YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   The Bhawanipur Education Society College

- Name of the Head of the institution   Dr. Subhabrata Ganguly

- Designation   Principal (in- charge)

- Does the institution function from its own   Yes
  campus?

- Phone no./Alternate phone no.   03340195555

- Mobile No: 9830022738

- Registered e-mail   principal@thebges.edu.in

- Alternate e-mail   subhabrata.ganguly@thebges.edu.in

- Address   5 Lala Lajpat Rai Sarani

- City/Town   Kolkata

- State/UT   West Bengal

- Pin Code   700020

2.Institutional status

- Type of Institution   Co-education

- Location   Urban

- Financial Status   UGC 2f and 12(B)

- Name of the Affiliating University **University of Calcutta**

- Name of the IQAC Coordinator **Tathagata Sen**

- Phone No. **03340195555**

- Alternate phone No. **03340195556**

- Mobile **9051320765**

- IQAC e-mail address **iqac@thebges.edu.in**

- Alternate e-mail address **tathagata.sen@thebges.edu.in**

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

https://www.thebges.edu.in/wp-content/uploads/2022/01/AQAR-2019-2020.pdf

4.Whether Academic Calendar prepared during the year?

Yes

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

https://www.thebges.edu.in/wp-content/uploads/2022/08/Academic-calendar-2020-2021-Updated.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.74**	**2015**	**03/03/2015**	**03/03/2020**

6.Date of Establishment of IQAC **02/09/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Suchandra Chakraborty	Major Research project	DSTBT	2019 (3 Years)	4,55,000 (Allotted in 2020-21),Total Project Cost = Rs.5,60,000
The Bhawanipur Eduction Society College	RUSA 1.0	Government of India and Government of West Bengal	2020	4,16,667

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

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   **9**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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

- If yes, mention the amount

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

1. Academic Audit conducted 2. ISO surveillance audit 3. Covid 19 related extensive outreach activities like free vaccination camp for college faculty, non-teaching staffs, students and underprivileged local inhabitants along with free food distribution camp to Covid-19 affected people. 4. Training teachers for Online mode of Curriculum

Delivery during the pandemic 5. Faculty Mentorship Programme to provide holistic support to the students

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

Plan of Action	Achievements/Outcomes
1. To conduct Academic Audit	1. Academic audit has already completed and action is in process as per the recommendation/observations of the members of AAA peer team.
2. To conduct ISO surveillance audit	2. Achieved and steps have been taken as per recommendation of audit expert team.
4. Reallocation of the Chemistry Laboratory	4. A state of art chemistry laboratory constructed along with set up of a research laboratory faculty and research student scholars.
5. IIQA upload	5. IIQA uploaded

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body (The Bhawanipur Education Society College)	13/07/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	The Bhawanipur Education Society College
• Name of the Head of the institution	Dr. Subhabrata Ganguly
• Designation	Principal (in- charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03340195555
• Mobile No:	9830022738
• Registered e-mail	principal@thebges.edu.in
• Alternate e-mail	subhabrata.ganguly@thebges.edu.in
• Address	5 Lala Lajpat Rai Sarani
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700020
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• Name of the Affiliating University	University of Calcutta
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• Phone No.	03340195555

• Alternate phone No.	03340195556
• Mobile	9051320765
• IQAC e-mail address	iqac@thebges.edu.in
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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.thebges.edu.in/wp-content/uploads/2022/08/Academic-calendar-2020-2021-Updated.pdf

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body (The Bhawanipur Education Society College)	13/07/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	29/03/2022

15.Multidisciplinary / interdisciplinary

THE NEP IS NOT YET IMPLEMENTED BY THE AFFILIATING UNIVERSITY, (UNIVERSITY OF CALCUTTA).

16.Academic bank of credits (ABC):

THE NEP IS NOT YET IMPLEMENTED BY THE AFFILIATING UNIVERSITY, (UNIVERSITY OF CALCUTTA).

17.Skill development:

THE NEP IS NOT YET IMPLEMENTED BY THE AFFILIATING UNIVERSITY, (UNIVERSITY OF CALCUTTA).

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

THE NEP IS NOT YET IMPLEMENTED BY THE AFFILIATING UNIVERSITY, (UNIVERSITY OF CALCUTTA).

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

THE NEP IS NOT YET IMPLEMENTED BY THE AFFILIATING UNIVERSITY, (UNIVERSITY OF CALCUTTA).

20.Distance education/online education:

THE NEP IS NOT YET IMPLEMENTED BY THE AFFILIATING UNIVERSITY, (UNIVERSITY OF CALCUTTA).

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**475**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**11235**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**2090**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**3311**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**152**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**159**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**75**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1248.61**
4.3 Total number of computers on campus for academic purposes	**218**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institute has developed the following structured and documented process for effective implementation of the curriculum during COVID Pandemic period -

- The University curricula have been disseminated systematically even during the pandemic regime of online teaching. Google suite has been used to create classrooms for online classes and asynchronous materials. A well-planned departmental routine ensured online classes for each course met the credit hours stipulated by the University.
- Digitalized books were made available to the students through the library website.
- Department-wise compiled class-taken reports were submitted to the Vice Principals every fortnight. Departmental heads monitored the quality of teaching and ensured that the credit hours have been met.
- Online Departmental meetings were held for Syllabus allocation, class distribution workload calculations, result analysis and follow-up actions.
- Unitized teaching plans of each teacher help in planned curriculum delivery within the available teaching days.
- Departmental objectives related to academic outcomes are adopted, realization plans were made, and achievements were reviewed periodically.
- Expected programme and course outcomes are posted on the college website.
- GB of the college granted IQAC approved webinars, online quiz sessions for students and online workshops on curriculum conducted by departmental teachers and by external experts.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.thebges.edu.in/administration/iqac/

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

At the beginning of each academic session, the academic calendar is prepared consistently with the University Academic Calendar and the Government Holiday list. The CBCS, curriculum at the undergraduate level involved Continuous Internal Evaluation

through tutorials, projects, and viva-voce before the final semester examination. Teaching days and the tentative dates of internal assessment are mentioned in the academic calendar which is subject to changes depending on the university notifications from time to time. At the end of each academic year through theory and practical examinations conducted by the University of Calcutta, students are assessed.

Important aspects of the academic Calendar in 2020-21 are:

- In spite of the uncertainties to the Academic schedule caused by the pandemic, the college tried to maintain an academic calendar with provisions to comply with the instructions received from the University regarding the dates of admissions, the commencement of classes, Internal Assessment window, examination form fill-up, semester-end examinations and uploading of marks on the University's portal. Notices for all the activities were issued in compliance with the University's schedule.
- Planning of both academic activities (Webinar, workshop, special talk etc.) and extra-curricular activities of different committees (Cultural, NSS, NCC Sports etc.)

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.thebges.edu.in/wp-content/uploads/2022/08/Academic-calendar-2020-2021-Updated.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

18

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

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

1080

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

during the year

1080

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

1.3 - Curriculum Enrichment

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

The college meticulously follows the curriculum prescribed by the University of Calcutta which integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values and Environment and Sustainability:

Professional Ethics: Courses such as Business Laws, Company Law, Business Ethics, Auditing & Assurance, Journalism, Mass Communication & Media Management and Laws, Advertising & Public Relations, History, Sociology, Political Science, Psychology, Computer Science, Geography, Education and Languages inculcate ethics, law, leadership, communication, time management and other professional qualities among students.

Gender: Gender constitutes a part of the curriculum of the affiliating University. The Women's Cell has also organised outreach programmes which creates awareness on the topics relevant to girl students. An anti-ragging cell in the college ensures developing moral and social values among the students.

Human Values: College organizes various extension activities through NSS and NCC for the inculcation of the values like national integrity, patriotism, equality, brotherhood etc.

Environment and Sustainability: Environmental Studies is mandatory for all undergraduate students under the regulations of the affiliating University. NSS promotes environmental awareness through tree plantation, and green environment Awareness. For sustainable development of environment, the college has adopted various measures like E-Waste, Solid Waste and Liquid Waste management and installation of energy-saving water cooler, water tap, energy-saving bulbs etc.

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

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

2733

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.thebges.edu.in/administration/iqac/aqar/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4179

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

174

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The prime objectives of any educational institute striving to achieve excellence is to identify respective learning level of the students. Therefore, it become necessary to identify slow learners and advance learners at the entry level. Measures are taken accordingly to address the needs of students with different level of competence.

FOR ADVANCE LEARNERS:

- **Provided with references to Journals and advance study materials.**
- **Given recommendation letters to pursue internship in institute of repute.**
- **Provided hands-on-training in using latest technology in various programmes.**
- **Seminar toppers and University rank holders are facilitated on College Convocation ceremony.**
- **Encouraged to make presentation, write projects papers, and participated in seminar/ workshops at institutional levels.**
- **Provided INFLIBNET memberships**

FOR SLOW LEARNERS

- **Efforts are made to identify the cause of their problems and appropriate solutions are worked out.**
- **Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, stimulate overall personality.**
- **Tests/Tutorials for improvements.**
- **University question paper solving**

- Book bank facility.
- Departmental library

Students identified/enlisted as slow learners after providing above facilities have successfully passed the University examination with good grades/marks.

On the other hand, Advance learners have shown better performance in university examinations and qualified in various competitive examinations.

File Description	Documents
Link for additional Information	https://docs.google.com/document/d/1Okz3An9io43xMa10TFX9FGEMb0yZTuPR/edit?usp=sharing&ouid=10441444563667417134&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
11235	152

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Holistic development of learners has always been the key endeavour of the college and making this determined attempt student centric, a priority. Experiential and participative learning along with problem solving methodologies are abundantly used across departments to intensify and elevate learning as an experience.

The various student centric activities adopted to facilitate enriched learning experiences are

Experiential Learning

- **Educational Excursions**
- **Field Trip**
- **Online Workshops and Seminars**

Participative Learning

- **Group discussions**
- **Article writing**
- **PPT presentation at webinars/seminars**
- **Web talks by subject experts**
- **Webinars/seminars on contemporary issues**

Problem Solving Methods

- **Personality and Soft skills development programmes**
- **Entrepreneurship development programmes**
- **Skill Based courses/Value Added Courses**
- **Projects by NSS**

Case studies not only entail investigative, communication but also analytical skills and are therefore used extensively to improve conflict resolution and problem-solving skills of the learners.

Fundamental purpose behind advocating participative and experiential learning is to make certain that students can connect theory with practice.

Besides, the college provides students, a sports environment which is truly global in approach to develop a sense of community, leadership, social responsibility and sportsman spirit.

Since, in any given situation, students belong to diverse learning abilities, experiential and participative learning is viewed as a tool to help concepts percolate.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://docs.google.com/document/d/1VOkklR5CJHDbUxbgbYw0zQFYy5D4d4hw/edit?usp=sharing&ouid=104414444563667417134&rtpof=true&sd=true

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

maximum of 200 words

The college endeavours to give its students state-of-the-art infrastructure for an enhanced teaching learning experience. Use of ICT is one such earnest attempt to achieve that improved classroom transaction. In order to make the process student centric and congenial, teachers participate in various workshops to upgrade their technical skills.

During the pandemic and the unprecedented lockdown, the college had arranged a workshop with Mr Leslie De Gama to update teachers'technical know- how in handling Google classroom. Teachers were divided into small batches and trained constructively in the use of the different features of Google classroom and Google jam board so education would continue effectively online.

