



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

BERHAMPORE COLLEGE

**BERHAMPORE COLLEGE, 20 C. R. DAS ROAD, P.O. - BERHAMPORE, DIST -
MURSHIDABAD**

742101

www.berhamporecollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

BERHAMPORE COLLEGE (so re-named in 1975) was established (2nd August,1963) initially as Raja Krishnath College of Commerce to cater Commerce Education. In 1971, realising the increasing demands of diversified education, the then college introduced Humanities with necessary approval from the University of Calcutta and the Government of West Bengal. At first only pass subjects of Humanities were approved. From then on Berhampore College started functioning as a full fledged college for Arts and Commerce.

But the College would not have been set up at all had there been no concerted efforts of the renowned Educationists like Dr. Ram Chandra Pal (the then Principal of Krishnath College), Late Promatha Nath Sengupta and other eminent personalities of Berhampore.

Initially classes were held in the premises of Krishnath College in the evening. But thanks to all out efforts of all, the college was shifted to its present site in 1970. Eventually, Honours in Bengali, English, Philosophy, History, Political Science, Economics, Mathematics Geography and Sanskrit were approved by the affiliating University. Film Studies (self financing) and Statistics(self financing) as Pass subjects are being taught at the Degree level. At present nearly 5,000 students are being provided with the scope for higher education at this Seat of Learning.

The college authority always keeps a vigilant look into the all round growth and development of its students. To realise its dream, the college authority has setup a multi-gym with financial assistance from the Ministry of Youth Affairs, Govt. of India. Moreover the N.S.S. Wing of the college is engaged in various co-curricular activities which instill in the students a sense of responsibility and feeling for others. Along with these ,the college authority in collaboration with the students' union, organises debates , seminars, symposia, sports and other cultural functions for the all round development of the students. The NAAC peer team had highly appreciated the over-all performances of the college and accredited the college with the status“B” in 2007.

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 the quest towards achievements of its vision, the Berhampore College is committed to provide higher education to the students in its vicinity giving equal opportunities to all; endowing the student community with academic, social, scientific and spiritual values and enabling them to have an insight into the spirit of transparent governance and public.

We are well aware of our responsibility towards our students and do our very best to provide a friendly and growth-oriented ambiance for them. Our sincerest efforts are oriented towards ensuring excellent standards that would secure them leadership roles in tomorrow’s challenging world.

The vision behind the establishment of the college is to spread the light of knowledge and wisdom to kindle the

ardour of faith. The faculty does justice to these goals by shaping a new generation of men and women who are:

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Institution is endowed with a passionate team of teaching faculty with good academic backgrounds, expertise and experience in their respective domain of knowledge, dedicated librarians and efficient non-teaching staff who help the institute march forward under the guidance of the competent authority of the college.
- The contribution of faculty members in academic sphere is appreciable.
- The college maintains near-perfect academic discipline.
- The College practices transparency in its financial, academic, administrative, and auxiliary functions. Thus, these are carried out in a very clean and fair manner. Admission is an online process which is strictly on the basis of merit in accordance with the government reservation policies. Recruitments of Contractual, Part-time and Guest lecturers are done obeying UGC norms.
- The cost of education is very low.
- The enrolment percentage of students has stood above 71% on an average over the last five years
- Nearly 66% of the students have successfully passed their final examination
- Hon'ble Principal Dr. Samaresh Mandal was rewarded by "Shiksha Ratna" in 2015 by the Government of West Bengal for his sincere efforts to upgrade the quality of this institution since his joining.
- Performances of students in competitive and entrance examinations have been truly commendable.
- Sincere contribution in providing opportunities for female education and education for students of backward region is praiseworthy.
- The college also contains a well-stocked library, which consists of nearly 25000 books of different departments, many of which are rare.
- The library has introduced INFLIBNET and installed KOHA (2018). The College library is partially automated. **Digitization of the college library is currently ongoing.** ICT based classrooms teaching has motivated the students to use e-sources for their up gradation of knowledge.
- Career opportunities are enhanced by providing workshops, seminars, projects; etc. Berhampore College conducts different job-oriented computer courses in collaboration with DOEACC.
- The college has an active NSS unit, anti-ragging cell, ICC, Equal opportunity cell, etc as a part of social extension programme.

Institutional Weakness

- The College is wrestling with the challenging of effectively facilitating the large academic system (e.g. CBCS system) with its insufficient infrastructure (especially lack of sufficient class rooms, computer

labs, space constraint, etc which are required for smooth functioning of CBCS systems). Furthermore, the paucity of teaching and especially non-teaching staff is one of the major weaknesses of the college.

- Vacancies for Librarian and non-teaching staff need to be filled. Due to shortage of Library staff, it has not yet been possible to operate the library beyond normal College hours. Maintenance of library is also difficult owing to the shortage of staff. Shortage of non-teaching staff creates obstacles and generates burden on the existing faculty due to the huge work load of the new education system
- Students' enrollment is not up to the mark. Last two years have witnessed a downward trend in the enrollment ratio. Lack of reputed international journals and dearth of regular financial grant from Govt. and other National agencies are other impediments in the acceleration of progress of the Institution.
- Certain departments have failed to fully document the innovation in teaching and experimentation, in the form of monographic and manuals. The college is also not able to formalize complete data base and use it optimally for the development of the Institution.
- Absence of full digitisation of library has created problems in getting information through e-resources which hinder the process of upgrading of all stakeholder.
- As the college is affiliated to University of Kalyani, its contribution in designing and modification of curriculum remains limited.
- Absence of a critical discipline like hard Science is the reasons behind poor enrollment in programmes, like BSc. General, which are closely associated with science.
- Limited availability of funds and financial dependence on Government, are some of the major obstacles restricting the growth schedule of the College.

Institutional Opportunity

- Further construction of buildings will prove conducive to run the CBCS system efficiently.
- Commencement of others main disciplines of science (like Physics, Chemistry, Biology, etc) will increase the enrollment of students into science programmes like BSc programme.
- The College library gives the opportunity to the students and staff of the college to access various text books, reference books, story books and books for preparing for various competitive examinations. Also, there is an agenda to subscribe for various e-resources to promote research works.
- Internet facilities exist in different departments which will create better connectivity among the stakeholders and will increase the academic output of the College to a great extent.
- Implementation of various health counselling (both physical and mental) will motivate the students to keep healthy. College gymnasium furnishes additional benefit in this sphere.
- Celebration of important events will expand students' general awareness in different areas.
- The college has been conducting various professional examinations on holidays.
- Aspirants may achieve genuine social awareness through socio-cultural & NSS programs.
- Students get authentic exposure to societal idealisms and ethics through constant academic parleys.

Institutional Challenge

- To enhance the stretch of vacant space and to expand the infrastructural built of the college.
- Constant persuasion to increase Human resources in Teaching and Support staff strata.
- To undertake constant urging with higher ups for induction of need-based & interdisciplinary courses.
- To create more academic space to include all upcoming aspirants as Students of the College.
- To annihilate social taboo, local backwardness and thus make Students open minded, spirited and forward looking.

- To strengthen College's efforts in terms of Career Counselling & Placement of Students.
- To promote more on-campus sports and cultural activities for Students' conscience building.
- To restrain completely the dependence of Students on private coaching/ tuition and get back their full confidence in class-room teaching.
- Encouraging students to undertake competitive examinations and pursue higher studies.
- Networking and strengthening relationship with stakeholders.
- To motivate girl students to be career and education oriented.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1. The college has a defined vision and mission that is clearly spelled out towards the students in college website, college magazine, prospectus and in the Academic Diary. Few faculties from the college are assisting in designing and development of the curriculum. Workshops and seminars relevant to specific discipline are organized by the college as well as at the departmental level. Meticulous planning with respect to workload, timetables and the academic calendar are integrated in the college website.
2. The feedback system of the college is in place and the feedback is taken on the curriculum from the stakeholders through a link that is provided in the college website. The feedback taken is analyzed and implemented by the faculty members of respective department.
3. From the distribution of the University stipulated syllabus among teachers based on expertise, to classroom teaching supplemented with special lectures, seminars, etc., the use of learner-centric methods are meticulously planned. Teachers receive procedural and practical support from the college and university in implementing the curriculum.
4. The IQAC facilitates the organization of various extension and co-curricular activities and fostering of communication and computer skills that ensure self-development, value orientation and environment awareness.
5. The NSS, previously NCC, facilitates the organization of various co-curricular activities that ensure self-development, value orientation and environment awareness among the students.

Teaching-learning and Evaluation

1. Objective of our teaching –learning process is to make a learner more tolerant, logical and of course a rational human being. Our endeavor to impart interactive, collaborative and independent learning opens up a new entrance to understand the learner behavior, learning pattern, and learner preferences. This allows the system to filter the content according to the need and level of the learner in order to handle heterogeneous group of students around it. These efforts are amply justified by the academic result (nearly 66% of the students have successfully passed). The transparent on-line admission process on merit has helped to fill up 71% of sanctioned seat on an average over the assessment period. Few departments have designed 'Project Work' undertaken by their students in order to encourage pupils to develop scientific temper and critical thinking.
2. College has furnished various ICT-enabled learning resources which is enhancing the teaching-learning process and promote scientific temper and creativity among students in addition to the conventional methods of tools. The College is well connected with internet which gives the teachers the chance to use the e-materials when situation need.
3. Attainment of program outcomes, program specific outcomes and course outcomes are duly evaluated

by the institution. One important mechanism that Institution is opted is evaluation of process of teaching-learning by feedback system .The faculty members recharge by attending Orientation, Refresher and Training Programmes, presenting research articles in seminar and publishing articles in journals.

