleaned hygienic toilet facilities, CCTV surveillance, security guards, Vending -cum Incinerator machine etc are always available for the students. . Berhampore college has commenced counselling sessions with public councillor. Gender sensitive features are carefully observed in every corner of the college by various activities like female teacher representation in governing body, select the name of female teachers as convenor as well as as member of different academic, administrative and financial committee, Students' welfare cell, Anti-ragging measures, Internal Complaints and Harassment Prevention, , arrangement of gender and legal awareness programme, etc. The college offers a Yoga session for physical and mental resiliency of students. . The NSS, Red Ribbon Club, Electoral literacy club of the College involve students in discipline and collective responsibility. • The leadership qualities of the students are enriched when 6 volunteers participated in National event. A gender Audit report is drafted every year to assess the gender sensitization facilities of the institution. By providing adequate facilities to girls, gender equality is kept upright in the college.

File Description	Documents
Annual gender sensitization action plan	<a href="https://berhamporecollege.in/Pdf/Audits-Roport/2023-24/Gender%20audit%202023-24.pdf">https://berhamporecollege.in/Pdf/Audits-Roport/2023-24/Gender audit 2023-24.pdf</a>
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	<a href="https://berhamporecollege.in/Pdf/Audits-Roport/2022-23/Gender%20activities%20during%202022-23.pdf">https://berhamporecollege.in/Pdf/Audits-Roport/2022-23/Gender activities during 2022-23.pdf</a>

**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-**

**D. Any 1 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 labelled 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 vendors for recycling. College has successfully ensured plastic-free campus.

**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 equipment are sold to junk dealers dealing with e-waste management.

**Waste removal initiative by the NSS volunteers :** As a part of the extension activities Volunteers of NSS unit frequently cleaned and collected the garbage from the the river side, bathing ghat , vegetable market, station , etc and handed over to municipal workers..

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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** **B. Any 3 of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	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	<a href="#">View File</a>

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. One significant event is the celebration of Agomonee which symbolises victory of good over devil. This programme promotes harmony among individuals from different origins. We harmonise

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.

The students are called from varied cultural, linguistic, and religious backgrounds to participate in observing commemorative days by which we conserve and promote cultural and ethnic traditions and build a sense of solidarity and respect.

The volunteers of National Service scheme rendered their services to the marginalised people like orphans, slum dwellers, disabled persons, wounded animals, etc. by donating blood and providing food, medicine, study kits, etc. . . .

Recognizing the importance of equal opportunity, the college offers scholarships and financial aid to students from different areas. These events not only celebrate diversity but also develop a spirit of inclusivity and appreciation for diverse cultures.

Mentor-mentee meetings are held regularly and students are encouraged to share their problems, academic or personal, with their mentors.

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	No File Uploaded

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

The college sensitizes all stakeholders to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as well as citizens of the country through various curricular and extra-curricular

activities. The institute celebrated national festivals and wall up different flex, wall hangings to aware the duties and responsibilities of citizens. The institution encourages participation of students in Sports and Games, and NSS activities. During 2022-23NSS unit organised blood donation camp, arranged cleanliness programme, participated in several programme like Fit India 3KM run programme, Azadi ka Amrit Mahotsav, Programme of SAP, Against Drug abuse, Nationaal Doctor's day, Vanmahatsav Rakhee ursav, Homage in the historical place,Har Ghar Tiranga, Water day, JanJatiyo Diwas, Constitutionaal Day, IYD, Free Medical check up and detection of Thalessemia in adopted village, Survey on Socio-economic Survey, etc). The institution took many initiatives like conducting awareness campaigns, seminars and workshops at departmental level to sensitize the future leaders to inherit human values coping with the constitutional obligations. Sharada Karmakar stood First in DYP at District level and selected for DYP at state level. 54participants joined internationaal Youth day rally. . Electoral literacy club celebrates the Constitution Day and National's Voter day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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	<a href="#">View File</a>
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. We have celebrated

1. National Doctor's Day
2. International Youth Day- 12 th August, 2021
3. Bano Mahatsav Week-
4. Rakhsha Bandhan-23.08.2021
5. Independence Day : 15th August, 2021
6. NSS Day: 24th September , 2021
7. World Aids Day-01.10.2021
8. Jan Jatiyo diwas-15.11.2022
9. Constitution Day- 26.11.2021
10. Students' Observance week- 1.01.2022-7.01.200
11. National Youth Day- 12th January , 2022
12. National Youth Week- 12.01.2022-16.01.2022
13. Birth day Of Netaji- 23rd January, 2022

14.National Voters' Day : 25th January , 2022

16. Republic Day : 26th January, 2022

17. Black Day: 14th February, 2022

18. International Mother Language day. 21st February, 2022

19. International Women Day : 8th March, 2022

20.No tobacco Day-31st March, 2022

21. World Health Day-7th April, 2022

22. International Labour Day: 2nd May, 2022

23. World By-cycle Day-3.06.2022

24. Bycle week-8.06.2022

25. World Environment Day: 5th June

26. Celebration of countdown of International Yoga Day-  
14.05.22-21.06.20222

27.International Day against drug abuse and illicit trafficking1st  
July

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

**Practice 1:Youth empowerment**

The youth represent the most vital element of the nation. So, they should be empowered. The philosophy of empowerment states that human beings have the capacity to make choices of their own and are responsible for the consequences of their choices. We are following three dimensions of empowerment: self- empowerment through individual action, mutual empowerment through collaborative action, and social empowerment in the outcomes of social action. Through teaching we ignite the thinking in their mind which is conducive to start moving. Class room as well as field visit generate self-empowerment. Performing of extra-curriculum activities, their mutual empowerment has been developing and through the extension and social activities we make them socially empowered.