Teachers also use Microsoft whiteboard, OBS studio, Power point, Canva and other such applications to elevate the usual chalk and talk classroom situation

The college seeks to create an e-learning environment and therefore houses classrooms with well equipped smart boards, overhead projectors, audio visual facilities and other requisite ICT tools. In addition, the faculty members avail high speed Wi-Fi provided by the college. Pearson e-library was also made available to faculty members during the lockdown to facilitate reference work.

The use of ICT enabled tools is a way of education at the institution.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://docs.google.com/document/d/1SyJtwD7SzTVmAblbY2WOqfyCYc68Lqw-/edit?usp=sharing&ouid=10441444563667417134&rtpof=true&sd=true

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

2.3.3.1 - Number of mentors

133

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

152

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

52

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1589

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the commencement of each semester faculty members acquaint students with the syllabus break up, question paper pattern and topic / unit wise marks distribution. Teachers specifically apprise students of the portion that is to be studied for the upcoming internal assessments. Notifications regarding the internal assessment procedure and dates are circulated well in advance through College website, mentoring and WhatsApp groups

Apart from methodical internal assessments short class assessments are also conducted by teachers at regular intervals to examine progress.

Maintaining transparency and robustness the examination committee performs the following functions-

- Preparation of time table
- Framing Examination Committee
- Overseeing question paper moderation to eliminate all possibilities of errors
- Steering submission of answer scripts within the time.
- Addressing doubts and queries of the students regarding their obtained marks by the concerned teacher
- An analysis is done on the basis of CIE and CIA
- Special care to the students in a very sensitive manner whose performance is not satisfactory
- Dealing with candidates (if any) who resorted to unfair means during the examination +

Keeping in mind the student centric approach assessments are conducted most lucidly with the single focused idea to help

students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://docs.google.com/document/d/1ekeIerimEneg7lDcxsBzuc_fULc2HHuz/edit?usp=sharing&ouid=10441444563667417134&rtpof=true&sd=true

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

The college has developed an efficient and intricately crafted examination system for its CU internal assessment as well as CIE (Continuous internal evaluation). An examination committee is formed to monitor the smooth functioning of all examinations. The institution has developed a methodical feedback system for the students during the examination. A detailed list of FAQS is uploaded on the college website along with the helpline phone numbers of the faculty who are prompt in their responses to any grievances or difficulties faced by the student. Google forms are circulated immediately to the students for their responses which are time-bound.

Every department is the college takes up the responsibility to check their degree of candor during setting the question papers. To maintain transparency while preparing the question paper, every department has a "paper-setter" and a "paper-moderator".

If any student faces any difficulties while uploading the paper, has submitted wrong paper or any similar issues he can mail his answer script to the email id of the examination department. The examination committee is prompt and efficient to solving any kind of grievances of the students.

If the students miss to appear for their examination due to ill health (if infected by the virus), the institution has made provision of re-test. So that no students are deprived from internal assessment.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1LsYEEuErt W6ulHo-6Jc4NLQLGPUiiWum/view?usp=sharing

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.

Statements that are measurable and that elucidate knowledge, abilities, skills and attitudes students acquire on completion of a graduate course comprise programme outcomes. Apart from encompassing a broad spectrum it is summative in nature, aiming at accumulation of essential learning that happens over a period while pursuing the course.

Guided by the principle of 'Vidyamritamshnutey', the vision and mission of the college holds 'ensuring all-round excellence and employability through value-based and value -added education' at its core. College has created an ecosystem that goes beyond classrooms. Therefore, homing in on empowering students, honing their innate abilities and equipping them adequately to face the realities of life is of pronounced significance at the institution.

In alignment, the programme and course outcomes are thoughtfully constructed. They are clearly stated during the 'Orientation' programme and reiterated by faculty members not only during classroom transactions but also mentoring and personal interaction.

College makes it most opportune for students to grow holistically by conducting activities that

- sharpen the intellect
- are multi-disciplinary
- develop a sense of community
- Inculcate moral values
- generate skill development
- enhance interpersonal communication
- effect cultural awareness

Therefore, the entire system works in coordination to motivate and

encourage students to accomplish the desired outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1WOzuTbGhiHMuXkHaME5egYQlKNzOiUdC/view?usp=sharing
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The college is in the process of establishing a structured methodology for evaluating the students' attainment.

The following steps are adopted which can be classified as Direct and Indirect methods of assessing the attainment

Direct method

- **continuous internal evaluation through**

- **Class assessments,**
- **Assignments,**
- **Students' presentation in Departmental Seminars which constitute a component of experiential learning,**

- **Performance in term end examinations which is analysed by the departments and the report on result analysis is submitted to the IQAC for needed actions.**

Indirect Method

- **Student progression to higher studies**
- **Participation in placement drives and recruitment thereof**
- **Leadership skills and team spirit depicted through organisation of co-curricular activities and participation thereof**

- **Entrepreneurship workshop,**
- **Nexus-Business Fest,**
- **Umang-the annual college fest,**
- **The Bhawanipur Carnival**
- **Communiqué**

- Students' involvement in tree-plantation, vaccination camp, plasma donation camp during Covid 19, other outreach programmes through NSS, etc. also measure responsibilities toward environment and society.
- Students' feedback on the teaching learning system are analysed and deliberated by the faculty and necessary corrective actions are taken.

Evidence of attainment of the PO

The average pass percentage of the students 94.43% for the academic year 2020-2021.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1_HQGvVCyk xTIYQ3sPmrHBuLH7NDg9F5M/view?usp=sharing

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

3311

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/15faVJF2DJ zlXNZQqj0WYgIOJZd4hJlRr/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.thebges.edu.in/wp-content/uploads/2022/04/The-Bhawanip ur-Education-Society-College-Student-Survey-

Questionnaire-12042022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

INR 10.3 Lakhs

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://docs.google.com/spreadsheets/d/1BX5NC8MyuR8YYk8zy6fajTpjI4FfypUTg-IJDJSAi5o/edit?usp=sharing

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

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

164

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

3.2 - Research Publications and Awards

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

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

47

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

61

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

The Bhawanipur Education Society College, a premier education institution plays a pivotal role in catering to the various needs of the larger society, especially the needy and the underprivileged. Some of the extension activities undertaken by the college are:

1. The college in association with 'Project Life Force' and KMC ward 70 organized a blood donation camp on 02.04.2020 to donate plasma.

2. During the pandemic, a "Free Vaccination Camp" started on 14.06.2021 was organized by the Bhawanipore P. S. South Division, Kolkata Police in collaboration with IPGME&R and SSKM Hospital, Ward No. 70, and the college.

3. The pandemic times have witnessed the NSS unit of the college organizing quiz shows called 'The Pandemic' on 24th, 26th, 29th June 2020 & 7th July 2020.

4. The students under the NSS vertical responded in the name of 'Pratidhwani' to services like providing audiobooks to the blinds, carrying gifts for the inmates of orphanages, and spending quality time with them through a program entitled 'Let's keep them Smiling' on 14.12.2020.

5. The NCC Cadets of the college paid its 'Tribute to the Soldiers' homage on 08.12.2021 to the Chief of Combined Defence Services, and the others who lost their lives in the unfortunate helicopter crash of the year.

6. On 23rd December 2021, the students of the NSS unit of the college also proved themselves to be Santa Clauses for the roadside children to gift them with Christmas presents under the initiative 'Magic Box'.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1k9L2XO0EAJSe-_zGWO7ZbhEJdzfaqY8O/edit?usp=sharing&ouid=109721110106448312429&rtpof=true&sd=true
Upload any additional information	View File

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

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

13

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

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

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

18

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

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

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

1274

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

3.4 - Collaboration

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

19

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Physical Facilities:

The college has acquired adequate infrastructure and physical facilities to ensure the smooth running of all the programmes and courses. The college has sufficient classrooms, laboratories, Computer Labs, staff rooms, conference halls, seminar halls and Library facilities. The college has an area of 14,386 square metres. The institution has a structured policy for augmentation and maintenance of infrastructure by a dedicated team of maintenance staff.

Classroom with ICT:

We have a total of 68 classrooms with ICT-enabled facilities.

Laboratories:

We have a total of 28 Laboratories for UG (Hons. and Gen) Students along with 1 research lab. Among the laboratories, 6 of them are computer labs with 218 computers having the required configurations. All the computer labs have 54 Mbps bandwidth highspeed internet connectivity with LAN. Resources available from Government bodies like UGC, and DST to improve the laboratories, are garnered and improvements are undertaken to benefit the students and their academics.

Seminar Halls:

We have a total of 7 Seminar Halls, equipped with ICT facilities.

Tutorial Rooms:

The class-rooms are also used to provide mentoring and tutorial sessions for the students, during free-periods.

Library Facility:

The College Library is well-equipped with around 38,000 books, 27 Journals/Magazines, 14 Newspapers and around 18,000 e-journals, which are updated every year. Students of three sections Morning, Day and Evening can use library reading room from 8:00 AM to 8:00 PM from Monday to Saturday. Students can use library INTERNET facilities only section wise.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/u/0/folders/1y7w96oJw92MtHmj3_iz9yBVgJOVW4tqe

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

The Indoor Games-cum-Common Room is also referred to as the Sports Arena. The Sports Arena for girls measures 1508.13 square feet and that for boys measure 1,499.49 square feet. The Sports Arena houses:

- **2 Table Tennis tables,**
- **1 Billiards board, 1 Snooker board,**
- **Multiple Carrom boards**
- **2 Darts boards**
- **An Artificial Turf (3239.85 sq. Ft) has been installed in the central quadrangle, serving as a Basketball Court as well as a Badminton and a Volleyball court. It also hosts intra-college and inter-departmental Football and Cricket tournaments, besides other game-related activities.**
- **A mutual understanding with Balok Sangha, 22 Pally, enables the college students to use the Northern Park for training and practice purposes**

The college has a vibrant array of cultural activities, organised by various cultural clubs, known as Collectives as well as individual departments. Most of these cultural activities are held

either in the Auditorium having an area of 3644.44 square feet and fitted with a state of the art sound system or the Valia Hall having an area of 3256.19 square feet. The auditorium and the Valia hall are both large enough to host 250 students each at any given time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://thebges.edu.in/student-dashboard/sports-games/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

75

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

75

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://thebges.edu.in/campus-layout/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

180.49419

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The Knowledge Resource Centre has been fully automated with Green CAMPUS (Version 3.1.2) , a Library automation software, since 2015. This system assists in streamlining and helping the library staff, faculty and students to get accurate information and data about the resources available to them.

To improve the quality of the resources available in the library, the Green CAMPUS software generates various reports which are regularly studied to better understand the usage practices and this is used to further equip the facilities provided by the library.

Features of Green CAMPUS include:

- **Entry and Exit of Students and Faculty;**
- **Barcode-enabled Issue and Return;**
- **OPAC (Online Public Access Catalogue);**
- **Barcode and Call Number for all Books and Documents in the Library;**
- **Students RFID and QR code based Entry, Issue, Return, Reissue and Exit;**
- **Reminder Return Message Alert Services;**
- **Usage reports like:**
    - **MIS reports,**
    - **Reminder Message reports,**
    - **User reports,**
    - **Issue, Return and Reissue reports;**
- **Reports on number of hours spent in the library for study purposes which enables the Library to award Best Library User as a way to incentivise more effective library usage;**
- **Patron Issue and Return Historyfor documentation purposes.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://thebesclibrary.com/

4.2.2 - The institution has subscription for the A. Any 4 or more of the above **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

2887560

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

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

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

80-100

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college provides for well-equipped Computer Laboratories to facilitate the students and teachers. There are 218 computers available for academic purposes. Also, desktops, laptops, compusticks, scanners and printers are provided to the departments for both academic and administrative purposes. The college has Wi-Fi facilities in the campus. 68 WiFi/LAN-enabled smart classrooms have overhead projectors and smartboards to integrate ICT-enabled learning.