4. Periphery of knowledge is not limited within the boundary of college premises but extends to society to communicate its accumulated knowledge, values and skills from one individual to another individual or group of people.
5. The IQAC plays a pivotal role in continuously monitoring the teaching- learning process, facilitating constant engagement in academic activities by students and teachers, analyzing the inputs from the feedback system and using these for improvement, harmonizing field-based learning with classroom learning, research with teaching, curricular with co-curricular activities.

Research, Innovations and Extension

1. Teachers in general can carry out their research work during the vacations. Besides, on duty is allotted for participating / presenting paper in conference/seminar. There is also a provision for Study Leave as per University of Kalyani guide line with prior approval from the Higher Education Department.
2. UG departments assist the students in various field works and projects.
3. The institute very much aware the importance the importance of workshops / training programmes /sensitization programmes in enriching the research work and promoting creative thinking among the students of the college.
4. The IQAC of the institution always encourage the faculty
5. Primarily an undergraduate institution, the college has nevertheless been a centre of active research. Eight research papers are published in UGC approved journals by the faculty. ---- different extension activities conducted by NSS/YRC / NCC leading to a notable impact on the community as well as participating students regarding social issues.
6. Students participate in activities dealing with social and environmental issues under the guidance of NSS Program management Committee. Activities like blood donation camp, Swachh Bharat Avhijan program, health check -up are organized in collaboration with some recognized bodies. Tree plantation, festival/days celebration, etc are organized to inculcate values like Righteous conduct, human values, national integration, communal harmony and social cohesion in the students. Leadership, interpersonal skills, self-confidence is developed among students.

Infrastructure and Learning Resources

1. The college is located in a picturesque setting. It has good infrastructure like classrooms, auditorium etc. There are 26 classrooms in total for different departments of the college. Some of the departments have ICT enabled classroom with LCD projectors, and computers.
2. The College has a NSS wing which is engaged in organizing most of the extra-curricular activities of the college such as different awareness programmes, social-welfare programme, cleaning drives etc.
3. Classes for the courses under DODL are held in a specified section of the Main building ground floor without affecting scheduled classes. The college has a separate boys hostel named Sampriti which helps to accommodate students who reside in remote areas. The college is furnished with air-conditioned seminar hall to organize different departmental programmes. The college has well equipped and well maintained facilities for games and sports. It has a big multipurpose auditorium, and

facility and equipment required for indoor games like shuttle badminton, table tennis, and carom. It also has a furnished unisex gym. The Annual Sport Events of the college are held at the Berhampore Stadium. This stadium is equipped with outdoor courts for sporting activities and games such as, football, tennis, basketball, cricket and kho-kho.

4. The college has a well equipped library that is upgraded from time to time and updated in accordance with the latest curriculum.
5. The college also has a spacious reading room, open access to the large stack of resource books, access to e-learning, INFLIBNET, journals/magazines and research cubicles with internet connections in order to cater to the needs of students and teaching as well as non-teaching staff. The college is also fitted with biometric and CCTV equipment for monitoring attendance and general quality control and surveillance.

Student Support and Progression

1. The college website provides all information about activities of the college. Students are admitted online strictly on the basis of merit. Details regarding eligibility criteria, reservation of seats, intake capacity, fees structure, rules and regulations related to admission are regularly updated and clearly notified. The class routine is also made available in the college website. Students from the minority groups, SCs, STs, OBCs and minorities are continuously notified about the various scholarships provided by the State Govt.
2. Besides imparting conventional education; the attention of the college has also been focused on other multifarious activities of social sphere. The college in collaboration with DOEACC computer training centre provides effective and modern computer education to the students of the college as well as locality. The educational tour is included in the curricula of some departments so that the students can get an exposure.
3. Special care is taken to address issues like low attendance, dropout and stagnation through remedial classes, individual interaction and bilingual explanations. The college encourages the students for participation in extra-curricular and co-curricular activities.
4. This college has very strong Sports Wing and NSS units who prepare policies and strategies for organizing different programs related to such activities. The gymnasium hall was inaugurated on 02/08/2007. The purpose of this is to provide confidential mental health services to students and to assist them in functioning effectively in the college environment by assessing and supporting their psychological well-being as they pursue personal and academic goals.
5. The college believes in curbing ragging and has thus implemented the UGC regulation fully.

Governance, Leadership and Management

1. The vision and mission of the institute has been framed by giving due consideration to the suggestions and views of stake holders.
2. The Vision and Mission of the institute are in tune with the objectives of higher education. Institute has a mechanism for delegating authority and providing operational autonomy to all the functionaries to work towards decentralized governance system and participative management. Principal, as the head of the institution of the College, purely believes in collective participative management and decentralized governance.
3. The institute is having a well structured Governing Body (GB). The three crucial sections i.e. office administration, academics, and the auxiliary bodies for extra-curricular activities play important role in the overall functioning of the institute. The Governing Body meets periodically to monitor progress and

- suggest strategies. The Principal, the members of academic sub-committee, and the secretary of teachers' council meet regularly to take decisions on academic matters.
4. The Internal Quality Assessment Cell (IQAC) keeps a regular tab on the academic aspects and activities of the College. It devises and formulates plans relating to future academic growth and sustenance of quality. IQAC collects feedback from final year students. Students, Teachers and Alumni effectively contribute to the successful functioning of IQAC. **Internal Academic Audit** is conducted every year. College website is regularly updated to provide exhaustive information regarding the overall functioning of the college.
 5. The Teachers' Council is an important forum where issues related to academic matters and overall development of the College in general are taken up. The management seeks the confidence of the Teachers' Council in implementing certain key targets.
 6. Staff and students permitted to give suggestions to the head of the institution- an example of participative management.
 7. The whole process of fund allocation and management is supervised by the Principal. The Governing Body also recommends proposals for the effective utilization of financial resources. Auditing is done annually and stipulations are met. However, steady growth of infrastructure is incorporated in our strategic plan.

Institutional Values and Best Practices

1. Berhampore College takes pride in environment based activities to create consciousness among students and staff. The library has introduced INFLIBNET and installed KOHA (2018) . The College Library is now fully automated. ICT based classrooms; active medical unit including first aid service exists in the college.
2. Faculties are encouraged to do research work, present papers and attend at seminars in and outside the college, attend tutorials.
3. Berhampore College conducts different job oriented computer courses in collaboration with DOEACC. Our College maintains transparency in its financial, academic, administrative, and auxiliary functions in a very clean and fair manner.
4. The college has an active NSS unit as a part of social extension programme.
5. There are many innovative practices introduced by the college in the areas of admission process (Online), teaching-learning, governance and for the improvement in the quality of the overall processes.
6. Career opportunities are enhanced by providing workshops, seminars, projects etc. The college is undertaking Environmental awareness programs like tree plantation, cleanliness drive, seminars and work projects.
7. Blood donation camps are also organized successfully by the NSS unit. Our college organized many gender sensitization programs to create 'Awareness' among the students like Child Marriage and Women trafficking, Cyber Crime etc. The college has organized constitutional awareness programs like 'Loke Adalat' to create awareness among the students. NSS College Unit has organized various cleanliness drives and beautification programs in and around the Campus.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BERHAMPORE COLLEGE
Address	Berhampore College, 20 C. R. Das Road, P.O. - Berhampore, Dist - Murshidabad
City	Berhampore
State	West Bengal
Pin	742101
Website	www.berhamporecollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Samaresh Mandal	03482-252545	9474319266	03482-3482252545	berhamporecollege.in@gmail.com
IQAC / CIQA coordinator	Indrani Basu	-	9476405630	-	anupriyaindrani@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	02-08-1963

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	University of Kalyani	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-07-1974	View Document
12B of UGC	01-07-1974	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Berhampore College, 20 C. R. Das Road, P.O. - Berhampore, Dist - Murshidabad	Urban	1	1800

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Geography	36	H.S.	English,Bengali	35	18
UG	BA,Geography	36	H.S.	English,Bengali	95	90
UG	BA,Sanskrit	36	H.S.	English,Bengali	20	8
UG	BA,Sanskrit	36	H.S.	English,Bengali,Sanskrit	120	92
UG	BA,Sanskrit	36	H.S.	English,Bengali,Sanskrit	50	34
UG	BA,Sanskrit	36	H.S.	English,Bengali,Sanskrit	10	0
UG	BA,Sanskrit	36	H.S.	English,Bengali,Sanskrit	10	0
UG	BA,Philosophy	36	H.S.	English,Bengali	120	71
UG	BA,History	36	H.S.	English,Bengali	196	166
UG	BA,History	36	H.S.	English,Bengali	70	55
UG	BA,History	36	H.S.	English,Bengali	750	709
UG	BA,History	36	H.S.	English,Bengali	10	2
UG	BA,History	36	H.S.	English,Bengali	20	10
UG	BA,English	36	H.S.	English,Bengali	196	165
UG	BA,Bengali	36	H.S.	English,Bengali	750	693
UG	BA,Bengali	36	H.S.	English,Bengali	200	165