### Practice 2: Integrity

It is one's actions must be synchronous with one's professed moral principles. We inspire our students to being i) Honest- keeping transparency in all their activities; ii) Trustworthy- dependable and reliable in their work, commitments and actions, iii) Fair: treating others equally without self-interest or prejudice iv) Responsible: completing their individual and group work to the best of their abilities and being accountable t; and v) courageous: being brave and standing up for what is right, even in challenging situations. These five makes the fist which help students to cope up with any challenges.

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

UTTARON- Empowering the youth& community through holistic education towards an enlightened society'.

The vision of Berhampore college is reflected by institutional distinctiveness. The four dimensions of the distinctiveness are as follows: ,

I ) Experiential learning through which Students learn by doing through field survey , Soft Skill, Confidence Building Measures,

Communication Skills, Skills development .to face competitive worldwith self-confidence. .

2) Community service learning motivates the students to render their services through NSS, RED RIBBON CLUB, ELECTORAL LITERACY CLUB, etcto the welfare of their countrymen. Coordinator of IQAC of this college has been selected by the Higher Education Department of West Bengal as district mentor in process A&A of NAAC, We furnishes mentorship( conducting workshop, college visit, on line meeting , webinar,etc)tothe colleges both in Murshidabad & Kolkata region under the exuberant guidance Dept. of higher Education andState mentor Dr. Joydeep Sarangi,.

3 )Eco-friendly learning: Through cleanliness programme, making herbal garden, plantation of sapling, ensuringplastic & tobacco free zone, etc are some of green initiatives studentshas gone beyond classroom, and evolved through exploration of nature ...

4) Innovative learning: Institution is always trying to ignite the mind of students. By performing cultural activities writing poems and article for college magazine and journal, Wall paintings , making crafts, develop videos are outcomes of learning through innovation.

## 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

The college follows a well-structured procedure in order to ensure effective delivery of the curriculum designed by the University of Kalyani. Academic plans are prepared in tune with the mission and vision of the institution. Course Outcome (C.O) and Programme Outcome (P.O) are designed by all departments in accordance with the C.O and P.O of the affiliating university (University of Kalyani) and then it is circulated to all the stakeholders. The academic plan is prepared by taking inputs from all the faculty. This plan is prepared by having discussions in the IQAC, and procedural academic sub-committee meeting held in the beginning of each session. We run bridge course for each department to identify the potential of the enrolled students to study the course. The heads of the departments distribute the syllabi among their faculty members and monitors the implementation and progress of the academic plan. The feedback is taken from all the stakeholders regarding the curriculum implementation of previous year and later it is incorporated into the academic plan. Feedback from the students is also taken by the HODs in the course of delivery of the curriculum. If a faculty fails to finish his/hersyllabi within the stipulated time, extra classes are arranged for him by the respective departments for the benefits of the students. Tutorial and Remedial classes have been initiated as per necessity for the students. Debates, quiz, etc, have been organized for the benefit of the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.berhamporecollege.in/Routine/BA%20Routine%202023-24.pdf">https://www.berhamporecollege.in/Routine/BA%20Routine%202023-24.pdf</a> , <a href="https://www.berhamporecollege.in/Routine/BSc%20Routine%202023-24.pdf">https://www.berhamporecollege.in/Routine/BSc%20Routine%202023-24.pdf</a>

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 staff room, notice boards hang on wall and on the college website [www.berhamporecollege.com](http://www.berhamporecollege.com). The schedule for evaluation given in the Academic Calendar. The institutional Academic Calendar is prepared by the Academic Calendar Sub-Committee. Every department submits a detailed report of their academic and other activities regarding academic calendar to the Academic Calendar Sub-Committee through IQAC. A comprehensive academic calendar is prepared by the committee through the various discussion of heads of various departments, and the Principal with the help of IQAC. This calendar includes college rules and regulations, and other details like time schedule for tutorial and remedial classes, probable dates of class tests and Mid-term test, Schedule for counselling session, university examinations, list of Holidays and vacations, etc. Along with these, Academic Calendar is also published having detailed information regarding the college activities throughout the year such as probable dates for publication of result, dates for different programs, sports and special events. The College Prospectus, Academic Calendar, notifications and circulars from the affiliating university are circulated amongst the faculty and students to aware them about evaluation process. The College has well maintained Blog which provides all types of academic related information for the students and teachers.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.berhamporecollege.in/Pdf/Academic%20Calendar/Academic%20Calendar%202022-2023.pdf">https://www.berhamporecollege.in/Pdf/Academic%20Calendar/Academic%20Calendar%202022-2023.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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)	<a href="#">View File</a>