The college has a gigabit LAN connection (wired and wireless) with a high-speed data transfer facility. Antivirus software is installed, updated and renewed in all terminals in the college to protect against viruses, intrusion and ensure free-flowing traffic. The college, cumulatively has 54 MBPS Bandwidth, with the following leased line internet connections:

1. **TATA with 20 MBPS Bandwidth**
2. **JIO with 20 MBPS Bandwidth**
3. **AIRTEL with 14 MBPS Bandwidth**

The college provides all faculty and students with a state of the art interactive workspace on the digital medium and provides for a Virtual Learning Environment in addition to the physical learning environment via Institutional Google Education Suite domain accounts with '@thebges.edu.in'.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://thebges.edu.in/

4.3.2 - Number of Computers

218

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

1248.60653

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

An equipped in-house team, headed by an executive engineer, is delegated with and effectively takes care of maintenance and repairing of infrastructure of the college. The clean and beautiful ambience of the college is ensured by the team. Various measures towards maintenance and proper utilisation of include:

- **Classrooms and laboratories are cleaned daily while the**

washroom and common areas are maintained by a professional team and cleaned multiple times a day. Laboratories are maintained by a dedicated team led by a manager who supervises all the upkeep, maintenance and upgradation.
- Annual Maintenance Contracts (AMC's) for equipment like water purifiers, air conditioners, lifts, sports complex and more.
- Laptops/Desktops, licensed softwares, CCTVs and ACs are also maintained based on AMC.
- Proper maintenance and up-gradation of all laboratories are conducted regularly.
- Library is overseen by a dedicated Library Committee and systematically maintained, updated and upgraded by the concerned staff to the fullest. New books, journals and periodicals are added to the library regularly as per the need of students and faculties.
- Repair or upgradation, needed by any equipment is immediately dealt with, with the due process being followed.
- The college has a Health Centre in the premises for students and Staff members. Students can avail the service of emergency medical facilities at free of cost.
- Access to sports facilities is granted to the students upon production of a non-transferrable ID card which is issued by the college. Strict vigil is kept by the attendants as well as the Sports Officers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://thebges.edu.in/administration/iqac/aqar/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

156

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

402

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://thebges.edu.in/category/bhawanipur-bytes/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

145

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

61

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

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

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

27

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Bhawanipur Education Society College has always prioritised the holistic development of the students by just not confining itself to the academic field but also providing limitless opportunities to let students shine by helping them identify and develop their inner talents.

- The college has various knowledge circles known as collectives in various verticals where the students are passionately involved.
- Though 2021 was a year of a pandemic it could not discourage mentors and students from organising various co-curricular and extracurricular activities. During the academic session, 2020-2021 NSS wing of the Bhawanipore took the initiative to organise various events like
- Magic Box, https://thebges.edu.in/magic-box/
- Med-Drive, https://thebges.edu.in/med-drive/
- Bal Divas https://thebges.edu.in/bal-divas-a-visit-to-an-orphanage/

Cultural programmes were held to observe important days like

- Saraswati Puja, https://thebges.edu.in/saraswati-puja-2021/
- World Environment Day, https://thebges.edu.in/10x4-celebrating-world-environment-day/
- Teachers Day, https://thebges.edu.in/teachers-day-celebration-2021/
- Rabindra Jayanti https://thebges.edu.in/rabindra-jayanti/and
- 250th Anniversary of Raja Rammohan Roy

Competitions like Quiz, debates, painting, and photography were held on different thought-provoking topics.

- **Programmes to pay homage to the National Martyrs were also organised. The events at the college campus were conducted maintaining covid guidelines and maintaining social distance among all. The students not only got a chance to interact with experts invarious fields but also learned to become good mentors and guides to their juniors, encouraging them and helping them to copewith the prevailing abnormal circumstances.**

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/#
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

2730

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college has an Alumni Association registered under the West Bengal Societies Registration Act with the Registrar of Firms, Societies and NonTrading Corporation. It is West Bengal vide

registration number S/94325 of 1999-2000 dated 12th May 1999.

The students who have graduated from the college are eligible to register as members of the alumni association.

The weblink to the Alumni Association is http://college.thebhawanipuralma.org

Some of the activities and contributions of the Alumni Association are as follows:

- The Alumni have distinguished themselves in various walks of life and the institution has maintained close bonds with its past pupils.
- The alumni members participate in IQAC and IQAC-organised annual meet and they are invited to participate in seminars/conferences/symposiums organised by the college.
- The Alumni contribute to the institution by creating placement opportunities for its students through on-campus and off-campus placement drives.
- The Alumni association also makes monetary contributions from time to time toward the development of the college.
- The Alumni have been one of the strongest and positive benefactors of the institution that has consistently contributed towards various developmental activities of the college primarily through fund-raising.
- The Alumni play an influential role as the brand ambassadors of the institution, benefitting it socially, academically and professionally.

File Description	Documents
Paste link for additional information	https://bcaa.org.in/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

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

The vision and mission are in tune with the objectives of higher education which are reflected through the following programmes and activities:

- **Unity and discipline are inculcated through NCC, NSS and sports activities. Besides educational tours, blood donation camp, tree plantation, free vaccination camp of Covid-19.**
- **Upgrading classrooms to a state-of-the-art teaching and learning space.**
- **Completion of a three-storey building and facilitating the use of new updated Science Laboratory.**
- **Sensitizing faculty and students on mental health and stress management.**
- **Promoting a culture of interdisciplinary research through the college Research Cell**
- **Strengthening relationships with the alumni and important stakeholders for fund mobilisation, business ideas, placement opportunities and career options.**
- **Career development of students through different career connect courses.**
- **The management motivates faculty to take up research by providing seed money.**
- **Teachers play an integral role in the management decision making bodies.**
- **For effective utilization of the library (Knowledge Resource Centre) , the college awards " Best Library User" to faculty and students in a regular and well structured plan.**

File Description	Documents
Paste link for additional information	https://thebges.edu.in/about-us/#missionvision
Upload any additional information	View File

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

The college follows the practice of decentralization and participative management by providing opportunities to all the

stakeholders in the decision-making process. The system of decentralization and participative management is bi-directional in the college. On one end, the management share information about the vision, mission and core values of the college. On the other end the IQAC, teaching and non-teaching staff, and other stakeholders share their opinions and perspectives, and their collective input provides a pathway towards the achievement of the goals.

The leadership flow can be described as

- The organisational hierarchy places the Governing Body at the highest echelon of the administration process.
- The Teacher in Charge is the administrative and academic Head, followed by Vice Principals and department heads.
- Decisions are primarily based on feedback collected from the stakeholders like students, parents, alumni and teachers. The recommendations from the departmental meetings are conveyed to the IQAC. Analysis of the feedback from stakeholders is also discussed in the meetings of the IQAC and action plans are charted.
- The Teacher in Charge and the Governing Body deliberate on the proposals of the IQAC and make informed decisions on the functioning of the college.
- In this way, the Governing Body of the college integrates the expertise of the stakeholders into the decision-making process.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Recognising the importance of having a structured, long-term perspective plan, the IQAC of the college, which has representatives from all stakeholders, has mapped out a plan after extensive deliberations.

The perspective plans are deployed by the IQAC in collaboration with the teacher in charge and departmental heads. The financial support is provided by the Governing Body and the RUSA fund.

CURRICULAR ASPECTS

Case Study

To indoctrinate learner-centric and an outcome-based learning process

Deployment: The programme outcomes, course outcomes and programme-specific outcomes are designed by all departments and disseminated to the faculty and students.

TEACHING, LEARNING AND EVALUATION

Case Study

Empowering the teaching-learning process through an effective mentoring system and personal counselling

Deployment: The IQAC ensured that the mentoring system is well placed and met the challenges of the pandemic. The college has a personal counsellor Ms Saloni Priya, a certified psychiatrist who played an active role in helping students, especially during the pandemic.

https://thebges.edu.in/faculty-mentoring-workshop/

RESEARCH, INNOVATIONS AND EXTENSION

Case Study

Cater to the requirements of the research by providing instruments, laboratory, software and e-resources.

Deployment: A new chemistry Laboratory with modern technology and instruments is created. E resources like Capitaline database and J Stor are renewed regularly to assist researchers in accounting, management and social sciences.

https://thebesclibrary.com/

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://thebges.edu.in/administration/iqac/
Upload any additional information	**No File Uploaded**

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

The hierarchical structure of the college can be described as follows:

- **The Governing Body(GB) is the highest decision-making authority and it comprises of the Chairman, Vice-Chairman, ex officio members, central committee nominees, donor representatives, the Teacher in charge, Secretary to the GB and two teacher representatives.**
- **The Teacher in Charge and the IQAC Coordinator is responsible for making important policy decisions regarding teaching-learning, and infrastructure requirements, which are executed after approval by the Governing Body.**
- **The chief administration officers include the Bursar, the IQAC Coordinator, Vice-Principal (Administration), Director General and Dean of Student Affairs.**
- **The college has a well-placed Accounts Department, Infrastructure Department and Human Resource Department which work under the guidance of the GB and the Teacher in Charge.**
- **There are supervisors for the security guards and the janitors on the campus.**
- **Standard Operating Procedures are formulated for the conduct of all administrative and academic work which are closely monitored by the Teacher in Charge and the IQAC Coordinators.**
- **Service rules of the teaching and non-teaching staff are as per the statutes of the University of Calcutta.**
- **The college is a linguistic minority college having its own set of modalities for the appointment of the faculty of the substantive post.**

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/#org anogram
Link to Organogram of the Institution webpage	https://thebges.edu.in/administration/#org anogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college adopts the following welfare measures for the teaching and non-teaching faculty:

Teaching

- **PF loans,**
- **Employee Cooperative Society,**
- **Free Medical Check-Up facilities,**
- **Fees concession to children of faculty,**
- **Suits(blazer),**
- **Casual and earned leave**
- **child care leave,**

- maternity leave.

Non Teaching

- Casual leave, earned leave, medical leave, maternity leave, special leave, and study leave are provided by the statute and the discretion of the Teacher in Charge and Governing Body.
- PF loans, ESI, Pradhan Mantri Jeevan Yojana and Pradhan Mantri Bima Yojana, Free Medical Check Up facilities, shoes, umbrellas and uniform for Group D staff, child care leave, maternity leave
- Tuition fees of wards of teaching and non-teaching faculty are waived.
- Recognition of their hard work by organising the Phagun event for them.

The college played an exemplary role in staff welfare at the time of Covid 19. The following measures were adopted:

- Free Vaccination drive: The non-teaching and teaching staff, along with their family members, were provided with free vaccinations. The process is still ongoing for the booster inoculations.
- The non-teaching staff were reimbursed the cost of Covid detection tests.
- Special leave was sanctioned for both teaching and non-teaching faculty who were affected by Covid 19.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/coverage-of-the-bhawanipur-gujarati-education-society-encourages-its-employees-and-their-families-to-register-for-the-covid-vaccine-and-the-society-will-bear-cost-of-covid-vaccine-for-the-employees-2/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

9

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

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

29

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal for the Teaching staff:

The Teacher in Charge and the IQAC of the college play a pivotal role in the performance appraisal system for the teaching faculty.