UG	BA,Bengali	36	H.S.	English,Bengali	50	30
UG	BA,Bengali	36	H.S.	English,Bengali	196	156
UG	BA,Bengali	36	H.S.	English,Bengali	20	7
UG	BA,Political Science	36	H.S.	English,Bengali	105	69
UG	BA,Economics	36	H.S.	English,Bengali	10	1
UG	BA,Economics	36	H.S.	English,Bengali	10	2
UG	BSc,Economics	36	H.S.	English,Bengali	75	6
UG	BSc,Economics	36	H.S.	English,Bengali	75	6
UG	BSc,Economics	36	H.S.	English,Bengali	50	3
UG	BA,Economics	36	H.S.	English,Bengali	10	1
UG	BA,Economics	36	H.S.	English,Bengali	10	1
UG	BSc,Economics	36	H.S.	English,Bengali	20	2
UG	BA,Economics	36	H.S.	English,Bengali	8	4
UG	BSc,Mathematics	36	H.S.	English,Bengali	130	74
UG	BCom,Commerce	36	H.S.	English,Bengali	400	25
UG	BCom,Commerce	36	H.S.	English,Bengali	180	57

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				11				17			
Recruited	0	0	0	0	5	6	0	11	10	5	0	15
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				28
Recruited	2	2	0	4
Yet to Recruit				24
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	2	0	2	0	0	7
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	2	3	0	5	4	0	14

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2708	0	0	0	2708
	Female	2156	0	0	0	2156
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	534	512	489	449
	Female	288	329	326	321
	Others	0	0	0	0
ST	Male	36	43	39	31
	Female	18	18	15	17
	Others	0	0	0	0
OBC	Male	701	700	780	752
	Female	434	571	647	592
	Others	0	0	0	0
General	Male	1940	1611	1627	1476
	Female	1444	1422	1451	1226
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		5395	5206	5374	4864

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
157	157	157	157	157
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	22	22	22

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5395	5244	5535	4425	4868
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1859	1859	1859	1854	1854

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
968	840	965	883	978

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	18	18	19

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
29	29	29	29	29

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 27

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
109.4	78.5	79.58	65.54	71.04

4.3

Number of Computers

Response: 57

4.4

Total number of computers in the campus for academic purpose

Response: 31

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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

The college follows a well-structured procedure in order to ensure effective delivery of the curriculum designed by the University of Kalyani. The final academic plan is incorporated into the academic calendar which is based on the academic calendar provided by the University and is then circulated to all the stakeholders. The academic plan is prepared by taking inputs from all the faculty. This plan is prepared by having discussions in the IQAC, and procedural academic sub-committee meeting held in the beginning of each session. 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/her syllabi within the stipulated time, extra classes are arranged for him by the respective departments for the benefits of the students. Tutorial classes have been initiated for the students to complement the courses taught in regular classes. Remedial classes have also been initiated for the students who are academically as well as financially weak.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

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

1. Classes of 1st & 3rd year of B.A.,B.Sc. and B.Com of current academic session commence in the month of July every year and the Classes of 2nd year of B.A.,B.Sc. and B.Com of each academic session start from mid of August.
2. Final routine of the academic session publishes at the beginning of the academic session. Along with this allocation of syllabus is constructed by each department at their individual departmental meeting.
3. Result of University final Examination of 2nd and 3rd year of all streams publish before the commencement of Durga puja. Progress reports are disbursed within fort-night.
4. 1st Mid-term test announces by the individual department at the beginning of November.
5. **Award lists of 1st mid-term test are published by individual department at their own effort at the end of November.** The students are provided with the corrected answer-scripts of the Class-Tests so that they can be aware of their mistakes.
6. **On the basis of performances of students in 1st class test, provisional routine of each department including tutorial classes along with pre-scheduled classes are published in the month of December.**
7. **Schedule of tutorial classes expands from month of December (except the dates allotted to winter recess) to month of March.**
8. **College arranges Remedial classes for students of 3rd year from month of December to January and for 1st and 2nd year in the month of April.**
9. Process of on-line admission for forth-coming academic session commence after the publication of result of last board Examination of 12th standard students.
10. Under CBCS system internal tests are taken before the semester-end examination as stipulated by Controller section of Examination of University of Kalyani

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 22

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 5

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.49

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	38	19	18	35

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

- The College offers one General & Compulsory Undergraduate course which address Environment and Sustainability and Human Values. The above course is affiliated to the University of Kalyani. Topics related to this issue is taken up for quiz and debates during different functions organized by different departments.
- 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. College encourages women faculty and students to participate in events focusing on women

empowerment and promoting leadership qualities in women.

- Teacher's day is celebrated with vigor in the institution campus. Girls and boys participate in various co-curricular activities such as group discussions and technical quiz and debate programmes.
- Both boys and girls are made members of NSS which is associated with various co-curricular and extracurricular activities.
- Students are also encouraged to participate in activities on social responsibilities organized by other institutes in the district.
- Awareness programmes are also initiated by NSS which is extensively carry out different activities for environmental protection and social responsibilities.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.02

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	2	1	2

File Description	Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 4.26

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 230

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: D. Any 1 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 70.51

2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2560	2690	3711	2099	2030

2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3733	3711	3711	3703	3703

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 52.26

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1015	1145	1245	617	832

File Description

Institutional data in prescribed format

Any additional information

Document

[View Document](#)

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Response:

Berhampore College was established in 1963 for the study of commerce at undergraduate level. Later on, in response to the needs of the larger section of the learners, the College has started various programs in the Humanities discipline. The endeavour of this institution is to open up the world of knowledge to the different strata of pupils to such an extent that, each of them is able to absorb it according to their own needs and capabilities and accrue real benefits.

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

Endeavours for slow learners:

The fight of our devoted teachers is not only against of low merit but also against the poverty, injustice, prejudice, superstition, taboos, etc. We have identified one of the major reasons behind this backwardness as lack of proficiency in language. So, to enhance their abilities, additional language classes are organised to ensure that language does not act as a deterrent to learning. For some courses, special classes are conducted on mathematics (especially for students of Economics Honours). Each Department conducts remedial and tutorial classes for slow learners after scheduled class hours on weekdays and after 3:00 p.m. on Saturdays. Teaching faculty use the idle time when they are not allotted classes to help the students with less IQ to cope with the matter in which they are lagging behind.

Endeavour for advanced learners:

Advanced learners are encouraged to attend class tests, present seminars, participate in quiz and debate competitions. Teachers accompany them to guided library session in their quest for knowledge and prepare them for competitive examinations. The Automated Library system affords the students proper assistance in their pursuit of various academic matters and is self-sufficient to enhance their capacity for independent learning. Physical classroom teaching is blended with reasonable use of ICT to make the teaching-learning process more learner-centric. Teachers interact with the students through Google Classroom, what's app and conference call in order to make them keep in touch with their courses throughout the day.

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

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)**Response:** 245.23

File Description	Document
Any additional information	View Document

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****Response:**

The central objective of our teaching –learning process is to make a learner more open-minded, logical and of course a rational human being. Our periphery is beyond the boundary of college premises for disbursing its accumulated knowledge, values and skills to different strata of people. Keeping this view, we use Student-centric learning process along with ‘teacher-centric learning’ process.

These are: -

i) Interactive learning/ Participative learning:

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

Practice : Fundamental concepts of the subject matter are discussed . Students are encouraged to raise questions. Success of this techniques depends on mentor-ward system and teacher-ward tutorial system. The teachers interact with the students as their mentor, and develop a social network among themselves via their email, Google Classroom and mobile numbers. Students are provided assignments, encouraged to participate in open-book tests, surprise tests, group discussions etc. Departments take mid-term test, class test, student seminars, conferences, quiz & debates etc .Students are motivated to participate in these programmes. Furthermore, students watch films, prepare documentaries on social issues, make posters based on contemporary social problems etc.

Evidence: .

ii) Collaborative learning:

Objective: Education does not have to be a distinctive, meritocratic experience, it also can be cooperative or community oriented. Constructing learning environment together is the fundamental objective of collaborative learning.

Practice: Collaborative learning is an umbrella term for a variety of instructive tactics involving joint and rational efforts of students and teachers. Some Departments like Economics, Geography, etc conduct

educational tours and organize surveys on socio-economic factors. Environmental projects are actively promoted. Along with these endeavours, collaborative learning is also promoted through the group work involved in the preparation of wall-magazines, college magazines ,intra-college as well as inter-college debate competitions, quizzes, rallies and discussions on social issues, cultural function, sport events etc. One of the important wings of the College is National Service Scheme through with institution imparts value education to their ward with an aim to enhance morality.

Evidence:

iii) Independent learning:

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

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

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

In our inside class room teaching, our dedicated teachers build-up a cordial relationship with pupils and construct a hassle-free academic environment where pupils can easily raise questions and solve their problems . Students are motivated to give answer to any question using their own observation and creativity. The mentor inspires scientific temper among the students through continuous assignments both written and oral, their involvement in Group discussions, curriculum-based debates and quizzes at departmental level, presentation of a Talk by the students, etc. Some Department like Commerce, Geography, Economics, Environmental studies have designed 'Project Work' undertaken by their students in order to encourage pupils to develop scientific temper and critical thinking.

So, College has furnished 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, interaction within social media through Google Classroom, Whats' App group, etc.) towards the end goal of promoting a positive teaching-learning attitude amongst students. The College is well connected with internet which gives the teachers the chance to use the e-materials when needed. Teachers are delivering their lecture through PPTs representation. However due to poor socioeconomic status students are not entitled with internet facilities. As a result, teachers were usually conducting physical

classroom teaching for all round performances of students

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 256.9

2.3.3.1 Number of mentors

Response: 21

File Description	Document
Mentor/mentee ratio	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 68.28

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 33.34

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
08	07	07	06	05

File Description	Document
Institutional data in prescribed format	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 17.41

2.4.3.1 Total experience of full-time teachers

Response: 383

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

In all the examinations arranged by the College (Class-Tests, Mid-Term Tests, internal assessment under CBCS), students are intimated at prior. The students are informed about the schedule of occurrence of test either by central notice by college authority or by the provisional notice by concerned department. Schedule of the examination at level of University is displayed in notice board and as well as in college website also.