### 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)

05

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

466

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

<b>during the year</b>	
307	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>We believe that Indian Knowledge systems have evolved over a millennium and the facilitators emphasize systematized knowledge acquisition through integrating ancient means of knowledge within modern texts and through modern experiences. Through the incorporation of Sanskrit and Bengali languages within the curriculum we attempt to honor not just these but all traditional Indian languages. College has adopted a holistic approach incorporating numerous facets of human life, covering physical, mental, emotional, and spiritual components .Programme on Yoga, Programme on Swachhta, Green campus activities, Mural painting and handicraft by NSS volunteers, help the students to attain all round development of mind and body. Furthermore, the college makes it an unflinching practice to observe commemorate days each year to remember something and by doing so to honour it. Our signature cultural performance is Agomonee which is prelude of our National festival-Durgapuja All stake holders belongs to differentreligious group spontaneously participated and wesymbolise it as the triumph of national integration over all evil efforts.The College offers one General &amp; Compulsory Undergraduate coursewhich address Environmentand Sustainability and Human Values. .Equal opportunities are given to both the genders in terms of admissions, employment, training programmes, sports activities etc., and so gender issues do not arise.Teacher's day is celebrated with vigor in the institution campus.</p> <p>NSS which isextensively carry out different activities for environmental protection and social responsibilities.</p>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

1126

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf">https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>5111</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

2298

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

. To assess the potential of the students we run bridge course.

### Methodology to Implement Bridge Course

Tentative time table and course contents were declared by the departments in consultation with IQAC and circulated the information through proper mean. These were a week long course. This year due to visit of NAAC Peer team and due to DurgaPuja, IQAC decided to conduct the programme in the month of November, 2022.

Department prepared MCQ/ objective question of 20 marks for evaluation. On the basis of the marks students were classified among slow and advanced learners.

### Advanced Learners Policy

- Encouragement to identify and utilize the web learning resources, library. Various information regarding of e-contents and career guidance were furnished in library blog.
- Motivation to participate in debates, group discussion on and out of the syllabi contents and participation in various cultural, extra-curricular and research competitions in and out of the college., to contribute the creative potential by writing essays, articles and poetry in the College Magazine 'Manisheeta'

- Arrangement of Guest lectures .
  - Arrangement of ADD On and Value added courses.

#### Slow Learners Policy

- Tutorial classes for Slow learners and activities there by under the monitoring by advanced learners
- Personal Counseling by Adolescent counsellor of MMCH
- Provision of simple and easy notes and course material.

File Description	Documents
Link for additional Information	<a href="https://berhamporecollege.in/Pdf/Course/Details%20of%20the%20bridge%20course,%202022-23%20.pdf">https://berhamporecollege.in/Pdf/Course/Details%20of%20the%20bridge%20course,%202022-23%20.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
8330	49

File Description	Documents
Any additional information	<a href="#">View File</a>

#### 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 college always follow a participative, experiential, interactive teaching-learning process in order to make it outcome-based. Our endeavours towards giving lecture & ICT based teaching, create Google classroom, extension- lectures, seminars, workshops , library orientation session,, group discussions, quiz, publication of Wall-magazine, oral and poster presentation by students, participate in the collaborative academic activities jointly conducted by the

college with the colleges with whom college has MOU , etc. are actually glimpses of OBE, Innovative programs, like Art and Craft, Murale Painting, making holi colours. stimulate the creativity & ensure participative learning. Theoretical knowledge is combined with practical knowledge through visits to industrial/corporate houses, historical places, field trips. The RDcell helps students conduct survey , data collection and social outreach under the guidance of respective teachers. Students are motivated to participate in skill development training and career counselling programs to choose their future professional engagement. The academic resource bank and Library blog furnishes e content are digital repositories in College . We have 12 ICT facilitated room, 76 Desktop & Laptop, 12 Printers, which is made available to students as additional learning resource. College encourage students in MOOC courses . .magazines Moneeshita is published to nurture creativity, writing skills and presentation potentialities in students. Add- on courses fill the gaps in knowledge and give students a competitive edge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.berhamporecollege.in/Criteria/131437Documents%202.3.1.pdf">https://www.berhamporecollege.in/Criteria/131437Documents%202.3.1.pdf</a>

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

College has been equipped 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 equipped with internet access which gives the teachers a chance to use e-materials when needed. During the pandemic college was closed so 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	<a href="#">View File</a>
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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
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

23



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

8

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)	<a href="#">View File</a>

#### 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

374

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 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.

Our institution divides the process of learning into four segments- planning, pedagogy, evaluation and action taken based on feedback analysis. . All Question Papers should follow the given levels:

- Base Level (Remembering and Understanding)
- Application Level (Applying)
- Advance Thinking Level (Analyzing, Evaluating and Creating)

In the first induction meeting students are told about the mechanism of internal/ external assessment system to ensure transparency . The academic calendars mentioning tentative dates of assessments, displayed in Website and notice board. Each department of the college organize class tests, presentations, tutorials to track the performance . Students' evaluation records are maintained in FRB Principal, IQAC, Academic Sub-committee analyse result and meet students to motivate them for improvement.