The faculty eligible for promotion submits their particulars in the Performance Based Appraisal Scheme (PBAS) proforma as detailed in UGC-CAS guidelines. The Teacher in Charge and the IQAC coordinator conducts in-depth scrutiny of the information provided in the proforma based on the UGC-CAS guidelines, and if satisfied, recommend the same for promotion. The Governing Body records a resolution recommending the promotion based on the input from the IQAC and the Teacher in Charge.

Appraisal for the non-teaching staff:

The Teacher in charge is responsible for recording the appraisal of the non-teaching staff in the service books based on their performance.

Apart from this, the Vice principals and Coordinators also evaluate the performance of the support staff assigned to their departments and report to the Teacher in Charge. The appraisal takes care of the faculty getting their deserved promotions, along with continuous feedback for improvement. It is motivating for both the management and employees, as they get enriched in the process.

File Description	Documents
Paste link for additional information	[NIL]()
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

Internal Audit

Internal audit is performed by Damle Dhandhania and Co. which ensures an independent, objective assessment of all transactions and adds value to the operations of the organisation. All financial transactions are monitored in such a way, that one person's work is automatically checked by another. The internal audit team works independently and appraises the financial records of the college. The internal audit team reports to the management at regular intervals on

i.anomalies and errors detected

ii. suggestions for improvement of the policies and procedures.

Statutory Audit

A Statutory audit is performed yearly by Sutarwala and Co. which independently checks all books of accounts, authorization procedures and record maintenance.

Government Audit

Apart from this, every year, the Education Directorate, College Audit Cell of the Government of West Bengal appoints an auditor to undertake an audit of the accounts and make suitable reports.

Utilization Certificates:

The internal auditor certifies the utilization of funds received from the Government, UGC and the college.

In case of audit queries on the genuineness or validity of the

transactions, the management, Teacher in Charge and Accounts Department provide suitable explanations. To date, the college has received no qualified audit report.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1zKG3m48_meUSa0aDOSzsu-lPXdfQAvBQ/edit?usp=sharing&ouid=11475038431262 8942390&rtpof=true&sd=true
Upload any additional information	View File

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

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

10

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college has a transparent and well-planned financial management system that focuses on achieving the perspective plan of the college. The Governing body and IQAC coordinate and monitor the optimal utilization of the funds for the promotion of a learner-centric ecosystem.

Sources of funds

- Funds from Salary Grant

The college receives a salary grant from the state government under the Pay Packet Scheme for the salaries of sanctioned staff. The salary is credited to the bank account of the staff members.

- **Funds from UGC-RUSA Grant**

The college is recognized under 2F and 12B of the UGC Act and is permanently affiliated with the University of Calcutta. It received RUSA grants for the development/ maintenance of Infrastructure and the up-gradation of its Learning Resources.

- **Tuition fees of the students**
- **Funds from donations by the alumni**

Funds generated from the above sources are optimally utilised following the budget drawn at the commencement of the year. A financial audit is conducted every financial year to verify compliance. Major heads of expenses are

- **Infrastructure augmentation and upkeep, payment of rent, electricity bills, etc**
- **Salary of management sanctioned employees**
- **Academic expenses like the organisation of Seminars, Workshops, Events, Outreach Programmes, Sports and Cultural events, Financial support for attending FDP/ Workshop, purchase of books and e-resources, etc**

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1zKG3m48_meUSa0aDOSzsu-lPXdfQAvBQ/edit?usp=sharing&ouid=114750384312628942390&rtpof=true&sd=true
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has taken the following initiatives toward institutionalizing the quality assurance strategies and processes

1. **Academic audit conducted**
2. **ISO surveillance audit conducted**
3. **Covid 19 related extensive outreach activities**
4. **A state of art chemistry laboratory constructed**
5. **IIQA uploaded**

   6. **Providing counselling to students for their mental well-being during the pandemic.**

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes by ensuring the preparation of the Academic Calendar, Unitisation of the syllabus across all programmes, Lesson plans prepared by faculty, timely distribution of class routines to the students and monitoring the performance of the students regularly by continuous internal evaluation and internal assessment. The periodic improvements can be highlighted by the following measures adopted during the Covid lockdown period :

Case 1

Online teaching learning

The college played an exemplary role by responding to the challenge thrown by the pandemic. There was a smooth transition to online teaching-learning. The evolution of online teaching during the pandemic reflected a paradigm shift in teaching-learning. Lecture delivery was by the google meet platform. All lectures were recorded, stored by the faculty, and reviewed during the academic audit and ISO surveillance audit. Webinars and invited talks were organised in collaboration with the IQAC, enriching the learning experiences and ensuring valuable learning outcomes.

Case 2

Mental wellbeing

The IQAC played an exemplary role in taking care of the mental

well-being of students during lockdown by appointing a Government certified psychiatrist Ms Saloni Priya and her team who counselled the students online.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/student-dashboard/counselling-sessions/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/15faVJF2DJzlXNZQqj0WYgIOJZd4hJlRr/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is very keen on the desires, aspirations, abilities and professional skills of human resources as men and women, without any discrimination about their gender. Further extensive

efforts are taken into account for the communal and artistic factors involved in gender-based exclusion and prejudice in the most diverse spheres of community and personal life. The college shows gender sensitivity in providing facilities such as:

Safety and Security: A group of Security personnel is appointed on the campus round the clock for the girl's students

- CCTV Monitoring
- Complain Box
- Grievance Redressal Committees
- Fire Safety Equipments
- Wall Compound
- College Campus Supervision Committee
- Awareness Programs and Lectures/Special Talks
- Every year IQAC Cell & student council organizes various programmes for boosting the confidence of female faculty and students through initiatives such as International Women's Day etc.

    Counseling:

    In addition to mentors' support to mentees for resolving academic and personal issues, the college has tied up with UMMEED, a psychological counselling organization, which provides counseling to students, ensuring complete privacy.

    Common Room:

    The college provides separate common rooms and washrooms for girls and boys in every floor of the building. Girls' common rooms are equipped with facilities like First Aid Box and Sanitary Napkin Vending Machine and other necessary things.

File Description	Documents
Annual gender sensitization action plan	https://www.thebges.edu.in/wp-content/uploads/2022/05/GENDER-SENSETIZATION-PLAN.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://thebges.edu.in/student-dashboard/counselling-sessions/

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

C. Any 2 of the above

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

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

The institution uses updated techniques in the disposal of waste. 2020-21 has been an extraordinary time with the pandemic situation, but below are the measures that are usually adopted by the institution.

1. Solid Waste

- **The college disposes of all wastes, whether solid or otherwise, in a scientific manner and ensure that it is not released directly to the environment.**
- **Recycled paper is used for in-house purposes.**

2. Liquid Waste: Maintenance and upgradation of existing drainage and sewerage system

- **Practical labs like Chemistry and Environmental Science have**

taken measures to ensure that all the chemicals are diluted before discarding in the wash basin.

- Glassware used in the laboratory is washed and rinsed with the least quantity of water and placed in the liquid waste container.

3. E-waste Management:

- Awareness programmes are initiated on e-waste management
- The cartridge of the laser printer is refilled outside the college campus
- UPS batteries are recharged/repaired/ exchanged by the suppliers
- The Physics laboratory generates solid e-waste containing diodes, chips, transistors, dry cells etc. which are segregated, collected in separate bags and labelled.

4. Hazardous Waste Management:

- The campus is declared a 'No Plastic Zone' and 'No Tobacco Zone' in order to ensure that the campus environment is free of pollution.
- In the Chemistry Lab :

a) Chemicals used in the lab for the reaction are not discharged into the environment, but rather stored in sealed containers.

b) Repeated distillation of used solvent may be done to reduce solvent waste, thereby minimising pollution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1osHQdeE-K1QHGcm6OlGGlDzJ0qNQb9f9/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction   D. Any 1 of the above

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

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

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

The institution promotes harmony and understanding among the students and staff who come from diverse cultural backgrounds through the organization of a variety of programmes and events. It must be noted that due to the extraordinary circumstances brought on by Covid19 most of the above were held virtually. The National

Service Scheme is an integral body of the college. A list of events are given below

- Saavan: (17.7.2020) The idea behind this was to introduce and encourage young singers and provide them with opportunities to grow.
- New Normal: (27.7.2020) Participants showcased their talents in this Photography competition in accordance to the theme proposed.
- Independence Day: (15.8.2020) Held virtually with cultural programme
- With the institution having many student associations which play a big role in cultural events, many freshers were inducted into these, where students of diverse cultures get together and work harmoniously to put up programmes.
- Teacher's Day (5.9.20) Held virtually. The various departments also held their celebrations.
- Republic Day:(26.1.21) Held virtually with cultural programme.
- Saraswati Puja:(16.2.21)
- Fagun:(25.3.21) Initiative by the institution to honour the support staff.
- Independence Day:(15.8.21) Held both virtually and physically along with a cultural programme.

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

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

The period July 2020 to December 2021, has been particularly trying for the academic world which has been struggling to maintain its normal operations given the pandemic situation.

Despite this bleak scenario, the college could organize various events that upholds the socio-cultural diversity and greatness of India.

Independence Day, Republic Day have been celebrated with cultural programmes, march pasts, remembering our patriots, martyrs and the

architects of independent India.

Pehchan - a webinar had been organized with the purpose of educating students about the different identification formats (PAN, Aadhaar) of the government.

Throughout the year the NSS wing of the college undertook different programmes to help the aged, the orphan, the blind and the needy. The academic departments organized different webinars that discoursed on the socio-political and cultural diversity of India.

However, the single most important activity has been the year-long Covidprogramme that includes organising vaccination camps in collaboration with the Kollkata Municipal Corporation, plasma donation camps, RT-PCR Sample collection Centre, distribution of Covid essentials through the NSS and in partnership with Kolkata Police, continuous and comprehensive sanitization of the college, academic support for students who have lost their bread earning parents to Covid, etc.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized   A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

Every year, the college organizes seminars, workshops and other programmes to celebrate national and international commemorative days, events and festivals in the college campus.

Owing to the COVID-19 pandemic situation, these events were organized through online mode (mostly Google meet platform) during the academic session 2020-21. Every programme elicited the active participation of students, faculty members and non-teaching staff.

These events were organized by different units, committees and departments of the institution. However, because of the unusual situation, sometimes the events could not be organized on the exact dates on which they are observed.

The programmes included celebration of 74th Independence Day (15-08-2020), World Photography Day (19-08-2020), Teachers' Day (05-09-2020 and 04-09-2021), 72nd Republic Day (26-01-2021), Saraswati Puja (16-02-2021), International Language Day (26-02-2021), World Press Freedom Day (03-05-2021), WorldEnvironment Day (14-06-2021), World Yoga Day (22-06-2021), 75th Independence Day (15-08-2021), BalDiwas (20-11-2021) and Vijay Diwas (16-12-2021). Webinars and/or cultural programmes were organized to commemorate the birthday of famous Bengali journalist & editor Ishwar Chandra Gupta (22-01-2021), the birth centenary year of Satyajit Ray (28-08-2020), 160th birth anniversary of Rabindranath Tagore (08-05-2021 and 26-05-2021) and the 250th birth anniversary of Raja Rammohan Roy (06-07-2021).