Obtained marks of class test and midterm test are furnished to the examinees within 15 days of the examination. Students are provided with the corrected answer-scripts by the relevant faculty members. So that they can be aware of their mistakes the doubt and enquiries of the students regarding the pattern of optimal answers are clarified by the examiners. In majority of the Department, mode of language of question paper is bi-lingual (except in English, Bengali& Sanskrit). Through an interactive session teacher prescribes the suggestions which may opt by the students for their better performances in forth-coming test as well as in final examination conducted by University of Kalyani.

Some remedial as well as tutorial classes are organised to assist students to uphold their academic performances in forth-coming final examination. In tutorial classes teachers and students also make a detailed discussion on the previous question set of University examination and mentor guides about the mechanisms of solving the question paper within stipulated time. For such purpose question bank comprises with questions of previous year final examination at level of University has prepared.

If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topic on which such questions were set are discussed in the lecture-hour by the faculty member. The students are often suggested to write the answers again as home assignments incorporating the modification.

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

A record of marks is well preserved by the college authority and as well as each department also. After the publication of final result, performances of students are analysed by concerned departments who then

submit the appraisal report to IQAC.

However, since the responsibility of publication of board examination results lies solely with the University of Kalyani, delay in the publication of the Part I and Part II results is something which the college has no way to rectify.

Counselling classes are taken at-least twice each year by each department. First, at the end of 1st mid-term test during first phase of academic session i.e.; during end of November to beginning of December. Second, at the end of second mid-term test which is usually during the end of April and the end of the second phase of each academic session. However, a central counselling of students of First Year B.A., B.Sc. and B.Com of the ongoing academic session is conducted by college authority through verification of their candidature at the beginning of each academic session.

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

Response:

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

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

The schedule for class tests, Mid-term test is prepared by individual departments. They are also informed about the provisional routine that include schedule for tutorial classes and remedial classes.

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

If there is a marked discrepancy between class-performance and performance in examination of a student, the teachers consider it their responsibility to identify the cause behind such discrepancy. The interaction between the parents and the relevant faculty members can be crucial for such identification. If the reason for such discrepancy is purely academic, the teachers try whole-heartedly to provide the students with a broader understanding of the subject of their study (topics already taught in the class are discussed again, students are given time-bound home assignments to be checked by the faculty members, more books and journals are suggested to the students for reading and so on).

However, the cause may lie outside the purview of academics and in such cases, the student is counselled

by a mentor sympathetically and advised to adopt certain cause-specific steps in order to deal with the problem at hand.

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.

Response:

In our inside class room teaching, our dedicated teachers build-up a cordial relationship with pupils and construct a hassle-free academic environment where pupils can easily raise questions and solve their problems. Students are motivated to give answer to any question using their own observation and creativity. The mentor inspires scientific temper among the students through continuous assignments both written and oral, their involvement in Group discussions, curriculum-based debates and quizzes at departmental level, presentation of a Talk by the students, etc. Some Department like Commerce, Geography, Economics, Environmental studies have designed 'Project Work' undertaken by their students in order to encourage pupils to develop scientific temper and critical thinking.

So, College has furnished 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, interaction within social media through Google Classroom, Whats' App group, etc.) towards the end goal of promoting a positive teaching-learning attitude amongst students. The College is well connected with internet which gives the teachers the chance to use the e-materials when needed. Teachers are delivering their lectures by using PPTs on subject matter. However, due to poor socio-economic status, students are not entitled with internet facilities. So teachers usually conducted physical class room teaching for enhance of all round performances of students.

File Description	Document
Paste link for Additional information	View Document

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

Response:

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

Another important mechanism that Institution has opted for is evaluation of teaching-learning by feedback

system, in which the final year students of the college are provided with feedback forms to be duly filled in by them providing inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, its faculty members etc.

Our college also has a Grievance Redressal Mechanism, where the students can also place their problems at any point of time while studying. The institution deals with students' grievances very deftly by preserving its confidentiality, while at the same time taking concrete steps towards its resolution. Parent –teacher meet is organised by individual departments if required after assessing the performances in class test, Mid-Term Examinations and attendance of classes by students. Through such processes the institution keeps a track record of program outcome-achievement. Publication of Merit list at the time of admission, keeping the records of marks obtained in University's final examination by College-office and records of marks obtained by students at class test and mid-term test by the Department, keeping the records of successful students who have absorbed into different jobs, etc. are regular practices of our institution through which the program outcomes are measured and checked. The slow and advanced learners are identified and accordingly outcome attainment target is set by introducing improvement measures. Organising class tests, conducting tutorial and remedial classes, organising subject- oriented debates, quiz, student seminars as well as talks and workshops etc. are a part of this improvement scheme. In order to achieve the desired program outcomes, some departments of the college hold field tour, field survey, workshop etc. College provides books apart from scheduled allocation of books from library to those meritorious and sincere students whose economic conditions are poor.

Students celebrate Teachers' Day on 5th September each year. On this occasion, successful students are rewarded with books or cash which encourages students to excel. This practice has commenced in the fond memory of Late Subodh Sarkar, retired Vice-Principal and professor of Department of Commerce since 2017.

The IQAC Cell of the College publishes an overall academic report, which is displayed on the college website as a part of the mechanism of communication which states the level of attainment of program outcomes among many others.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 77.6

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
692	693	792	661	755

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
978	883	965	840	968

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.33

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	12	12	12

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 17**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
14	0	2	0	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.3**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	1	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.92**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
13	11	8	2	4

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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 last five years.

Response:

Berhampore College organise sensitising programmes among neighborhood community and colleges along with the students of the college from time to time. The students of Berhampore College are taken active part of different social and cultural activities in campus and off campus of the college.

The students are also encouraged to participate in the following activities.

- 1) Planting of trees inside the campus as well as in the adopted neighborhood
- 2) Free eye camps
- 3) Blood donation camps
- 4) Environment awareness camps.
- 5) Swacch Bharath Abhiyan
- 6) Awareness rallies on aids, Anti- Liquor.
- 7) Awareness rallies on Anti- Tobacco and Drugs.

Different significant dates such as Teachers Day, Independent Day, Republic Day, Yuba Day, Language day etc are celebrated to familiarize students with the value of our ancestors and traditions. The students are motivated to take part of the different training courses organized by Student Health Home for which they accumulate some knowledge regarding health related issues so the that they inculcate it to the neighboring community time to time

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 33

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	3	6	2	3

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 10.43

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., year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1475	225	647	201	209

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

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

Response: 9

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	1	1

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - 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.

Response:

Berhampore College (so re-named in 1975) was established (2nd August, 1963) initially as Raja Krishnnath College of Commerce to impart Commerce education to the students of Murshidabad in particular and the students of adjoining districts in general. In 1971, the Arts stream was introduced due to the increasing demand of the students and the guardians. In that time, the College was affited with the University of Calcutta and the Government of West Bengal. From then, Berhampore College has been functioning as a full-fledged college for Arts and Commerce. At present, the College is affiliated with University of Kalyani. Many courses were introduced with the combinations provide by the University. To increase student strength, the college has always taken proactive steps to provide various facilities to develop the infrastructure of the campus in terms of classrooms, laboratories and for sports, extra and co-curricular activities. In the beginning of the each academic session, the respective HODs of the various departments organize a meeting with the principal to discuss the requirements of the current session and whether any addition to the infrastructure is needed. All the staff members of this institution are involved with the creation of a healthy teaching –learning environment. All the full time teachers of the department are given separate computers with internet facilities to gain access to the contemporary data in their respective subjects. The computer lab is well equipped with more than 25 computers to accommodate at least one full-strength class.

The college has a huge main building which accomodates the classrooms, Principals' chamber, teacher's room, boy's common rooms, girls' common room (Begum Rokiya) and the library. Beside the main building, there is a separate building for the students' union office. The college has a separate administrative building for official work. There is a separate, fully equipped guest house. There is also a separate building for D.O.D.L. There is a NSS room for socio-cultural activities. It is also mentioned that the college campus includes a Gymnasium for the students' health. There is also a spacious Canteen for the students. Furthermore there is a separate staff quarter for the non-teaching faculty, a state-of-the-art auditorium with a seating capacity of upto 204, centralized air conditioning and an excellent sound system. Moreover, the college also boasts of a large cycle garage to promote green and sustainable transportation practices. There are four rooms are allotted for Film studies, Geography, Economics and Computer laboratory. The Boys Hostel 'Sampriti' is located less than one kilometer away from the college main building which provides accommodation to 35 male students.

File Description	Document
Upload any additional information	View Document

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

Response:

The College authorities help the students participate in both outdoor and indoor games. Indoor games facilities like Table Tennis, Carrom, Ludo, and Chess are provided to the students. Recently, a Gymnasium has been installed in the College for physical exercise of the students. 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 play ground for indoor and outdoor games. There is a big girls' and boys' common room which is used for the indoor games and other cultural activities. The boys common room can also be used for College cultural feast. Our College encourages the students to participate in different sports and games. The College has one NSS unit which is engaged in organizing most of the cultural and extension activities such as different awareness programmes, blood donation camp, celebration of International women's day, organizing cleaning drives, and different type of medical camp. At present, 100 students are enrolled in NSS.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 11.11

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 70.43

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
65.6	15.09	53.60	68.83	71.47

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The library is located on the first floor of the Administrative Building which is connected to the main building. It has a well-equipped stock of books and resources with all prescribed, recommended and reference books as per the University syllabus. The library takes up an important role to satisfy the academic needs of the students. Due consideration is given to the recommendations made by the students and faculty for the acquisition of new books in order to keep the library stock updated regularly. The librarian places an order for the required no. of titles and volumes which are quite regularly requested and recommended by the users. At regular interval, the librarian collects the recommendations of books from HOD of the different Departments as per syllabi.