Principal often meet the students to know about their problems and prospects, as well as to inform about regularity of classes and to address examination related issues/grievances. If any critical case appears it is instantly communicated to KUfor necessary action. Any grievance related to question papers or anomalies in admit cards etc. also informed to the University immediately as a measure of addressing grievance. College RTI Cell and Grievance Redressal Cell act effectively. Principal suggests Psychological Counselling Cell to take up the matter in extreme and exceptional cases.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://www.berhamporecollege.in">www.berhamporecollege.in</a>

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

The evaluated answerscripts were provided to the students after 15 days of completion of the examination. The doubt and enquiries of the students regarding the pattern and content of

the answers were clarified by the examiners. The schedule for class tests and Mid-term tests were prepared by individual departments. Performances of the students were evaluated in departmental meeting . Some Parent Teacher Meeting were organised in college campus . Other-wise teachers communicated with the guardians over phone and inform them about the performances of their ward. If there was a marked discrepancy between class-performance and performance in examination of a student, and if the cause lies outside the purview of academics and in such cases,Principal suggests Psychological Counselling Cell to take up the matter. All such endeavour at department level were shared with IQAC.Students were advised to report their grivances about the transparency of the examination, if any to the grievance redressal cell for solution. Grivance redressal cell resolute the matters in consultation with IQAC.

Principal and IQAC Co-ordinator often meet the students to know about their problems and prospects,about regularity of classes and to address examination related issues/grievances. Grievance related to question papers or anomalies in admit cards is instantly communicated to KU for necessary action. College RTI Cell and Grievance Redressal Cell act effectively.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://berhamporecollege.in/Pdf/Report/Grievance/Grievance%20Redressal%20Report.pdf">https://berhamporecollege.in/Pdf/Report/Grievance/Grievance%20Redressal%20Report.pdf</a>

## 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 along with allocation of the syllabus by each department at the time of commencement of each academic session and displayed on the college website and communicated to students under the surveillance of IQAC. 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 Departments during Departmental meetings. The result is posted on the college website. This is later posted on the college notice board and it is also intimated to the students in the class room teaching by the teachers of the concerned department through several discussions. If students find any difficulties in understanding the Program outcomes and course outcomes, they may put a note in the grievance redressal cell and that cell tries to solve the problem in consultation with IQAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Attainment level score is calculated for each course by combining 80% of direct method score and 20% of indirect method score. The degree of attainment of Course Outcomes (CO), Program Specific Outcomes (PSO) and Program Outcomes (PO) are calculated using various parameters throughout the semester of the academic year. These are:

i) Semester end university examination,

ii) Internal Assessment:: In strict compliance with KU rule, College conducts internal examination consisting of appropriate attendance (i.e. 5 marks) internal assessment (i.e., 10 marks either written test, viva-voce, assignment, etc). College also conducts continuous internal evaluation.

Practical Assessment: It includes evaluation of Practical book and viva-voce.

Result Analysis:: At the end result analysis of each course is carried out using bar charts indicating the percentage of students failing in different categories of Cumulative Grade

Point Average (CGPA) obtained.

**Internships and Placements:** Students are encouraged to take up internships, projects, fieldwork, etc. The Cell of the College helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline

**Indirect ways to evaluate course outcomes:** Indirect method of measuring course attainment is calculated on feedback reports obtained from the students after completion of the course. Teacher Assessment includes of 20 marks for each students. Average score is obtained based on the Teacher's responses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf">https://www.berhamporecollege.in/Criteria/155315Documents%20of%202.6.2.pdf</a>

### 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

1354

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
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)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
11	

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 is committed for doing social responsibility.College has organized several extension**

activities to the social issues among neighborhood community and in the adopting village along with the students of the college. The students of Berhampore College are taken active part of different social and cultural activities in campus and off campus of the college. There are several programmes have been organized by the NSS and other cells of the Berhampore College which are listed below:

Observation of International Youth Day and NSS Day, Independence Day, National Voluntary Blood Donation Day, Water Day, Teachers' Day, Constitution Day, Republic Day, Women's Day, Environment Day, Yoga Day, Doctors' Day, No Tobacco Day, Blood donation, Celebration of Van Mohotsav, Celebration of Rakhee Utsav in the college and nearby locality, Celebrated Jan-Jatiyo Gourav Diwas, Celebrated Azadi ka Amrit Mahatsav in the adopted village, Hepatitis day, Eye donation camp, organized clean India program and several awareness related programs.

The students are motivated to take part of the different social activities in the adopting village and in the neighbouring communities and cultural programme etc for which they accumulate some knowledge through the corresponding fields, so that they inculcate it to the neighboring community time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

13



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

**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**

83

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

7899

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

**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**

17

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

9

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

**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 has adequate infrastructure in accordance with its academic growth .the institution is constantly in a process of augmenting optimum utilization of available space and its maintenance. College administration makes highest endeavour to be aware of the new-fangled ways to cater maximum academic facilities within a defined zone line.