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

7.2 - Best Practices

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

1. Training teachers for Online mode of Curriculum Deliveryduring the pandemic

With COVID 19, since the effectiveness of curriculum delivery completely depended on technical skills, the need was felt to train the teachers and enable them to cope with the changed scenario.167 teachers were grouped into ten batches for training. This unique initiative by the College equipped the teachers to successfully conduct online classes on G Suite. Examinations were conducted smoothly and resource banks were created for the students in the G Classrooms.

2. Faculty Mentorship Programme to provide holistic support to the students.

With COVID 19, since direct contact between teachers and students has been limited, the need was felt to ensure that teachers could provide all-around support to the students. The College collaborated with UMMEED Counselling and Consulting Services. The teachers attended a Mentoring Workshop conducted by Ms Salony Priya, Director (UMMEED), where she explained the requirement for teachers to act as mentors to the students and elaborated on different kinds of mentoring practices adopted in the Higher Education sector.The teachers attended the Workshop in two batches throughout the day and engaged in interactive sessions to discuss the challenges faced in the post-pandemic situation.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Through the last two years of COVID and the subsequent phases of lockdown, mental health has been a subject of immense concern, especially for young adults. Our college has had the tradition of encouraging and facilitating holistic development of its students, with special emphasis on their mental well-being. To this effect, the College has initially engaged in a practice of providing them with the support of trained counselors from Ummeed Counselling and Consulting Services. Through 2020-2021, the need for this support was felt more deeply than ever. Confinement and social distancing made life more complicated for the young adults. The need to confide was immense. The College responded to this requirement of the students by organizing different events and programmes to generate mental health awareness in collaboration with Ummeed. In order to counter effectively the social stigmas associated with mental health, the College organized a webinar on "How to Overcome Anxiety and Depression" in May 2021. Also, recognizing the transformed role of teachers as mentors in the changed mode of teaching-learning post-pandemic, the College organized a Faculty Mentoring Workshop for the teachers on 27th December 2021 to ensure an unhindered flow of communication between students and teachers.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process
The institute has developed the following structured and documented process for effective implementation of the curriculum during COVID Pandemic period -   • The University curricula have been disseminated systematically even during the pandemic regime of online teaching. Google suite has been used to create classrooms for online classes and asynchronous materials. A well-planned departmental routine ensured online classes for each course met the credit hours stipulated by the University.   • Digitalized books were made available to the students through the library website.   • Department-wise compiled class-taken reports were submitted to the Vice Principals every fortnight. Departmental heads monitored the quality of teaching and ensured that the credit hours have been met.   • Online Departmental meetings were held for Syllabus allocation, class distribution workload calculations, result analysis and follow-up actions.   • Unitized teaching plans of each teacher help in planned curriculum delivery within the available teaching days.   • Departmental objectives related to academic outcomes are adopted, realization plans were made, and achievements were reviewed periodically.   • Expected programme and course outcomes are posted on the college website.   • GB of the college granted IQAC approved webinars, online quiz sessions for students and online workshops on curriculum conducted by departmental teachers and by external experts.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.thebges.edu.in/administration/igac/

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

At the beginning of each academic session, the academic calendar is prepared consistently with the University Academic Calendar and the Government Holiday list. The CBCS, curriculum at the undergraduate level involved Continuous Internal Evaluation through tutorials, projects, and viva-voce before the final semester examination. Teaching days and the tentative dates of internal assessment are mentioned in the academic calendar which is subject to changes depending on the university notifications from time to time. At the end of each academic year through theory and practical examinations conducted by the University of Calcutta, students are assessed.

Important aspects of the academic Calendar in 2020-21 are:

- **In spite of the uncertainties to the Academic schedule caused by the pandemic, the college tried to maintain an academic calendar with provisions to comply with the instructions received from the University regarding the dates of admissions, the commencement of classes, Internal Assessment window, examination form fill-up, semester-end examinations and uploading of marks on the University's portal. Notices for all the activities were issued in compliance with the University's schedule.**
- **Planning of both academic activities (Webinar, workshop, special talk etc.) and extra-curricular activities of different committees (Cultural, NSS, NCC Sports etc.)**

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.thebges.edu.in/wp-content/uploads/2022/08/Academic-calendar-2020-2021-Updated.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

18

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

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

1080

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

1080

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

1.3 - Curriculum Enrichment

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

The college meticulously follows the curriculum prescribed by the University of Calcutta which integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values and Environment and Sustainability:

Professional Ethics: Courses such as Business Laws, Company Law, Business Ethics, Auditing & Assurance, Journalism, Mass Communication & Media Management and Laws, Advertising & Public Relations, History, Sociology, Political Science, Psychology, Computer Science, Geography, Education and Languages inculcate

ethics, law, leadership, communication, time management and other professional qualities among students.

Gender: Gender constitutes a part of the curriculum of the affiliating University. The Women's Cell has also organised outreach programmes which creates awareness on the topics relevant to girl students. An anti-ragging cell in the college ensures developing moral and social values among the students.

Human Values: College organizes various extension activities through NSS and NCC for the inculcation of the values like national integrity, patriotism, equality, brotherhood etc.

Environment and Sustainability: Environmental Studies is mandatory for all undergraduate students under the regulations of the affiliating University. NSS promotes environmental awareness through tree plantation, and green environment Awareness. For sustainable development of environment, the college has adopted various measures like E-Waste, Solid Waste and Liquid Waste management and installation of energy-saving water cooler, water tap, energy-saving bulbs etc.

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

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

2733

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.thebges.edu.in/administration/iqac/aqar/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4179

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

174

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The prime objectives of any educational institute striving to achieve excellence is to identify respective learning level of the students. Therefore, it become necessary to identify slow learners and advance learners at the entry level. Measures are taken accordingly to address the needs of students with different level of competence.

FOR ADVANCE LEARNERS:

- Provided with references to Journals and advance study materials.
- Given recommendation letters to pursue internship in institute of repute.
- Provided hands-on-training in using latest technology in various programmes.
- Seminar toppers and University rank holders are facilitated on College Convocation ceremony.
- Encouraged to make presentation, write projects papers, and participated in seminar/ workshops at institutional levels.
- Provided INFLIBNET memberships

FOR SLOW LEARNERS

- Efforts are made to identify the cause of their problems and appropriate solutions are worked out.
- Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, stimulate overall personality.
- Tests/Tutorials for improvements.
- University question paper solving
- Book bank facility.
- Departmental library

Students identified/enlisted as slow learners after providing

above facilities have successfully passed the University examination with good grades/marks.

On the other hand, Advance learners have shown better performance in university examinations and qualified in various competitive examinations.

File Description	Documents
Link for additional Information	https://docs.google.com/document/d/1Okz3An9io43xMa10TFX9FGEMb0yZTuPR/edit?usp=sharing&ouid=104414444563667417134&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
11235	152

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Holistic development of learners has always been the key endeavour of the college and making this determined attempt student centric, a priority. Experiential and participative learning along with problem solving methodologies are abundantly used across departments to intensify and elevate learning as an experience.

The various student centric activities adopted to facilitate enriched learning experiences are

Experiential Learning

- Educational Excursions
- Field Trip
- Online Workshops and Seminars

Participative Learning

- Group discussions
- Article writing
- PPT presentation at webinars/seminars
- Web talks by subject experts
- Webinars/seminars on contemporary issues

Problem Solving Methods

- Personality and Soft skills development programmes
- Entrepreneurship development programmes
- Skill Based courses/Value Added Courses
- Projects by NSS

Case studies not only entail investigative, communication but also analytical skills and are therefore used extensively to improve conflict resolution and problem-solving skills of the learners.

Fundamental purpose behind advocating participative and experiential learning is to make certain that students can connect theory with practice.

Besides, the college provides students, a sports environment which is truly global in approach to develop a sense of community, leadership, social responsibility and sportsman spirit.

Since, in any given situation, students belong to diverse learning abilities, experiential and participative learning is viewed as a tool to help concepts percolate.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://docs.google.com/document/d/1VOkklR5CJHDbUxbgbYw0zQFYy5D4d4hw/edit?usp=sharing&ouid=104414445563667417134&rtpof=true&sd=true

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

The college endeavours to give its students state-of-the-art infrastructure for an enhanced teaching learning experience. Use of ICT is one such earnest attempt to achieve that improved classroom transaction. In order to make the process student centric and congenial, teachers participate in various workshops to upgrade their technical skills.

During the pandemic and the unprecedented lockdown, the college had arranged a workshop with Mr Leslie De Gama to update teachers'technical know- how in handling Google classroom. Teachers were divided into small batches and trained constructively in the use of the different features of Google classroom and Google jam board so education would continue effectively online.

Teachers also use Microsoft whiteboard, OBS studio, Power point, Canva and other such applications to elevate the usual chalk and talk classroom situation

The college seeks to create an e-learning environment and therefore houses classrooms with well equipped smart boards, overhead projectors, audio visual facilities and other requisite ICT tools. In addition, the faculty members avail high speed Wi-Fi provided by the college. Pearson e-library was also made available to faculty members during the lockdown to facilitate reference work.

The use of ICT enabled tools is a way of education at the institution.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://docs.google.com/document/d/1SyJtwD7SzTVmAblbY2WOqfyCYc68Lqw-/edit?usp=sharing&ouid=104414445563667417134&rtpof=true&sd=true

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

2.3.3.1 - Number of mentors

133

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

152

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

52

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1589

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the commencement of each semester faculty members acquaint students with the syllabus break up, question paper pattern and topic / unit wise marks distribution. Teachers specifically apprise students of the portion that is to be studied for the upcoming internal assessments. Notifications regarding the internal assessment procedure and dates are circulated well in advance through College website, mentoring and WhatsApp groups

Apart from methodical internal assessments short class assessments are also conducted by teachers at regular intervals to examine progress.

Maintaining transparency and robustness the examination committee performs the following functions-

- Preparation of time table
- Framing Examination Committee
- Overseeing question paper moderation to eliminate all possibilities of errors
- Steering submission of answer scripts within the time.
- Addressing doubts and queries of the students regarding their obtained marks by the concerned teacher
- An analysis is done on the basis of CIE and CIA
- Special care to the students in a very sensitive manner whose performance is not satisfactory
- Dealing with candidates (if any) who resorted to unfair means during the examination +

Keeping in mind the student centric approach assessments are conducted most lucidly with the single focused idea to help students.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://docs.google.com/document/d/1ekeIerimEneg7lDcxsBzuc_fULc2HHuz/edit?usp=sharing&ouid=10441444563667417134&rtpof=true&sd=true

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

The college has developed an efficient and intricately crafted examination system for its CU internal assessment as well as CIE (Continuous internal evaluation). An examination committee is formed to monitor the smooth functioning of all examinations. The institution has developed a methodical feedback system for the students during the examination. A detailed list of FAQS is uploaded on the college website along with the helpline phone numbers of the faculty who are prompt in their responses to any grievances or difficulties faced by the student. Google forms are circulated immediately to the students for their responses which are time-bound.

Every department is the college takes up the responsibility to check their degree of candor during setting the question papers. To maintain transparency while preparing the question paper, every department has a "paper-setter" and a "paper-moderator".

If any student faces any difficulties while uploading the paper, has submitted wrong paper or any similar issues he can mail his answer script to the email id of the examination department. The examination committee is prompt and efficient to solving any kind of grievances of the students.