The library has 26000 books for the use of the students and the staff. It has also 10 journals to satisfy the requirement of the students and the staff. The Library has subscribed to many magazines and newspapers to cater to the needs of the visitors of the library. Financial support from UGC for books and journals help us a lot in this regard. The library is partially digitalized. The computers in the library are linked to internet and contain a large database of e-books. The students and staff who want to get copies of the books can do so by filing a request with the librarian. Efforts are being made to fully digitalize the library in due course. It is to keep a track of the access to the books, magazine issues, for both students and faculty.

Data Requirement for last five years: Upload a description of library with,

- Name of ILMS software : Koha
- Nature of automation (partially)
- Version 16.11.09
- Year of Automation 2018

File Description	Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.9

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.37	1.03	1.64	0.79	0.65

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 0.59

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 32

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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

The computer lab is equipped with 25 computers with required software and antivirus. The computer lab is powered by reliable service providers to ensure uninterrupted usage of computers.

2 LCD projector in classes are available to provide effective teaching for the students

23 faculties are provide with individual computer system

2 smart classrooms are present in the college which is used by different department.

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

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

Printers, Scanners, and Xerox facilities are available and faculty members can use this facility only for official purpose.

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

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

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

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 174.03

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 2.75

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
4.77	3.23	1.11	0.99	1.68

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

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

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

2. Certain departments use fullu-equipped laboratories for practical classes.

2.1. The library follows certain protocols in the usage of books. The entry register is kept for both staff and students. Anybody who enters the library must enter their details in the register to use the facilities in the

library. In the beginning of the first year, each student is issued 2 library cards after admission. New cards are issued to the students only after the previously borrowed books are returned in good condition. At the end of every semester, all the students must return their books to the library. Likewise, the teachers may also use library books for their class and research purpose and return the books at the appropriate time.

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

4. Apart from the scheduled classes department organizes seminar presentations for the students from time to time in the specific seminar room utilizing the available infrastructures such as LCD projector, white screen, and computers.

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

6. For construction of new buildings and innovation of existing one, the college authorities apply to the Assistant Engineer (PWD), Construction, Berhampore for giving necessary plan and budget which is subsequently forwarded to the Government of West Bengal, Higher Education Department for necessary action.

7. Freshers' Welcome, annual social function and other programmes are arranged in the auditorium of the college without effecting the routine class. The seminar room of the college is also used for various socio-cultural activities.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 40.95

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2018-19	2017-18	2016-17	2015-16	2014-15
2786	2669	2090	1087	1942

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. ICT/computing skills**

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.33

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
13	0	2	1	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0.41

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 4

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 80

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) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	8	1	0	1

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	8	1	0	1

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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) year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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)

Response:

Response: 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 an elected 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. It also extends assistance and provides guidance to the students in resolving academic and extra-academic problems. Since 2018, 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. To nurture and develop soft cultural skills among the students, these both wings have organized annual cultural programme 'Agomoni' in the college premises. 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 organised programmes like International Mother Language Day, Saraswati Puja, Freshers' Welcome, Teachers' Day, Annual Sports, Youth Festival, Republic day, Independence Day August, etc. Apart from these, Students' Union actively participates in various extension activities. Members of the Students' Union extend their assistance to the NSS Units in organizing the blood donation camp, programmes like the 'Swachh Bharat Abhiyan'.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2058.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2435	982	3580	2250	1045

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

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

Response:

It's an alma mater that the students will love their Institutions years after years. They 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	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

Response:

Vision:

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

Mission:

In fulfilment of its vision, the 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.

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

The 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 sub-committee, Staff council etc. The Governing Body meets more than three times in a year. Matters are discussed in details and minutes recorded with perfection. The committees deal with curricular, co-curricular and extra-curricular activities where faculty members are encouraged to participate as members and conveners. All major decisions on academic affairs are discussed and decided by the IQAC with Academic Sub-committee (UG level) and Principal of the institution. The IQAC as well as Academic Sub-committee are represented by senior teachers and Heads of different departments of the Institution.

The institution draws a strategic plan before adopting any resolution. These plans evolve around academic, administrative and societal requirements. Teaching in the institution is oriented towards practical learning and student centric methodology. Regular departmental meetings gives every member of the department an opportunity to express their ideas and views on existing programmes and policies and future plan of the institution. The feedback from students, alumnae, teachers help in up-gradation of the existing system. Parents-teachers meeting, which constitute a unique feature of the institution reflects demands and opinion of the guardian regarding day to day running of the college. Periodic financial audits inculcate financial

transparency. All these work towards augmentation of pride and prestige of the institution. Our activities are directed towards global competence to achieve excellence and ensuring quality education.

File Description	Document
Paste link for additional information	View Document

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

Response:

In accordance with the policy of decentralization adopted by the management, both teaching and non-teaching members are adequately represented in the Governing Body of the college and their opinions are sought in making and implementation of different policies. Apart from the Governing Body meetings, sub-committees like IQAC, Academic sub-committee, Examination sub-committee, Students' Support and Progression sub-committee, Internal Complaints Committee 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. The management inspires the staff members by its personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments. They encourage and sanction funds to utilize the funds for different developmental activities of the college. They also contribute generously in terms of awards and recognition to deserving candidates. The Principal co-ordinates with the teaching, non-teaching and student body members for the effective functioning of the college.

Participative management is practiced in various initiatives. A decentralized administrative system with the intention of providing the best to the student body is in practice in this institution. Important developmental plans are discussed by the Principal along with all the sub-committee members in which students are also a part. Plans are executed only after reviewing the suggestions. A meeting with the management every semester and monthly meetings or discussions with the Principal enable the staff and students to participate and contribute to the personal as well as institutional growth. The Principal assigns specific duties to various academic and administrative bodies of the college on the basis of the suggestions made by the management.

The head of the department has been given all the freedom and authority to decide on the various activities pertaining to academic and administrative work pertaining to their department and are given the responsibility of delegating work to the other faculty in their department. The department decides the equipment, projects, and activities to be done for the academic session under the guidance of the HOD or the senior faculty member. The departments put up the proposals regarding their requirements. They are in turn put up to the management for necessary financial sanction. After sanction, execution is the sole responsibility of the management.

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). Feed backs are obtained from the students to improve the quality of the services rendered. This student body under the guidance of the faculty is given the chance to take lead in the organization of various festivals, Sports Day, and other activities.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

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. Establishing information systems – having internet browsing centre with wi-fi and printer for the benefit of both students and faculty members.
7. Faculty Development - Encourage faculty to take up short term courses, refresher courses, orientation programmes, paper presentation, incentives for outstanding performance of faculties.
8. Improvement in infrastructure – Separate building for UG classes, making classrooms for smart classes, air-conditioning of seminar halls, separate computer laboratory room have introduced for well being of the students of different discipline.
9. Increasing the student intake and create facilities according to the enhanced student strength.

File Description	Document
Upload any additional information	View Document

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

Response:

Response:

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 has been consulted with the colleagues in discharging his functions.
2. The Principal has been updated regularly the long term and short-term plans; are prepared for the growth of the institution. Long term perspective plans should be prepared for 5 to 10 years. It includes building up of infrastructural facilities in the college keeping in view the future growth. The Short-term plan is the annual plan prepared by setting up of goals to be achieved during the year.
3. The Principal, at the beginning of the academic year, has been convened the General Staff Meeting, discuss and finalize academic plan for the year.
4. The Principal will also convene the meeting of the staff council consisting of all in-charges of subjects, and Librarian.
5. The Principal alone with staff council will plan all important activities during the year; like academic calendar, Internal examinations, extracurricular and co-curricular activities etc.
6. The Principal will advise all the head of the department to convene their departmental meeting regularly and prepare annual academic plans. He/she will scrutinize the plans and approve them.
7. The Principal will insist for the submission of month wise syllabus completion reports of every teacher.
8. The Principal will go round the college at least once a day to supervise the academic work in the college.
9. The Principal will motivate all the staffs and students for their effective involvement in the teaching learning programmes properly.
10. The Principal alone with IQAC will plan for the periodic tests of short-term duration during the year.
11. The Principal will advise the teachers to identify slow learners in each class for organizing special coaching classes for them.
12. The results of the Semester examination and reasons for low percentage of results have been analysed

subject wise and the numerous measures have been under noted to improve the results in the succeeding year.

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

14. The Principal shall also encourage old students to form an Alumni Association and get it registered.

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 given to the staff at the time of recruitment.

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

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Response:

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 is provided inside the campus.
3. No membership fee for utilizing the gym.
4. Subsidized facilities for printing within the campus for both staff.
5. Advance is given to both teaching & non-teaching staffs in the puja festivals

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Institutional data in prescribed format(Data template)

Document

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 12.81

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	6	2	2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

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. The appraisal forms are assessed by the HODs and the principal of the college and a positive and constructive feedback is shared with the faculty members. The principal counsels the faculty members to improve their performance if necessary.