There are 38 classrooms with green board, microphone, and fully furnished, well ventilated, spacious lecture room for conducting theory classes. Among them, 12 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 52 desktop computers with desktop that are only used for students' purpose. There are 88 computers which are used for official purpose and for the use of students. 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 is 30-50 MBPS.

There is one air-conditioned seminar hall with good audio-visual facilities. It has 120 seating capacity .College has its well-equipped, fully air conditioned auditorium with seat capacity. Both the seminar hall and auditorium are used for student seminars, debates and quiz competitions, Departmental seminars, conferences, workshops and various kinds of interaction programmes with students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 authority helps students to participate in both outdoor and indoor games. Indoor game facilities like Table Tennis, Carom, Ludo, and Chess are provided to the students. 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. Both girls' and boys' common rooms have the facilities for indoor games. Our College encourages the students to participate in different sports and games

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

37

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

37

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)	<a href="#">View File</a>

#### 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)

135.7

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 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 Cataloguing, 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. Berhampore College Library blog has designed to disseminate various information like question papers of previous years, current awareness services, various important links of study materials according to syllabus of the Mother University as well as links for open access E-resources and materials regarding carrier guidance. Library also provides job related links through college library blog.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://berhamporecollegelibrary.blogspot.com/">https://berhamporecollegelibrary.blogspot.com/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.946

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

#### 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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 88computers with required software and antivirus. The computer lab is powered by reliable

service providers to ensure uninterrupted usage of computers. 12 LCD projectors in classes are available to provide effective teaching for the students. 12 smart classrooms are present in the college which are used by different department. Three LCD projector are also present in auditorium, seminar hall and conference room to organize various types of seminars and workshops.

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, handy cam etc.

Printers, scanners, and xerox facilities are available for faculty members, they 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. College library has a smart TV. It is used to provide current awareness services, to show information regarding various library services.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in** A. ? 50MBPS

the Institution	
File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>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)</b>	
45.95	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
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.	
<p><b>LABORATORIES:</b> Maintenance of laboratories is the responsibility of individual departments. They are maintaining a stock register which is regularly updated, monitoring usage of equipment, and ensuring clean and hazard-free environment.</p> <p><b>LIBRARY:</b> There is a Library committee, which meets periodically to review activities and suggest improvements for providing better service.</p> <p><b>PLAYGROUND:</b> A Sports subcommittee comprising teaching and non-teaching staff and students supervises all sporting activities in the college, including Annual Sports.</p>	



**COMPUTERS:** Purchase committee is responsible for acquisition of hardware and software. AMCs are made for hardware maintenance.

**CLASSROOMS:** Construction of new Classrooms, corridors, staircases, and buildings and renovations of existing buildings are maintained by the college fund after discussion with the members of the Finance Committee and Building committee.

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**

6689

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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

732

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

732

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

13

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

57

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	<a href="#">View File</a>

### 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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.

5

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)	<a href="#">View File</a>

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 student's Union is a statutory body formed in a college to communicate with the college administration about the interests of the students. Our college has Students' Union. The Students' Union has representatives in many important committees of the college including the IQAC and the Governing Body. They express the thoughts and views of the students and also act actively 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 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 the awareness of students about their social responsibilities. The NSS under patronage of Students' Union motivates the students to participate in events like debate competition, extempore, sit and draw competition, etc. as a part of this excellent programme. To inculcate a sense of respect towards our rich cultural heritage, the NSS under the patronage of Students' Union organized programmes like International Mother Language Day, Saraswati Puja, Fresher's Welcome, Teachers' Day, Annual Sports, Youth Festival, Republic Day Independence Day August, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

6424

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

Former students are keep keen interest with their institutions from where they passed even after they entered into their working lives as well as family lives. There is an Alumni Association in Berhampore College which have been formed in the year 2019 but legal formalities are still in process.

File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Alumni.aspx">https://www.berhamporecollege.in/Alumni.aspx</a>
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 provide opportunities to the students without any discrimination, to find space for the exponential growth of personality and character, and to face the challenges of tomorrow successfully through quality education.

**Mission:** In fulfilment of its vision, the institution is committed to provide higher education to the students in its vicinity giving equal opportunities to all, equip the students' community with academic, social, scientific and spiritual values and to enable them to have an insight in to the spirit of transparent governance and public. The Governing Body, the highest administrative body of the college, with the principal as the secretary and representatives from Teaching, Non-Teaching, Students and External Members, governs 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 recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees like, Finance Sub-committee, Academic subcommittee, Staff council etc.

File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Vision-and-mission.aspx">https://www.berhamporecollege.in/Vision-and-mission.aspx</a>
Upload any additional information	<a href="#">View File</a>

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 nonteaching members are adequately represented in the Governing Body of the college and their opinions are sought in making and implementation of different policies. Apart from the Governing Body meetings, sub-committees like IQAC, Academic sub-committee, Examination sub-committee, Students' Support and Progression sub-committee, Internal Complaints Committee etc. meet on a regular basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face-to face meetings with the non-teaching staff members of the college as well as by notifications. The

management committee members along with the Principal and other members of the sub-committee support day to day functioning of the college administration.