If the students miss to appear for their examination due to ill health (if infected by the virus), the institution has made provision of re-test. So that no students are deprived from internal assessment.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1LsYEEuErtW6ulHo-6Jc4NLQLGPUiiWum/view?usp=sharing

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.

Statements that are measurable and that elucidate knowledge, abilities, skills and attitudes students acquire on completion of a graduate course comprise programme outcomes. Apart from encompassing a broad spectrum it is summative in nature, aiming at accumulation of essential learning that happens over a period while pursuing the course.

Guided by the principle of 'Vidyamritamshnutey', the vision and mission of the college holds 'ensuring all-round excellence and employability through value-based and value -added education' at its core. College has created an ecosystem that goes beyond classrooms. Therefore, homing in on empowering students, honing their innate abilities and equipping them adequately to face the realities of life is of pronounced significance at the institution.

In alignment, the programme and course outcomes are thoughtfully constructed. They are clearly stated during the 'Orientation' programme and reiterated by faculty members not only during classroom transactions but also mentoring and personal interaction.

College makes it most opportune for students to grow holistically by conducting activities that

- sharpen the intellect
- are multi-disciplinary
- develop a sense of community
- Inculcate moral values
- generate skill development
- enhance interpersonal communication
- effect cultural awareness

Therefore, the entire system works in coordination to motivate

and encourage students to accomplish the desired outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1WOzuTbGhiHMuXkHaME5egYQlKNzOiUdC/view?usp=sharing
Upload COs for all courses (exemplars from Glossary)	View File

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

The college is in the process of establishing a structured methodology for evaluating the students' attainment.

The following steps are adopted which can be classified as Direct and Indirect methods of assessing the attainment

Direct method

- **continuous internal evaluation through**

- **Class assessments,**
- **Assignments,**
- **Students' presentation in Departmental Seminars which constitute a component of experiential learning,**

- **Performance in term end examinations which is analysed by the departments and the report on result analysis is submitted to the IQAC for needed actions.**

Indirect Method

- **Student progression to higher studies**
- **Participation in placement drives and recruitment thereof**
- **Leadership skills and team spirit depicted through organisation of co-curricular activities and participation thereof**

- **Entrepreneurship workshop,**
- **Nexus-Business Fest,**
- **Umang-the annual college fest,**
- **The Bhawanipur Carnival**

- **Communiqué**

- **Students' involvement in tree-plantation, vaccination camp, plasma donation camp during Covid 19, other outreach programmes through NSS, etc. also measure responsibilities toward environment and society.**
- **Students' feedback on the teaching learning system are analysed and deliberated by the faculty and necessary corrective actions are taken.**

Evidence of attainment of the PO

The average pass percentage of the students 94.43% for the academic year 2020-2021.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1_HQGvVCykxTIYQ3sPmrHBuLH7NDg9F5M/view?usp=sharing

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

3311

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://drive.google.com/file/d/15faVJF2DJzlXNZQqj0WYgIOJZd4hJlRr/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.thebges.edu.in/wp-content/uploads/2022/04/The-Bhawanipur-Education-Society-College-Student-Survey-Questionnaire-12042022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

INR 10.3 Lakhs

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://docs.google.com/spreadsheets/d/1BX5NC8MyuR8YYk8zy6fajTpjI4FfypUTg-IJDJSAi5o/edit?usp=sharing

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

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

164

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

3.2 - Research Publications and Awards

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

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

47

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

61

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

3.3 - Extension Activities

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

The Bhawanipur Education Society College, a premier education institution plays a pivotal role in catering to the various needs of the larger society, especially the needy and the underprivileged. Some of the extension activities undertaken by the college are:

1. The college in association with 'Project Life Force' and KMC ward 70 organized a blood donation camp on 02.04.2020 to donate plasma.

2. During the pandemic, a "Free Vaccination Camp" started on 14.06.2021 was organized by the Bhawanipore P. S. South Division, Kolkata Police in collaboration with IPGME&R and SSKM Hospital, Ward No. 70, and the college.

3. The pandemic times have witnessed the NSS unit of the college organizing quiz shows called 'The Pandemic' on 24th, 26th, 29th June 2020 & 7th July 2020.

4. The students under the NSS vertical responded in the name of 'Pratidhwani' to services like providing audiobooks to the blinds, carrying gifts for the inmates of orphanages, and spending quality time with them through a program entitled 'Let's keep them Smiling' on 14.12.2020.

5. The NCC Cadets of the college paid its 'Tribute to the Soldiers' homage on 08.12.2021 to the Chief of Combined Defence Services, and the others who lost their lives in the unfortunate helicopter crash of the year.

6. On 23rd December 2021, the students of the NSS unit of the college also proved themselves to be Santa Clauses for the roadside children to gift them with Christmas presents under the initiative 'Magic Box'.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1k9L2XO0EAJSe-_zGWO7ZbhEJdzfaqY8O/edit?usp=sharing&ouid=109721110106448312429&rtpof=true&sd=true
Upload any additional information	View File

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

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

13

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

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

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

18

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

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

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

1274

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

3.4 - Collaboration

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

19

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Physical Facilities:

The college has acquired adequate infrastructure and physical facilities to ensure the smooth running of all the programmes and courses. The college has sufficient classrooms, laboratories, Computer Labs, staff rooms, conference halls, seminar halls and Library facilities. The college has an area of 14,386 square metres. The institution has a structured policy for augmentation and maintenance of infrastructure by a dedicated team of maintenance staff.

Classroom with ICT:

We have a total of 68 classrooms with ICT-enabled facilities.

Laboratories:

We have a total of 28 Laboratories for UG (Hons. and Gen) Students along with 1 research lab. Among the laboratories, 6 of them are computer labs with 218 computers having the required configurations. All the computer labs have 54 Mbps bandwidth highspeed internet connectivity with LAN. Resources available from Government bodies like UGC, and DST to improve the laboratories, are garnered and improvements are undertaken to benefit the students and their academics.

Seminar Halls:

We have a total of 7 Seminar Halls, equipped with ICT

facilities.

Tutorial Rooms:

The class-rooms are also used to provide mentoring and tutorial sessions for the students, during free-periods.

Library Facility:

The College Library is well-equipped with around 38,000 books, 27 Journals/Magazines, 14 Newspapers and around 18,000 e-journals, which are updated every year. Students of three sections Morning, Day and Evening can use library reading room from 8:00 AM to 8:00 PM from Monday to Saturday. Students can use library INTERNET facilities only section wise.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/u/0/folders/1y7w96oJw92MtHmj3_iz9yBVgJOVW4tqe

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

The Indoor Games-cum-Common Room is also referred to as the Sports Arena. The Sports Arena for girls measures 1508.13 square feet and that for boys measure 1,499.49 square feet. The Sports Arena houses:

- 2 Table Tennis tables,
- 1 Billiards board, 1 Snooker board,
- Multiple Carrom boards
- 2 Darts boards
- An Artificial Turf (3239.85 sq. Ft) has been installed in the central quadrangle, serving as a Basketball Court as well as a Badminton and a Volleyball court. It also hosts intra-college and inter-departmental Football and Cricket tournaments, besides other game-related activities.
- A mutual understanding with Balok Sangha, 22 Pally, enables the college students to use the Northern Park for training and practice purposes

The college has a vibrant array of cultural activities,

organised by various cultural clubs, known as Collectives as
well as individual departments. Most of these cultural
activities are held either in the Auditorium having an area of
3644.44 square feet and fitted with a state of the art sound
system or the Valia Hall having an area of 3256.19 square feet.
The auditorium and the Valia hall are both large enough to host
250 students each at any given time.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://thebges.edu.in/student-dashboard/sports-games/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

75

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

75

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://thebges.edu.in/campus-layout/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

180.49419

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Knowledge Resource Centre has been fully automated with Green CAMPUS (Version 3.1.2) , a Library automation software, since 2015. This system assists in streamlining and helping the library staff, faculty and students to get accurate information and data about the resources available to them.

To improve the quality of the resources available in the library, the Green CAMPUS software generates various reports which are regularly studied to better understand the usage practices and this is used to further equip the facilities provided by the library.

Features of Green CAMPUS include:

- Entry and Exit of Students and Faculty;
- Barcode-enabled Issue and Return;
- OPAC (Online Public Access Catalogue);
- Barcode and Call Number for all Books and Documents in the Library;
- Students RFID and QR code based Entry, Issue, Return, Reissue and Exit;
- Reminder Return Message Alert Services;
- Usage reports like:
  - MIS reports,
  - Reminder Message reports,
  - User reports,
  - Issue, Return and Reissue reports;
- Reports on number of hours spent in the library for study purposes which enables the Library to award Best Library User as a way to incentivise more effective library usage;

- **Patron Issue and Return History for documentation purposes.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://thebesclibrary.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

2887560

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

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

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

80-100	

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

4.3 - IT Infrastructure

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

The college provides for well-equipped Computer Laboratories to facilitate the students and teachers. There are 218 computers available for academic purposes. Also, desktops, laptops, compusticks, scanners and printers are provided to the departments for both academic and administrative purposes. The college has Wi-Fi facilities in the campus. 68 WiFi/LAN-enabled smart classrooms have overhead projectors and smartboards to integrate ICT-enabled learning.

The college has a gigabit LAN connection (wired and wireless) with a high-speed data transfer facility. Antivirus software is installed, updated and renewed in all terminals in the college to protect against viruses, intrusion and ensure free-flowing traffic. The college, cumulatively has 54 MBPS Bandwidth, with the following leased line internet connections:

1. **TATA with 20 MBPS Bandwidth**
2. **JIO with 20 MBPS Bandwidth**
3. **AIRTEL with 14 MBPS Bandwidth**

The college provides all faculty and students with a state of the art interactive workspace on the digital medium and provides for a Virtual Learning Environment in addition to the physical learning environment via Institutional Google Education Suite domain accounts with '@thebges.edu.in'.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://thebges.edu.in/

4.3.2 - Number of Computers

218

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

1248.60653

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

An equipped in-house team, headed by an executive engineer, is delegated with and effectively takes care of maintenance and repairing of infrastructure of the college. The clean and

beautiful ambience of the college is ensured by the team. Various measures towards maintenance and proper utilisation of include:

- Classrooms and laboratories are cleaned daily while the washroom and common areas are maintained by a professional team and cleaned multiple times a day. Laboratories are maintained by a dedicated team led by a manager who supervises all the upkeep, maintenance and upgradation.
- Annual Maintenance Contracts (AMC's) for equipment like water purifiers, air conditioners, lifts, sports complex and more.
- Laptops/Desktops, licensed softwares, CCTVs and ACs are also maintained based on AMC.
- Proper maintenance and up-gradation of all laboratories are conducted regularly.
- Library is overseen by a dedicated Library Committee and systematically maintained, updated and upgraded by the concerned staff to the fullest. New books, journals and periodicals are added to the library regularly as per the need of students and faculties.
- Repair or upgradation, needed by any equipment is immediately dealt with, with the due process being followed.
- The college has a Health Centre in the premises for students and Staff members. Students can avail the service of emergency medical facilities at free of cost.
- Access to sports facilities is granted to the students upon production of a non-transferrable ID card which is issued by the college. Strict vigil is kept by the attendants as well as the Sports Officers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://thebges.edu.in/administration/iqac/aqar/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

156

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

402

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://thebges.edu.in/category/bhawanipur-bytes/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

145

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

61

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

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

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

government examinations) during the year

27

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Bhawanipur Education Society College has always prioritised the holistic development of the students by just not confining itself to the academic field but also providing limitless opportunities to let students shine by helping them identify and develop their inner talents.