Faculty members are also asked to 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 Ph.D). 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. A well drafted feedback form with specific questions as per the comprehensive level of the students is distributed through online (previously offline) at every year annually to evaluate how far the teacher had been successful in reaching out to the advanced as well as the slow learners in the classroom. This is further intimated to the concerned faculty in the academic meeting and suggestions for development or appreciations are made.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

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	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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	Document
Upload any additional information	View Document

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

Response:

Response:

Fee concession-

One of the main objectives of the college is to give quality education to rural and economically and socially disadvantaged students. The college has provision of giving fee concession to poor and socially backward students. In addition to this, the college has made provisions for students to pay fees in easy instalments and upon request extends the last day for payment of fees for many students. Often, principal waves off small of fees of many economically poor students.

File Description	Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Response:

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

1. Measures for strengthening teacher quality
2. Improvements in the continuous internal evaluation.

- Strengthening of teachers quality

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

- Implementation of Continuous Internal Evaluation.

Constant improvements are made with regard to the continuous internal evaluation process. The examination committee looks after the exam schedule, timetable, setting up the questions and allotment of rooms and assigning duties to the faculty. The evaluation reforms will be made known to the students at the beginning of academic session either orally or through handbook. Teaching and non-teaching staffs are updated on the latest reforms and are instructed to follow them strictly. Recently the college has shifted from annual examination to Semester examination. The committee follows traditional and non-traditional method of evaluating the students. The traditional method being the written exam and the non-traditional being group discussion, preparation of assignments and chart etc. The college counsels the students who play truant to the evaluation process by giving them assignments and activities that would create interest in the students to pay attention to the subject. The final internal marks are displayed by the university in their website.

Though the college is affiliated to the University of Kalyani and adheres to the reform norms as prescribed by the university.

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

Response:

Child Marriage & Women Trafficking: NSS unit of Berhampore College organised a one-day seminar on gender sensitization on 01.02.2019. Theme of the seminar was “child marriage and women trafficking are complementary social problem”. Social activist presently teaching at TATA Institute of Social Science at Kolkata branch, Mou Bhattacharjee delivered her key note lecture before the audience and enlightened the students about different perspectives of these social problems and gave several information (like activities of child welfare committee, uses of phone no 1098 , etc) those of which would be applied when situation demanded. This programme was conducted with audience of 146 students along with 33 teachers.

Loke Adalat : Suffrage is used for right to vote. Suffrage describes not only the legal rights to vote but also the practical question of whether a question will be put to a vote. Right to vote is not only our right, but it is our responsibility of citizens of democratic country to elect an efficient government for sake of welfare of country. Upon realising the need, NSS unit organised a workshop on ‘Electoral Process’ in collaboration with District Administration of Murshidabad. Hon’ble SDO, Mr Dipayan Mukherjee taught the students about ‘Electoral Process’ was in attendance. Hon’ble Block Development Officer along with his staff demonstrated the uses of EVM to the students. They took initiatives to generate more awareness among women voters. 111 students along with 12 teachers attended the programme.

Cyber Crime: In an attempt to promote cyber security and overall awareness in an era defined by fast-paced exchange of information over the internet, the NSS unit of Berhampore College organized and hosted a seminar on Cybercrime and Security on the 8th February 2018. The seminar was anchored by Prof. Maumita Ghosh and the panel consisted of the principal of Berhampore college, Dr. Samaresh Mandal, and the chief guest and the SP, Murshidabad Mr. Mukesh Kumar. The faculty and students of the various departments of the college were in attendance. More than 100 students along with 29 teachers attended the seminar. The principal gave an introductory speech emphasizing the fact that cybercrime has become a global epidemic. Once the SP, Mr. Mukesh took the stage, he elucidated various kinds of cybercrimes including hacking through spams, stealing important data through illegal means, human trafficking through fraudulent websites, etc. after raising the attendees’ awareness regarding the myriad issues related to cybercrime, the SP spoke of various ways in which an individual can ensure their own safety.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid

- 4.Sensor-based energy conservation
- 5. Use of LED bulbs/ power efficient equipment

Response: E. None of the above

File Description	Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Response:

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

Solid waste management: Solid waste which mainly involves plastic and paper is collected in separate dustbins and handed over to Berhampore Municipality Workers. Separate bins are also kept in 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 dealing with recycling. College has plans to make the campus plastic free in the near future.

E-waste management:

The electronic junks are dumped 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.

7.1.4 Water conservation facilities available in the Institution:

- 1.Rain water harvesting
- 2.Borewell /Open well recharge
- 3.Construction of tanks and bunds

4. Waste water recycling**5. Maintenance of water bodies and distribution system in the campus**

Response: E. None of the above

7.1.5 Green campus initiatives include:

- 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**

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

Response: D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Divyangjan friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for 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**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

Response :

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

Berhampore College strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff. Admission committee and the Equal Opportunity Cell ensure parity and transparency during the admission process. The Equal Opportunity Cell (EOC) which also looks after the welfare of differently abled students. The National Service Scheme (NSS) volunteers assist physically challenged students by providing study materials and helping them in projects preparation, and assists also them in mobility and learning. Students from low socio-economic spectrum are granted fee concessions in every academic session. The college also promotes several financial assistance/scholarships provided by the Government of India, state governments and non-governmental organisations to facilitate access to financial assistance among students.

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

For the enrichment of cultural harmony, linguistic diversity Berhampore College took the following initiatives :

1. Before the greatest festivals of Hindus ‘Durga Puja’ , Berhampore College organised a charming fest “Aloragomoni” on 11.10.2018. Irrespective of caste and creeds more than 150 students from different communities along with teaching and non-teaching staffs took actively participate in this festival to make the programme a grand success.

For the promotion of linguistic diversity Berhampore College organised a national level seminar on the theme “ Relevance of Sanskrit Education in Modern India. This topic touches on various aspects like emergence of Sanskrit as a global language, liason of Bengali literature as an extended form of Sanskrit literature, relevance of Sanskrit in modern age and Indian culture, Sanskrit as a mean of providing value education , role of Sanskrit in linguistic research, role of Sanskrit to protect environment.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Response:

Empathy and charity are two important social values which every responsible citizen of the country must possess. Berhampore College has been committed to educating our students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties. College organises several activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation.

1. Citizens' Responsibilities :

The National Service Scheme (NSS) is an integral part of our College that commit to programmes and activities to inculcate constitutional obligations and patriotism among students and staff. The college fosters community responsibility by organising blood donation camps almost every year. In every camp, around 60-70 volunteers donate blood. They also organise book, food and clothes donation programmes regularly. To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organised. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, waste segregation, cleanliness and anti-pollution campaigns are organised. Awareness programmes for proper E-waste disposal are organised. NSS unit of Berhampore College also organised a one-day seminar on gender sensitization on 01.02.2019. Theme of the seminar was "child marriage and women trafficking are complementary social problem". In collaboration with District Administration of Murshidabad, NSS unit of Our College also organised a workshop on 'Electoral Process'. Hon'ble SDO, Mr Dipayan Mukherjee taught the students about 'Electoral Process' was in attendance. Hon'ble Block Development Officer along with his staff demonstrated the uses of EVM to the students. They took initiatives to generate more awareness among women voters. 111 students along with 12 teachers attended the programme. In an attempt to promote cyber security and overall awareness in an era defined by fast-paced exchange of information over the internet, the NSS unit of Berhampore College arranged and hosted a seminar on Cybercrime and Security on the 8th February 2018. The college promotes linguistic diversity and cultural plurality by organising programmes such as national level seminar on "Relevance of Sanskrit Education in Modern India" and "Aloragomini" (Pre-Durga Puja celebration).

2. Democratic values :

The college enshrines the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually. Voter's Day and Voter's Awareness Programmes are organised in the college to create awareness among the youth towards their constitutional rights and duties.

3. Citizens' rights :

Legal rights awareness programmes like “ Lok Adalat “ are organised by Berhampore College to spread awareness among students of their constitutional rights. The college facilitates and conducts Student Union elections every year to ensure a democratic and

safe space for students to voice their concerns. General secretary of students' union is selected as a member of the governing body of our College.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: D. 1 of the above

File Description	Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Response : Every year Berhampore College organises several national/ international commemorative days, events, festivals and birth/ death anniversaries of the great Indian personalities such as:

1. National Youth Day : 12 th January (Birth Day of Swami Vivekananda)
2. National Voters' Day :25th January
3. Republic Day :26th January
4. International Mother tongue Day : 21th February
5. International WomenDay : 8th March
6. World Environment Day: 5th June
7. Independence Day :15th August
8. Teachers' Day : 5th September (Birth day of Dr. Sarbapalli Radhakrishnan
9. NSS Day :24th September
10. National Vigilance Awareness Week :26-31 October.

- 11.NCC Day :27th November
- 12. World Disability Day :3rd December
- 13.Human Rights Day |:10th December
- 14.Birth Anniversary of Rabindra nath Tagore : 25 se Baisakh (As per Bengali Calender)

File Description	Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Response:

1. Best Practices : N.S.S.

After independence the University Grants Commission, headed by S. Radhakrishnan, recommended the introduction of voluntary national service in academic institutions. It had been argued that students and teachers should devote time to voluntary manual work. According to Jawaharlal Nehru this idea of social service should be considered as prerequisite for graduation. Keeping this view in mind, On 24 September 1969, the then Union Education Minister V.K.R.V. Rao launched the NSS at 37 universities in all states.