A decentralized administrative system with the intention of providing the best to the student body is in practice in this institution. All plans are discussed by the Principal along with all the sub-committee members in which students are also apart. Plans are executed only after reviewing 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	<a href="https://www.berhamporecollege.in/Committees.aspx">https://www.berhamporecollege.in/Committees.aspx</a>
Upload any additional information	<a href="#">View File</a>

## 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 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 to be planned along with co-curricular activities.

3. Extracurricular activities-sports activities, cultural competitions are undertaken; the students are positively participated in 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 to be planned which includes giving coaching for competitive exams, counsel students to join PG classes, career guidance placement activities etc.

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

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

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Principal:**

1. The Principal alone with IQAC will plan for the periodic tests of short-term duration during the year.

2. The Principal, at the beginning of the academic year, has been convened the General Staff Meeting, discuss and finalize academic plan for the year.

3. The Principal will advise all the head of the department to convene their departmental meeting regularly and prepare annual academic plans.

4. University Grants Commissions gives assistance to college during successive plan periods. The Principal will plan to use financial assistance from the U.G.C. for the development of the college.

**Recruitment procedure:**

The College follows a formal recruitment process of West Bengal College Service Commission. Job specification for the vacant position is identified; properly filled resolutions are submitted in the office of WBCSC. In the case of nonteaching recruitments, the College submits the vacant position to the DPI, West Bengal.

**Service rules:**

Service rules are mentioned in the appointment letter which is governed by the West Bengal rules and regulations.

**Grievance redressal mechanism:**

Grievance Cell is the primary body of the college, the members of the cell will arrange an appropriate and early redressal of the grievance depending on the nature and magnitude of the grievance.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.berhamporecollege.in/Committees.aspx">https://www.berhamporecollege.in/Committees.aspx</a>
Upload any additional information	No File Uploaded

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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. 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 fall under the eligibility criteria.
2. A canteen and coffee shop are provided inside the campus.
3. No membership fee for utilizing the gym.
4. Advance is given to both teaching & non-teaching staffs in the puja 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)	<a href="#">View File</a>

**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**

3

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

6

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Every year faculty members are required to fill in a performance appraisal form designed on the basis of PBAS methodology of UGC. It is a self-appraisal form. The format is exhaustive and includes questions/descriptions regarding academic and administration 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 faculties in State/National or international seminars/workshops, guest faculty arranged, use of ICT enabled teaching, involvement in university academic work like question paper setting, examination work, BOS, BOEs etc.

Faculty members are also asked to involve in various committees, activities of the college. The activities committed by the staff members are evaluated by the IQAC half year wise. They are encouraged to attend/present papers in seminars and workshops. Faculty members are also asked to improve their qualification (doing PhD). The work diaries and lesson plans and other individual records of each staff member will be checked every semester. Faculty appraisal is also done through student feedback mechanism.

Non-teaching staff like the librarians, office staff, support staff etc. are currently

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

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

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)

0

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)	<a href="#">View File</a>

#### 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) of the UGC Act 1956. The main source of funding for the college is the fees collected from the students, the fund of UGC and the funds of Govt. of West Bengal. Budget is prepared as per the requirements of the college as a whole. The disbursement of funds for the needs or proposed are strictly governed by the secretary of Governing Body. Expenditure receipts are maintained for various purchases made towards purchases especially related to the lab, library and for the wellbeing 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

##### Contribution of IQAC, Session 2022-23

The college implements the quality policy through its well organized and active IQAC which has contributed significantly in the following areas: 1. Formation of Regulation, Curriculum and syllabus: Academic calendar, CO, PO, CBCS, Bridge course, Mentoring, Tutorial, Remedial classes for slow and advanced learners., 2. Accreditation and Ranking: NAAC, NIRF & AISHE

3. Development and application of quality benchmarks/ parameters for various academic and administrative activities, implementation CIE method, various pedagogies including project-based learning, self-learning, industrial internship and peer assisted learning have been introduced in tune with NEP 2020.

4. Organization of inter and intra institutional workshops, seminars on quality related themes: 5. Collaborative through MOU(09), Skill development programme, Job venture programme, Exchange program, Add-on & certificate course. to produce skill based employable graduates 6. Preparation of AQAR.

7. Guidance and scrutinize the documents needed for promotion under CAS . 8. Actively participate in workshops as a BOS member to identify and incorporate change in respective curriculum and syllabus in accordance with the CBCS model. ,9. Measures taken for feedback collected from stakeholders, analysed , prepare grievance report and suggest HOI regarding action taken,

10. Effective measures taken to evaluate the attainment of CO.

11. IQAC plays a pivotal role during AAA, Gender audit, Green audit.

12. Measures for Strengthening of teachers' quality, Keep the Annual self Appraisal report for all teaching staff.

13. Motivate and give support to conduct extension programme through NSS, RRC, ELC, NYKS, Green Club, etc.

. .

File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Notice-minutes.aspx">https://www.berhamporecollege.in/Notice-minutes.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

Members of the IQAC communicate with the BOS of different departments of University of Kalyani and attend workshops so as to identify and incorporate change in respective curriculum and syllabus in accordance with the CBCS model.