- **The college has various knowledge circles known as collectives in various verticals where the students are passionately involved.**
- **Though 2021 was a year of a pandemic it could not**

discourage mentors and students from organising various co-curricular and extracurricular activities. During the academic session, 2020-2021 NSS wing of the Bhawanipore took the initiative to organise various events like

- Magic Box, https://thebges.edu.in/magic-box/
- Med-Drive, https://thebges.edu.in/med-drive/
- Bal Divas https://thebges.edu.in/bal-divas-a-visit-to-an-orphanage/

Cultural programmes were held to observe important days like

- Saraswati Puja, https://thebges.edu.in/saraswati-puja-2021/
- World Environment Day, https://thebges.edu.in/10x4-celebrating-world-environment-day/
- Teachers Day, https://thebges.edu.in/teachers-day-celebration-2021/
- Rabindra Jayanti https://thebges.edu.in/rabindra-jayanti/and
- 250th Anniversary of Raja Rammohan Roy

Competitions like Quiz, debates, painting, and photography were held on different thought-provoking topics.

- Programmes to pay homage to the National Martyrs were also organised. The events at the college campus were conducted maintaining covid guidelines and maintaining social distance among all. The students not only got a chance to interact with experts invarious fields but also learned to become good mentors and guides to their juniors, encouraging them and helping them to copewith the prevailing abnormal circumstances.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/#
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

2730

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college has an Alumni Association registered under the West Bengal Societies Registration Act with the Registrar of Firms, Societies and NonTrading Corporation. It is West Bengal vide registration number S/94325 of 1999-2000 dated 12th May 1999.

The students who have graduated from the college are eligible to register as members of the alumni association.

The weblink to the Alumni Association is http://college.thebhawanipuralma.org

Some of the activities and contributions of the Alumni Association are as follows:

- The Alumni have distinguished themselves in various walks of life and the institution has maintained close bonds with its past pupils.
- The alumni members participate in IQAC and IQAC-organised annual meet and they are invited to participate in seminars/conferences/symposiums organised by the college.
- The Alumni contribute to the institution by creating placement opportunities for its students through on-campus and off-campus placement drives.
- The Alumni association also makes monetary contributions from time to time toward the development of the college.
- The Alumni have been one of the strongest and positive

- benefactors of the institution that has consistently contributed towards various developmental activities of the college primarily through fund-raising.
- The Alumni play an influential role as the brand ambassadors of the institution, benefitting it socially, academically and professionally.

File Description	Documents
Paste link for additional information	https://bcaa.org.in/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

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

The vision and mission are in tune with the objectives of higher education which are reflected through the following programmes and activities:

- Unity and discipline are inculcated through NCC, NSS and sports activities. Besides educational tours, blood donation camp, tree plantation, free vaccination camp of Covid-19.
- Upgrading classrooms to a state-of-the-art teaching and learning space.
- Completion of a three-storey building and facilitating the use of new updated Science Laboratory.
- Sensitizing faculty and students on mental health and stress management.
- Promoting a culture of interdisciplinary research through the college Research Cell
- Strengthening relationships with the alumni and important stakeholders for fund mobilisation, business ideas, placement opportunities and career options.

- **Career development of students through different career connect courses.**
- **The management motivates faculty to take up research by providing seed money.**
- **Teachers play an integral role in the management decision making bodies.**
- **For effective utilization of the library (Knowledge Resource Centre) , the college awards " Best Library User" to faculty and students in a regular and well structured plan.**

File Description	Documents
Paste link for additional information	https://thebges.edu.in/about-us/#missionvision
Upload any additional information	View File

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

The college follows the practice of decentralization and participative management by providing opportunities to all the stakeholders in the decision-making process. The system of decentralization and participative management is bi-directional in the college. On one end, the management share information about the vision, mission and core values of the college. On the other end the IQAC, teaching and non-teaching staff, and other stakeholders share their opinions and perspectives, and their collective input provides a pathway towards the achievement of the goals.

The leadership flow can be described as

- **The organisational hierarchy places the Governing Bodyat the highest echelon of the administration process.**
- **The Teacher in Charge is the administrative and academic Head, followed by Vice Principals and department heads.**
- **Decisions are primarily based on feedback collected from the stakeholders like students, parents, alumni and teachers. The recommendations from the departmental meetings are conveyed to the IQAC. Analysis of the feedback from stakeholders is also discussed in the meetings of the IQAC and action plans are charted.**
- **The Teacher in Charge and the Governing Body deliberate**

- on the proposals of the IQAC and make informed decisions on the functioning of the college.
- In this way, the Governing Body of the college integrates the expertise of the stakeholders into the decision-making process.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Recognising the importance of having a structured, long-term perspective plan, the IQAC of the college, which has representatives from all stakeholders, has mapped out a plan after extensive deliberations.

The perspective plans are deployed by the IQAC in collaboration with the teacher in charge and departmental heads. The financial support is provided by the Governing Body and the RUSA fund.

CURRICULAR ASPECTS

Case Study

To indoctrinate learner-centric and an outcome-based learning process

Deployment: The programme outcomes, course outcomes and programme-specific outcomes are designed by all departments and disseminated to the faculty and students.

TEACHING, LEARNING AND EVALUATION

Case Study

Empowering the teaching-learning process through an effective mentoring system and personal counselling

Deployment: The IQAC ensured that the mentoring system is well placed and met the challenges of the pandemic. The college has

a personal counsellor Ms Saloni Priya, a certified psychiatrist who played an active role in helping students, especially during the pandemic.

https://thebges.edu.in/faculty-mentoring-workshop/

RESEARCH, INNOVATIONS AND EXTENSION

Case Study

Cater to the requirements of the research by providing instruments, laboratory, software and e-resources.

Deployment: A new chemistry Laboratory with modern technology and instruments is created. E resources like Capitaline database and J Stor are renewed regularly to assist researchers in accounting, management and social sciences.

https://thebesclibrary.com/

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://thebges.edu.in/administration/iqac/
Upload any additional information	No File Uploaded

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

The hierarchical structure of the college can be described as follows:

- The Governing Body(GB) is the highest decision-making authority and it comprises of the Chairman, Vice-

Chairman, ex officio members, central committee nominees, donor representatives, the Teacher in charge, Secretary to the GB and two teacher representatives.

- The Teacher in Charge and the IQAC Coordinator is responsible for making important policy decisions regarding teaching-learning, and infrastructure requirements, which are executed after approval by the Governing Body.
- The chief administration officers include the Bursar, the IQAC Coordinator, Vice-Principal (Administration), Director General and Dean of Student Affairs.
- The college has a well-placed Accounts Department, Infrastructure Department and Human Resource Department which work under the guidance of the GB and the Teacher in Charge.
- There are supervisors for the security guards and the janitors on the campus.
- Standard Operating Procedures are formulated for the conduct of all administrative and academic work which are closely monitored by the Teacher in Charge and the IQAC Coordinators.
- Service rules of the teaching and non-teaching staff are as per the statutes of the University of Calcutta.
- The college is a linguistic minority college having its own set of modalities for the appointment of the faculty of the substantive post.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/#organogram
Link to Organogram of the Institution webpage	https://thebges.edu.in/administration/#organogram
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

The college adopts the following welfare measures for the teaching and non-teaching faculty:

Teaching

- PF loans,
- Employee Cooperative Society,
- Free Medical Check-Up facilities,
- Fees concession to children of faculty,
- Suits(blazer),
- Casual and earned leave
- child care leave,
- maternity leave.

Non Teaching

- Casual leave, earned leave, medical leave, maternity leave, special leave, and study leave are provided by the statute and the discretion of the Teacher in Charge and Governing Body.
- PF loans, ESI, Pradhan Mantri Jeevan Yojana and Pradhan Mantri Bima Yojana, Free Medical Check Up facilities, shoes, umbrellas and uniform for Group D staff, child care leave, maternity leave
- Tuition fees of wards of teaching and non-teaching faculty are waived.
- Recognition of their hard work by organising the Phagun event for them.

The college played an exemplary role in staff welfare at the time of Covid 19. The following measures were adopted:

- Free Vaccination drive: The non-teaching and teaching staff, along with their family members, were provided with free vaccinations. The process is still ongoing for the booster inoculations.
- The non-teaching staff were reimbursed the cost of Covid detection tests.
- Special leave was sanctioned for both teaching and non-teaching faculty who were affected by Covid 19.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/coverage-of-the-bhawanipur-gujarati-education-society-encourages-its-employees-and-their-families-to-register-for-the-covid-vaccine-and-the-society-will-bear-cost-of-covid-vaccine-for-the-employees-2/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

9

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

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

29

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal for the Teaching staff:

The Teacher in Charge and the IQAC of the college play a pivotal role in the performance appraisal system for the teaching faculty.

The faculty eligible for promotion submits their particulars in the Performance Based Appraisal Scheme (PBAS) proforma as detailed in UGC-CAS guidelines. The Teacher in Charge and the IQAC coordinator conducts in-depth scrutiny of the information provided in the proforma based on the UGC-CAS guidelines, and if satisfied, recommend the same for promotion. The Governing Body records a resolution recommending the promotion based on the input from the IQAC and the Teacher in Charge.

Appraisal for the non-teaching staff:

The Teacher in charge is responsible for recording the appraisal of the non-teaching staff in the service books based on their performance.

Apart from this, the Vice principals and Coordinators also evaluate the performance of the support staff assigned to their departments and report to the Teacher in Charge. The appraisal takes care of the faculty getting their deserved promotions, along with continuous feedback for improvement. It is motivating for both the management and employees, as they get enriched in the process.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

Internal Audit

Internal audit is performed by Damle Dhandhania and Co. which ensures an independent, objective assessment of all transactions and adds value to the operations of the organisation. All financial transactions are monitored in such a way, that one person's work is automatically checked by another. The internal audit team works independently and appraises the financial records of the college. The internal audit team reports to the management at regular intervals on

i.anomalies and errors detected

ii. suggestions for improvement of the policies and procedures.

Statutory Audit

A Statutory audit is performed yearly by Sutarwala and Co. which independently checks all books of accounts, authorization procedures and record maintenance.

Government Audit

Apart from this, every year, the Education Directorate, College Audit Cell of the Government of West Bengal appoints an auditor to undertake an audit of the accounts and make suitable reports.

Utilization Certificates:

The internal auditor certifies the utilization of funds received from the Government, UGC and the college.

In case of audit queries on the genuineness or validity of the transactions, the management, Teacher in Charge and Accounts Department provide suitable explanations. To date, the college has received no qualified audit report.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1zKG3m48_meUSa0aDOSzsu-lPXdfQAvBQ/edit?usp=sharing&ouid=11475038431262894239O&rtpof=true&sd=true
Upload any additional information	View File

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

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

10

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college has a transparent and well-planned financial management system that focuses on achieving the perspective plan of the college. The Governing body and IQAC coordinate and monitor the optimal utilization of the funds for the promotion of a learner-centric ecosystem.

Sources of funds

- **Funds from Salary Grant**

The college receives a salary grant from the state government under the Pay Packet Scheme for the salaries of sanctioned staff. The salary is credited to the bank account of the staff members.

- **Funds from UGC-RUSA Grant**

The college is recognized under 2F and 12B of the UGC Act and is permanently affiliated with the University of Calcutta. It received RUSA grants for the development/ maintenance of Infrastructure and the up-gradation of its Learning Resources.