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

Thinking in the same tune authority of Berhampore College realised the importance of this national scheme and they established NSS unit during mid of 80's of the last century.It had a glorious history in their social work activies. However, activities became jeopardised for few days. But again it re-commenced its social work activities during the financial session. 2017-18. Via this wings, college ensures extension work bringing together the campus and society. The NSS wing performs regular activities along with special camp activities. However due to some irregular financial disbursement of higher authority, it could not be able to execute all programmes in its primary stage. But as it overcome of its childhood phase it has gained momentum.

The context

The activities are designed in such a way so that our students can come out from all of their backwardness

and awake them about their responsibilities towards society along with their personal development. Here we follow the great advise of Swami Vivekananda.”Education is the manifestation of perfection already in man.”

The Practice

Through the regular activities and special camp , member along with teaching and non-teaching staff eradicate several misconceptions and backwardness and ensure development in several sphere of society. They have engaged themselves in following activities:

- 1) Blood donation camp.
- 2) Health awareness programmes on removing genealogical misconception, free eye check up, thalassaemia detection test, aids awareness programmes
- 3) Programmes on gender sensitization
- 4) Skill development programmes through conducting workshop
- 5) Programmes on afforestation
- 6) Programmes on solid –waste management & plastic free campaign
- 7) No smoking Campaigns
- 8) Swachhha Bharat Mission
- 9) In collaborative activities- conducted cultural programmes
- 10) Programmes on legal awareness- like how to protect oneself from cyber –crime, raise consciousness about ill effect of child marriage and women trafficking, etc.
- 11) Community development programmes.

Evidence of Success:

1. NSS wings of Berhampore College organised a voluntary blood donation camp on 4th October, 2018 on the occasion of celebration of NSS day on 24th September in association with State Government Hospital Blood Bank. Hon’ble Principal Dr. Samaresh Mondal, inaugurated the camp by lightening the lamp. Dr. Apurbo Chatteraj, Senior medical officer of Lalbagh Hospital was the chief guest. 73 donors donated their blood. Donors were given ‘Certificate of appreciation’. All teaching, non-teaching staffs and the students were participated with full enthusiasm and made it a great success.

2. NSS unit of Berhampore College organised a one day seminar on gender sensitization on 01.02.2019. Theme of the seminar was “child marriage and women trafficking are complementary social problem”. Social activist presently teaching at TATA Institute of Social Science at Kolkata branch, Mou Bhattacharjee delivered her key note lecture before audience and awaken the students about different perspectives of these social problems and gave several informations (like activities of child welfare

committee, uses of phone no 1098 , etc) those of which would be applied when situation need. This programme experienced with audience of 146 students along with 33 teachers.

3. In Modern world, technical knowledge is very much essential to place one-self in job market. Knowledge in technology plays a market signal about the efficiency of employees. Members of NSS unit are eager to gather knowledge about the process of broad-casting of programmes through in Prasar Bharati relay centre as this centre is adjacent to the Berhampore College. Observing the interest of students, NSS Unit of Berhampore college organised a one day workshop on “**BASIC CONCEPT OF RECORDING & TRANSMISSION OF PROGRAMMES IN DOORDARSHAN AT TVRC (HPT), MURSHIDABAD**” in collaboration with PRASAR BHARATI, T.V. Relay centre (H.P.T), Murshidabad, on 07.02.2019. 45 members of NSS Unit of Berhampore College along with six teachers attended the workshop. It was held at regional office of PRASAR BHARATI, T.V. Relay centre (H.P.T), Murshidabad. Resource persons named Krishnendu Bhattacharjee, Amalendu Chowdhury delivered their lectures to the members and showed the operations of recording & transmission of programmes in Doordarshan as conducted at TVRC (HPT). Students were participated with enthusiasm and gathered knowledge and prepared project report on that matter. Certificate of participation was issued to each member who participated in this workshop.

4. Suffrage is used for right to vote. Suffrage describes not only the legal rights to vote but also the practical question of whether a question will be put to a vote. Right to vote is not only our right, but it is our responsibility of citizens of democratic country to elect an efficient government for sake of welfare of country. By realising the need, NSS unit organised a workshop on ‘Electoral Process’ in collaboration with District Administration of Murshidabad. Hon’ble SDO, Mr Dipayan Mukherjee taught the students about ‘Electoral Process’. Hon’ble Block Development Officer along with his staffs demonstrated the uses of EVM to the students. They took initiatives to generate more awareness among women voters. 111 students along with 12 teachers attended the programme.

5. International Mother language day is a world-wide annual observance held on 21st February to recognise the importance of worldwide linguistic diversity and to affirm the right for all people to speak their local language. To promote awareness among students about the relevance of Mother language NSS unit of Berhampore College has celebrated this day to memorialize the fight of those students of Bangladesh who killed while demonstrating for the recognition of Bengali as national language. A seminar was organised on the ‘Relevance of mother language’. Members of NSS unit developed a documentary on the relevance of that day. 70 students along with 18 teachers attended the programme. An intra-college debate competition organised. 24 participants actively appeared in this debate. A documentary film edited by members of NSS unit was displayed to the audience.

6. Six female members of NSS unit, Berhampore College took part in cultural Programme at Collectors building held on 26.02.2019. The programme was organised by ‘*Murshidabad Zilla Itihas o Sanskriti Charcha Kendra*’. Organiser appreciated their performance of dance and issued a certificate

7. Woman has the power to create, to nurture and to transform. By recognising the struggle of working women in Europe especially in North America, UN declared 8th March as the International Women’s Day in 1977. To aware the students about struggle at several phases of lives of women, stories of their failure and success, about the laws those will protect them from several misconduct made by others to them, etc; NSS unit of Berhampore College celebrated International Women’s Day on 8 th March, 2019 at college Seminar Hall. 95 students (majority of girls students) were participated along with 26 teachers. Unit encouraged students by organising an intra-college ‘Sit and draw’ competition on the theme ‘**WOMAN AND HER WORLD**’.. This competition followed by seminar where Dr Samaresh Mondal,

Hon'ble Principal Sir, Dr. Indrani Basu, Programme officer of NSS unit of that college and Moumita Ghosh, Convenor of Equal Opportunity Cell addressed the audience about 'Relevance of International Women's Day'. After that Oscar-winning telefilms "Period- The end of secret" was displayed to the girls students. Along with this certificates of winners of debate competition held on 21.02.2019 and participation of certificates of Workshop held on 07.02.19 at TV relay centre, Murshidabad region, were distributed among students.

8. A programme of afforestation was conducted on 31.01.2019. Along with it a step was taken to build up solid-waste management within college premises.

Obstacles:

It is a collaborative activity. Principal, Programme officer, teaching and non-teaching staff and students extends all their encompassing supports. The limited grants allotted by the central authority plays a major constraint to execute several programmes within schedule time.

2. online Admission Procedures:

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

Introduction of Online Admission Process:

We live in a world of fast-paced technology, failure to keep up with which would be erroneous. Before 2015, the college only accepted offline or physical applications. This, we realized was an outdated practice and susceptible to many drawbacks. These included – wastage of excess paper, intensive manual labor on the part of the staff involved with the admission office, possibility of individual bias, lack of transparency and accountability in some cases. Moreover, this process was always more demanding in terms of man-hours required to sort through the applications and select the most qualified candidates based on merit. These problems were countered and solved thanks to the online admission process initiated in the academic year 2015-2016.

The decision to digitalize the admission process was the result of much deliberation on the part of the college authority who realized that for effective admission process, there was an immediate necessity for the introduction of an Online Admissions Process. It was also discussed that the online admission process was not merely an act of convenience but also of altruism as the reaches of internet had spread far and wide and turning to a digitalized system would benefit a demography who would otherwise not be able to travel all the way to college to collect forms and apply manually. After much deliberation, debates and discussions, during which the pros and cons of implementing the new system were carefully weighed against each other, the process finally began. In this complete online Admission Process, all admission-related notifications are uploaded in the college website. As soon as the results of different 10+2 examinations are published, the college releases a notice of the dates on or before which the applicants may submit the online application forms. Forms can be submitted online only on the college website www.berhamporecollege.in. After submitting the forms on-line and taking prints of the "challan"

copies, the applicants have to pay the requisite fees at any branch of the designated bank (State Bank of India). The technological side of this online admission process is maintained by a competent outsourced agency. Necessary helpdesks are provided in the college campus both by this outsourced agency and the Students' Union. The Admission Committee monitors and supervises the entire process. The entire Merit Panel is prepared Online and as a result, the whole process is completed with considerable ease, substantially reduced effort and increased expediency. Furthermore, with the help of the new online admission system, a detailed record of the entire admission process with necessary counselling is maintained with ease.

5. Evidence of Success:

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

*** Number of sanctioned seats & number of students admitted year wise during the last five years :
Number of Students admitted online are presented below :**

Year of enrolment	Program name	Number sanctioned seats	number students admitted	enrolment Percentage
2018-19	1STYEARBA,BSC&B.COM(HONS+GENERAL)	3716	2560	68.8913
2017-18	1STYEARBA,BSC&B.COM(HONS+GENERAL)	3716	2690	72.3897
2016-17	1STYEARBA,BSC&B.COM(HONS+GENERAL)	3716	3723	100.1884
2015-16	1STYEARBA,BSC&B.COM(HONS+GENERAL)	3708	2099	56.61

1. Problems Encountered and Resources Required:

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

purpose of this was to help the applicants understand the online process and allow for a smoother transition from manual admissions to online admissions. Contract has also been made with a government sector bank so that applicants can submit the application fees at any branch of State Bank of India. Thereby, the college has done its utmost to ensure maximum possible convenience for the applicant while keeping in mind their limitations.