To enhance the effectiveness of teaching & learning and to produce skill based employable graduates, various pedagogies including project-based learning, self-learning, industrial internship and peer assisted learning have been introduced in tune with NEP 2020. Teachers maintain record of classes taken and topics taught in academic monitors. Project based learning is introduced for both theory and laboratory courses for better understanding of the concept and to enable the students to apply their knowledge in real time. Advanced lectures on career aspects and higher studies in a particular stream are arranged by the departments as a part of the courses to expose the students to the higher education sector and plausible job market. Library Blog disseminate information on e-content, previous year questions of University examination. career guidance and other. Some department maintain question bank. Conducting Academic sub-committee meetings for effective monitoring of teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. Induction program for newly admitted students are organized by all departments The class routine is distributed and institutional calendar given. The courses offered are discussed in details and modes of examinations clarified.

Each department analysed the semester-end examination to evaluate CO attainment.

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File Description	Documents
Paste link for additional information	<a href="https://www.berhamporecollege.in/Notice-minutes.aspx">https://www.berhamporecollege.in/Notice-minutes.aspx</a>
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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.berhamporecollege.in/Notice-minutes.aspx">https://www.berhamporecollege.in/Notice-minutes.aspx</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

.Berhampore College has worked out a gender sensitization plan in the interest of its students. based on four important dimensions: gender, opportunity, health and psychological issues through seminars, talk shows, training session , counseling etc. Separate Common room with cleaned hygenic toilet facilities , CCTV surveillance, security guards, Vending -cum Incinator machine etc are always available for the students. . Berhampore college has commenced counselling sessions with public councillor .Gender sensitive features are carefully observed in every corner of the college by various activities like female teacher representation in governing body, select the name of female teachers as convenor as well as as member of different academic, administrative and financial committee, Students' welfare cell, Anti-ragging measures, Internal Complaints and Harassment Prevention, , arrangement of gender and legal awareness programme ,etc.The college offers a Yoga session for physical and mental resiliency of students. . The NSS , Red Ribbon Club, Electoral literacy club of the College involve students in discipline and collective responsibility. • The leadership qualities of the students are enriched when 6 volunteers participated in National event. A gender Audit report is drafted every year to assess the gender sensitization facilities of the institution. By providing adequate facilities to girls, gender equality is kept upright in the college.

File Description	Documents
Annual gender sensitization action plan	<a href="https://berhamporecollege.in/Pdf/Audits-Report/2023-24/Gender_audit_2023-24.pdf">https://berhamporecollege.in/Pdf/Audits-Report/2023-24/Gender_audit_2023-24.pdf</a>
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	<a href="https://berhamporecollege.in/Pdf/Audits-Report/2022-23/Gender_activities_during_2022-23.pdf">https://berhamporecollege.in/Pdf/Audits-Report/2022-23/Gender_activities_during_2022-23.pdf</a>

**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	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

**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 labelled 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 vendors for recycling. College has successfully ensured plastic-free campus.**

**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 equipment are sold to junk dealers dealing with e-waste management.

**Waste removal initiative by the NSS volunteers :** As a part of the extension activities Volunteers of NSS unit frequently cleaned and collected the garbage from the the river side, bathing ghat , vegetable market, station , etc and handed over to municipal workers..

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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**

A. Any 4 or All of the above

**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	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	<a href="#">View File</a>

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. One significant event is the celebration of Agomonee which symbolises victory of good over devil. This programme promote harmony among individual from different origin we harmonise

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.

The students are called from varied cultural, linguistic, and religious backgrounds to participate in observing commorative days by which we conserve and promote cultural and ethnic traditions and build a sense of solidarity and respect.

The volunteers of National Service scheme rendered their services to the marginalised people like orphans, slum dwellers, disabled person, wounded animals, etc by donating blood and providing food, medicine, study kids, etc. . .

Recognizing the importance of equal opportunity, the college offers scholarships and financial aid to students from different areas. These events not only celebrate diversity but also develop a spirit of inclusivity and appreciation for

diverse cultures.

Mentor-mentee meetings are held regularly and students are encouraged to share their problems, academic or personal-with their mentors.

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	No File Uploaded

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

The college sensitizes the all stakeholder to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as well citizens of the country through various curricular and extra-curricular activities. The institute celebrated national festivals and wall up different flex, wall hangings to aware the duties and responsibilities of citizens. The institution encourages participation of students in Sports and Games, and NSS activities. During 2022-23NSS unit organised blood donation camp, arranged cleanliness programme, participated in several programme like Fit India 3KM run programme, Azadi ka Amrit Mahotsav, Programme of SAP, Against Drug abuse, Nationaal Doctor's day, Vanmahatsav Rakhee ursav, Homage in the historical place, Har Ghar Tiranga, Water day, JanJatiyo Diwas, Constitutionaal Day, IYD, Free Medical check up and detection of Thalessemia in adopted village, Survey on Socio-economic Survey, etc). The institution took many initiatives like conducting awareness campaigns, seminars and workshops at departmental level to sensitize the future leaders to inherit human values coping with the constitutional obligations. Sharada Karmakar stood First in DYP at District level and selected for DYP at state level. 54participants joined internationaal Youth day rally. . Electoral literacy club celebrates the Constitution Day and National's Voter day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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	<a href="#">View File</a>
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. We have celebrated