- Tuition fees of the students
- Funds from donations by the alumni

Funds generated from the above sources are optimally utilised following the budget drawn at the commencement of the year. A financial audit is conducted every financial year to verify compliance. Major heads of expenses are

- Infrastructure augmentation and upkeep, payment of rent, electricity bills, etc
- Salary of management sanctioned employees
- Academic expenses like the organisation of Seminars, Workshops, Events, Outreach Programmes, Sports and Cultural events, Financial support for attending FDP/ Workshop, purchase of books and e-resources, etc

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1zKG3m48_meUSa0aDOSzsu-lPXdfQAvBQ/edit?usp=sharing&ouid=114750384312628942390&rtpof=true&sd=true
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has taken the following initiatives toward institutionalizing the quality assurance strategies and processes

1. Academic audit conducted
2. ISO surveillance audit conducted
3. Covid 19 related extensive outreach activities
4. A state of art chemistry laboratory constructed
5. IIQA uploaded
6. Providing counselling to students for their mental well-

being during the pandemic.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/administration/iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes by ensuring the preparation of the Academic Calendar, Unitisation of the syllabus across all programmes, Lesson plans prepared by faculty, timely distribution of class routines to the students and monitoring the performance of the students regularly by continuous internal evaluation and internal assessment. The periodic improvements can be highlighted by the following measures adopted during the Covid lockdown period :

Case 1

Online teaching learning

The college played an exemplary role by responding to the challenge thrown by the pandemic. There was a smooth transition to online teaching-learning. The evolution of online teaching during the pandemic reflected a paradigm shift in teaching-learning. Lecture delivery was by the google meet platform. All lectures were recorded, stored by the faculty, and reviewed during the academic audit and ISO surveillance audit. Webinars and invited talks were organised in collaboration with the IQAC, enriching the learning experiences and ensuring valuable learning outcomes.

Case 2

Mental wellbeing

The IQAC played an exemplary role in taking care of the mental

well-being of students during lockdown by appointing a Government certified psychiatrist Ms Saloni Priya and her team who counselled the students online.

File Description	Documents
Paste link for additional information	https://thebges.edu.in/student-dashboard/counselling-sessions/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/15faVJF2DJzlXNZQqj0WYgIOJZd4hJlRr/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is very keen on the desires, aspirations, abilities

and professional skills of human resources as men and women, without any discrimination about their gender. Further extensive efforts are taken into account for the communal and artistic factors involved in gender-based exclusion and prejudice in the most diverse spheres of community and personal life. The college shows gender sensitivity in providing facilities such as:

Safety and Security: A group of Security personnel is appointed on the campus round the clock for the girl's students

- CCTV Monitoring
- Complain Box
- Grievance Redressal Committees
- Fire Safety Equipments
- Wall Compound
- College Campus Supervision Committee
- Awareness Programs and Lectures/Special Talks
- Every year IQAC Cell & student council organizes various programmes for boosting the confidence of female faculty and students through initiatives such as International Women's Day etc.

  Counseling:

  In addition to mentors' support to mentees for resolving academic and personal issues, the college has tied up with UMMEED, a psychological counselling organization, which provides counseling to students, ensuring complete privacy.

  Common Room:

  The college provides separate common rooms and washrooms for girls and boys in every floor of the building. Girls' common rooms are equipped with facilities like First Aid Box and Sanitary Napkin Vending Machine and other necessary things.

File Description	Documents
Annual gender sensitization action plan	https://www.thebges.edu.in/wp-content/uploads/2022/05/GENDER-SENSETIZATION-PLAN.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://thebges.edu.in/student-dashboard/counselling-sessions/

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

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

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

The institution uses updated techniques in the disposal of waste. 2020-21 has been an extraordinary time with the pandemic situation, but below are the measures that are usually adopted by the institution.

1. Solid Waste

- **The college disposes of all wastes, whether solid or otherwise, in a scientific manner and ensure that it is not released directly to the environment.**
- **Recycled paper is used for in-house purposes.**

2. Liquid Waste: Maintenance and upgradation of existing drainage and sewerage system

- Practical labs like Chemistry and Environmental Science have taken measures to ensure that all the chemicals are diluted before discarding in the wash basin.
- Glassware used in the laboratory is washed and rinsed with the least quantity of water and placed in the liquid waste container.

3. E-waste Management:

- Awareness programmes are initiated on e-waste management
- The cartridge of the laser printer is refilled outside the college campus
- UPS batteries are recharged/repaired/ exchanged by the suppliers
- The Physics laboratory generates solid e-waste containing diodes, chips, transistors, dry cells etc. which are segregated, collected in separate bags and labelled.

4. Hazardous Waste Management:

- The campus is declared a 'No Plastic Zone' and 'No Tobacco Zone' in order to ensure that the campus environment is free of pollution.
- In the Chemistry Lab :

a) Chemicals used in the lab for the reaction are not discharged into the environment, but rather stored in sealed containers.

b) Repeated distillation of used solvent may be done to reduce solvent waste, thereby minimising pollution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1osHQdeE-K1QHGcm6OlGGlDzJ0qNQb9f9/view?usp=sharing
Any other relevant information	View File

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

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

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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

The institution promotes harmony and understanding among the students and staff who come from diverse cultural backgrounds through the organization of a variety of programmes and events. It must be noted that due to the extraordinary circumstances

brought on by Covid19 most of the above were held virtually.
The National Service Scheme is an integral body of the college.
A list of events are given below

- Saavan: (17.7.2020) The idea behind this was to introduce and encourage young singers and provide them with opportunities to grow.
- New Normal: (27.7.2020) Participants showcased their talents in this Photography competition in accordance to the theme proposed.
- Independence Day: (15.8.2020) Held virtually with cultural programme
- With the institution having many student associations which play a big role in cultural events, many freshers were inducted into these, where students of diverse cultures get together and work harmoniously to put up programmes.
- Teacher's Day (5.9.20) Held virtually. The various departments also held their celebrations.
- Republic Day:(26.1.21) Held virtually with cultural programme.
- Saraswati Puja:(16.2.21)
- Fagun:(25.3.21) Initiative by the institution to honour the support staff.
- Independence Day:(15.8.21) Held both virtually and physically along with a cultural programme.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

The period July 2020 to December 2021, has been particularly trying for the academic world which has been struggling to maintain its normal operations given the pandemic situation.

Despite this bleak scenario, the college could organize various events that upholds the socio-cultural diversity and greatness of India.

Independence Day, Republic Day have been celebrated with cultural programmes, march pasts, remembering our patriots, martyrs and the architects of independent India.

Pehchan - a webinar had been organized with the purpose of educating students about the different identification formats (PAN, Aadhaar) of the government.

Throughout the year the NSS wing of the college undertook different programmes to help the aged, the orphan, the blind and the needy. The academic departments organized different webinars that discoursed on the socio-political and cultural diversity of India.

However, the single most important activity has been the year-long Covidprogramme that includes organising vaccination camps in collaboration with the Kollkata Municipal Corporation, plasma donation camps, RT-PCR Sample collection Centre, distribution of Covid essentials through the NSS and in partnership with Kolkata Police, continuous and comprehensive sanitization of the college, academic support for students who have lost their bread earning parents to Covid, etc.

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

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | A. All of the above |

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

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

Every year, the college organizes seminars, workshops and other programmes to celebrate national and international commemorative days, events and festivals in the college campus.

Owing to the COVID-19 pandemic situation, these events were organized through online mode (mostly Google meet platform) during the academic session 2020-21. Every programme elicited the active participation of students, faculty members and non-teaching staff.

These events were organized by different units, committees and departments of the institution. However, because of the unusual situation, sometimes the events could not be organized on the exact dates on which they are observed.

The programmes included celebration of 74th Independence Day (15-08-2020), World Photography Day (19-08-2020), Teachers' Day (05-09-2020 and 04-09-2021), 72nd Republic Day (26-01-2021), Saraswati Puja (16-02-2021), International Language Day (26-02-2021), World Press Freedom Day (03-05-2021), WorldEnvironment Day (14-06-2021), World Yoga Day (22-06-2021), 75th Independence Day (15-08-2021), BalDiwas (20-11-2021) and Vijay Diwas (16-12-2021). Webinars and/or cultural programmes were organized to commemorate the birthday of famous Bengali journalist & editor Ishwar Chandra Gupta (22-01-2021), the birth centenary year of Satyajit Ray (28-08-2020), 160th birth anniversary of Rabindranath Tagore (08-05-2021 and 26-05-2021) and the 250th birth anniversary of Raja Rammohan Roy (06-07-2021).

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

7.2 - Best Practices

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

1. Training teachers for Online mode of Curriculum Deliveryduring the pandemic

With COVID 19, since the effectiveness of curriculum delivery completely depended on technical skills, the need was felt to train the teachers and enable them to cope with the changed scenario.167 teachers were grouped into ten batches for training. This unique initiative by the College equipped the teachers to successfully conduct online classes on G Suite. Examinations were conducted smoothly and resource banks were created for the students in the G Classrooms.

2. Faculty Mentorship Programme to provide holistic support to the students.

With COVID 19, since direct contact between teachers and students has been limited, the need was felt to ensure that teachers could provide all-around support to the students. The College collaborated with UMMEED Counselling and Consulting Services. The teachers attended a Mentoring Workshop conducted by Ms Salony Priya, Director (UMMEED), where she explained the requirement for teachers to act as mentors to the students and elaborated on different kinds of mentoring practices adopted in the Higher Education sector.The teachers attended the Workshop in two batches throughout the day and engaged in interactive sessions to discuss the challenges faced in the post-pandemic

situation.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Through the last two years of COVID and the subsequent phases of lockdown, mental health has been a subject of immense concern, especially for young adults. Our college has had the tradition of encouraging and facilitating holistic development of its students, with special emphasis on their mental well-being. To this effect, the College has initially engaged in a practice of providing them with the support of trained counselors from Ummeed Counselling and Consulting Services. Through 2020-2021, the need for this support was felt more deeply than ever. Confinement and social distancing made life more complicated for the young adults. The need to confide was immense. The College responded to this requirement of the students by organizing different events and programmes to generate mental health awareness in collaboration with Ummeed. In order to counter effectively the social stigmas associated with mental health, the College organized a webinar on "How to Overcome Anxiety and Depression" in May 2021. Also, recognizing the transformed role of teachers as mentors in the changed mode of teaching-learning post-pandemic, the College organized a Faculty Mentoring Workshop for the teachers on 27th December 2021 to ensure an unhindered flow of communication between students and teachers.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

In tune with the Perspective Plan designed for the upcoming years, the college has developed the following plan of action

1. Introducing certificate courses on Mentoring for teaching faculty members.

2. To organise some workshops for non-teaching staff on recent software development technology for administrative and accounts-related work.

3. To work towards NIRF.

4. Student empowerment through seminars, workshops and special lectures.

5. Seed money for Research Grant.

6. Opening of Microbiology(Honours), Biotechnology(Honours) and Statistics(Honours) at the undergraduate level.

7. Arrangement of Seminars/Workshops in an extensive programme schedule on Research Methodology.

8. Arranging NAAC-sponsored workshops on recent methodology on Higher Educational Institutional accreditation.

9. Seminar on PO-CO attainment for various undergraduate courses.

10. Encouraging the faculty members and students to participate and enrol in different courses of SWAYAM