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Response:

VISION:

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

MISSION:

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

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

The vision behind the establishment of the college is to spread the light of knowledge and wisdom to kindle the ardor of faith does justice by forming men and women for others who are:

i. Academically accomplished

ii. Emotionally balanced

iii. Morally upright

iv. Socially responsible

v.Ecologically sensitive

vi .Professionally dedicated

INTEGRAL FORMATION

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

STRIVE FOR TRUTH AND SERVICE:

We provide quality education to our students. Integrity and transparency are reflected in all the endeavors of the institution from the Admission process up to the conformant of Degree /placement and even beyond. The institution stands for humanity, for tolerance, for reason, for the adventure of ideas and for the search for truth. For this we create an environment that fosters teamwork, cooperation and mutual support. The institution believes in the policy of inclusion and promotes the nation building qualities of equality, justice and fraternity. Our institution provides maximum effort for qualitative teaching to prepare the students for higher education and thereby imbuing confidence in them to exert leadership upon the world. We render moral and ethical values to our students so that they become responsible and humane to this society. we motivate our students to be humble and show respect to every one, irrespective of religion,caste,creed and societal status. We boost up our learners with immense confidence and knowledge so that they are ready to take up all the challenges of this world. We have designed our college logo not only to spread education but also to promote truthfulness, integrity,compassion and social service.The logo of the college inscribes as “asato m? sadgamaya tamasom? jyotir gamaya” which symbolises eight core values respect, excellence, compassion, service, hospitality, integrity, diversity and learning for life. Along with these, we keep a vigilant eye so that each and every student should abide by moral code of conduct which is displayed in the website of our college. Use of mobile phones by the students, other than educational purposes, is strictly prohibited in college premise.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The college has nurtured many students who are well-established in academic, administrative, financial, as well as corporate sectors. This institution has been the nurturing ground of some famous personalities and business icons like Dr. Ashis Mistry, Prof. , Kazinazrul University , Prof. Goutam Bhoumik, Gour Banga University, Sri Sukumar Mondal , Judge, District Court, Sri Purno Chandra Das, Senior Officer, Indian Railways, Sri Sukanta Malakar, Assistant Director, Audit & Accounts, W.B., Sri Mihir Karmakar, B.D.O, Govt. of W.B. , Sri Sunit Das, C.A. , Anindita Saha, C.A., Sri Krishendu Saha, I.T.O. , Sri Debasish Ghosh, Business Man, Abul Basar, Journalist & Writer, Sri Debopom Dutta, Businessman, Sri Hemadri Das , HERO HONDA Dealer, etc. Apart, there are uncountable successful professionals who were the students of this Institutions. It can be mentioned here that the present M.L.A., Berhampore , Monaj Chakraborty was an ex-student of this College.

Concluding Remarks :

In the last few years, the college has seen a huge enhancement in teaching-learning activities and the over-all academic ambience. The infrastructural advantages, over-all discipline and strict adherence to norms have transformed the college into a hub of excellence. The extension activities carried forward through the NSS wing and the community services that the college extends, independently have made the college a role model for its social commitment. The cultural activities, academic activities by students like debates, tutorials, mock teachings, power point presentations, green initiatives undertaken and the strong implementation of governance have brought about a dynamic teaching-learning exchange. The evaluation done by the last NAAC peer team gave us impetus to accelerate the process of teaching-learning in a positive direction.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>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 last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 24 Answer after DVV Verification: 22</p>																				
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>38</td> <td>19</td> <td>18</td> <td>35</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>38</td> <td>19</td> <td>18</td> <td>35</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	15	38	19	18	35	2018-19	2017-18	2016-17	2015-16	2014-15	15	38	19	18	35
2018-19	2017-18	2016-17	2015-16	2014-15																	
15	38	19	18	35																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
15	38	19	18	35																	
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>2</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1	2	2	1	2										
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	2	2	1	2																	

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	2	1	2

1.3.3 **Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

1.3.3.1. **Number of students undertaking project work/field work / internships**

Answer before DVV Verification : 409

Answer after DVV Verification: 230

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders***

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: D. Any 1 of the above

1.4.2 **Feedback process of the Institution may be classified as follows:**

Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: C. Feedback collected and analysed

2.1.1 **Average Enrolment percentage (Average of last five years)**

2.1.1.1. **Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2560	2690	3725	2099	2127

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2560	2690	3711	2099	2030

2.1.1.2. Number of sanctioned seats year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3716	3716	3716	3708	3708

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3733	3711	3711	3703	3703

Remark : year 1 Sanctioned and admission considered for each program for 2016-17 admission limited to sanctioned strength as per documents submitted by HEI

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1073	1263	1409	733	832

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1015	1145	1245	617	832

Remark : AS PER HEI

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

2.3.3.1. Number of mentors

Answer before DVV Verification : 22

Answer after DVV Verification: 21

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

2.4.2.1. Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
08	07	07	06	05

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
08	07	07	06	05

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 282

Answer after DVV Verification: 383

2.6.3 Average pass percentage of Students during last five years

2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
491	713	561	781	536

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
692	693	792	661	755

2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
745	902	806	1292	942

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
978	883	965	840	968

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

3.1.2.1. Number of departments having Research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

3.1.2.2. Number of departments offering academic programmes

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	12	12	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	12	12	12

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14	0	2	0	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
14	0	2	0	1

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years**3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

4	1	1	0	0
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3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	11	4	4	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
13	11	8	2	4

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
26	12	14	10	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
19	3	6	2	3

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

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., year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2212	1475	3154	1360	1239

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

1475	225	647	201	209
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3.4.1 **The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

3.4.1.1. **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	1	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	1	1

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

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

Answer before DVV Verification : 3

Answer after DVV Verification: 3

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7.49	5.84	5.23	6.19	7.83

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
65.6	15.09	53.60	68.83	71.47

Remark : documents are not clear

4.2.2 **The institution has subscription for the following e-resources**

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership

4. **e-books**
 5. **Databases**
 6. **Remote access to e-resources**

Answer before DVV Verification : B. Any 3 of the above
 Answer After DVV Verification: E. None of the above

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0.49	1.03	1.64	0.79	0.64

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.37	1.03	1.64	0.79	0.65

4.2.4 **Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**

4.2.4.1. **Number of teachers and students using library per day over last one year**

Answer before DVV Verification : 40

Answer after DVV Verification: 32

4.3.3 **Bandwidth of internet connection in the Institution**

Answer before DVV Verification : C. 10 MBPS – 30 MBPS

Answer After DVV Verification: A. 750 MBPS

Remark : as per hei

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14.83	11.98	18.63	16.81	18.19

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4.77	3.23	1.11	0.99	1.68

5.1.1 Average percentage of students benefitted by scholarships and freeships provided by the Government during last five years

5.1.1.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3171	3066	3224	2533	2203

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2786	2669	2090	1087	1942

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2786	2669	2090	1087	1942

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
13	1	2	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
13	0	2	1	0

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 877

Answer after DVV Verification: 4

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	8	1	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

5	8	1	0	1
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5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	8	1	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	8	1	0	1

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3512	1329	4204	3496	2585

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2435	982	3580	2250	1045

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

6.3.4	<p>Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).</p> <p>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 472 1046 607"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>20</td> <td>11</td> <td>37</td> <td>10</td> <td>12</td> </tr> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 685 1046 819"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>0</td> <td>2</td> <td>6</td> <td>2</td> <td>2</td> </tr> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	20	11	37	10	12	2018-19	2017-18	2016-17	2015-16	2014-15	0	2	6	2	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	11	37	10	12																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	2	6	2	2																	
6.5.3	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>																				
7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: E. None of the above</p>																				
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 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 																				

	<p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : D.1 of the above Answer After DVV Verification: D.1 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>22</td> <td>22</td> <td>22</td> <td>22</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>157</td> <td>157</td> <td>157</td> <td>157</td> <td>157</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	22	22	22	22	22	2018-19	2017-18	2016-17	2015-16	2014-15	157	157	157	157	157
2018-19	2017-18	2016-17	2015-16	2014-15																	
22	22	22	22	22																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
157	157	157	157	157																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>34</td> <td>34</td> <td>34</td> <td>34</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	32	34	34	34	34	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15																	
32	34	34	34	34																	
2018-19	2017-18	2016-17	2015-16	2014-15																	

22	22	22	22	22
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2.1 **Number of students year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5374	5206	5395	4716	5109

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5395	5244	5535	4425	4868

2.2 **Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1673	1673	1673	1668	1668

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1859	1859	1859	1854	1854

2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
491	713	561	781	536

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
968	840	965	883	978

3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	22	17	19

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

	22	22	18	18	19
3.2	Number of sanctioned posts year-wise during last five years				
	Answer before DVV Verification:				
	2018-19	2017-18	2016-17	2015-16	2014-15
	29	29	29	29	29
	Answer After DVV Verification:				
	2018-19	2017-18	2016-17	2015-16	2014-15
	29	29	29	29	29
4.1	Total number of classrooms and seminar halls				
	Answer before DVV Verification : 28				
	Answer after DVV Verification : 27				
4.2	Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)				
	Answer before DVV Verification:				
	2018-19	2017-18	2016-17	2015-16	2014-15
	145.58403 3	117.68959	89.29824	31.61750	27.11691
	Answer After DVV Verification:				
	2018-19	2017-18	2016-17	2015-16	2014-15
	109.4	78.5	79.58	65.54	71.04
4.3	Number of Computers				
	Answer before DVV Verification : 89				
	Answer after DVV Verification : 57				
4.4	Total number of computers in the campus for academic purpose				
	Answer before DVV Verification : 57				
	Answer after DVV Verification : 31				