1. National Doctor's Day

2. International Youth Day- 12 th August, 2021



3. Bano Mahatsav Week-
4. Rakhsha Bandhan-23.08.2021
5. Independence Day : 15th August, 2021
6. NSS Day: 24th September , 2021
7. World Aids Day-01.10.2021
8. Jan Jatiyo diwas-15.11.2022
9. Constitution Day- 26.11.2021
10. Students' Observance week- 1.01.2022-7.01.200
11. National Youth Day- 12th January , 2022
12. National Youth Week- 12.01.2022-16.01.2022
13. Birth day Of Netaji- 23rd January, 2022
14. National Voters' Day : 25th January , 2022
16. Republic Day : 26th January, 2022
17. Black Day: 14th February, 2022
18. International Mother Language day. 21st February, 2022
19. International Women Day : 8th March, 2022
20. No tobacco Day-31st March, 2022
21. World Health Day-7th April, 2022
22. International Labour Day: 2nd May, 2022
23. World By-cycle Day-3.06.2022
24. Bycle week-8.06.2022
25. World Environment Day: 5th June
26. Celebration of countdown of International Yoga Day-14.05.22-21.06.2022

## 27. International Day against drug abuse and illicit trafficking 1st July

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

### 7.2 - Best Practices

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

#### Practice 1: Youth empowerment

The youth represent the most vital element of the nation. So, they should be empowered. The philosophy of empowerment states that human beings have the capacity to make choices of their own and are responsible for the consequences of their choices. We are following three dimensions of empowerment: self-empowerment through individual action, mutual empowerment through collaborative action, and social empowerment in the outcomes of social action. Through teaching we ignite the thinking in their mind which is conducive to start moving. Classroom as well as field visit generate self-empowerment. Performing of extra-curriculum activities, their mutual empowerment has been developing and through the extension and social activities we make them socially empowered.

#### Practice 2: Integrity

It is one's actions must be synchronous with one's professed moral principles. We inspire our students to being i) Honest-keeping transparency in all their activities; ii) Trustworthy-dependable and reliable in their work, commitments and actions, iii) Fair: treating others equally without self-interest or prejudice iv) Responsible: completing their individual and group work to the best of their abilities and being accountable; and v) courageous: being brave and standing up for what is right, even in challenging situations. These five makes the

first which help students to cope up with any challenges.

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

UTTARON- Empowering the youth & community through holistic education towards an enlightened society'.

The vision of Berhampore college is reflected by institutional distinctiveness. The four dimensions of the distinctiveness are as follows:

1) Experiential learning through which Students learn by doing through field survey, Soft Skill, Confidence Building Measures, Communication Skills, Skills development .to face competitive world with self-confidence. .

2) Community service learning motivates the students to render their services through NSS, RED RIBBON CLUB, ELECTORAL LITERACY CLUB, etc to the welfare of their countrymen. Coordinator of IQAC of this college has been selected by the Higher Education Department of West Bengal as district mentor in process A&A of NAAC, We furnishes mentorship( conducting workshop, college visit, on line meeting, webinar, etc) to the colleges both in Murshidabad & Kolkata region under the exuberant guidance Dept. of higher Education and State mentor Dr. Joydeep Sarangi,.

3) Eco-friendly learning: Through cleanliness programme, making herbal garden, plantation of sapling, ensuring plastic & tobacco free zone, etc are some of green initiatives students has gone beyond classroom, and evolved through exploration of nature ...

4) Innovative learning: Institution is always trying to ignite the mind of students. By performing cultural activities writing poems and article for college magazine and journal, Wall paintings, making crafts, develop videos are outcomes of learning through innovation.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The college plans to implement the followings in future:

1. **Quality Culture:** Promoting quality consciousness among faculty and staff. quality organising activities undertaken by the IQAC, such as workshops, orientation programs, Certificate courses, Value added courses, FDP and knowledge exchange

2. **Quality Measurement & Monitoring:** Collecting data and monitoring quality indicators. Emphasize the closed-loop feedback system, where opportunities for improvement are identified and verified.

3. **Quality Analysis & Reporting:** Analyzing data and generating reports. :Explain how the IQAC operates at different levels (university, school, department/center).

4. **Showcase best practices of the institution, including innovations in education technologies, research initiatives, and community engagement.**

5. **Collaboration and Impact:** More thrust on collaboration with other institutions, workshops, seminars, and presentations.

6. **Organise more internship , Skill development training, Job venture camp within rthe college campus by renowned Skill development training institution, etc**

7. **Quality Events and Rankings:** (e.g., Times Higher Education, NIRF), and accreditation processes

8. **Thrust on some outreach programme with a view to furnishes information and suggestion of surrounding areato the local authority like Municipalities through researchwork in solid-waste management, socio-economic issues, mapping the tree, etc.**

9. **Developed a strong incubation centre .**