



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

BEHALA COLLEGE

UPEN BANERJEE ROAD, PARNASHREE, KOLKATA-60
700060

<https://www.behalacollege.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Behala College was established as a Grants-in-Aid State Government sponsored College in 1963 under the Refugee Rehabilitation Scheme of the Government of India. It is affiliated to University of Calcutta and was recognized under section 2f by UGC in 1982. Over the years the college has consolidated its position as a premier academic institution in the southern fringes of Kolkata. The college believes in inclusive education and caters to a wide array of students, with different social and financial backgrounds.

The College has been accredited with grade 'A' in the second cycle of assessment by NAAC. Presently, the College has 21 departments offering 39 undergraduation programmes and 4 post-graduation programmes. The College is a Study Centre of Netaji Subhas Open University and Rabindra Bharati University whereby UG and PG courses in different subjects are offered through distance education mode. It also offers certificate courses on basic and advanced computer, web designing, photography, Yoga and self-defence for women (Sukanya).

The built-in area comprises of two buildings – a four-storied and a two-storied building – that comprises of airy, spacious classrooms, laboratories and administrative offices. A G+8 building is under construction. The campus is landscaped with flower and vegetable garden and a well-maintained pond. The campus is wi-fi enabled and ICT is widely used in teaching-learning-examination and administrative affairs.

The digitized library is well-stocked with books, journals, e-resources. It has facilities like RFID, anti-theft gate and OPAC. The laboratories are equipped with modern instruments.

The college is committed to the holistic development of students and nurture them to be responsible citizens. The NSS, NCC, Women's Cell organizes awareness and sensitization programmes on different social issues and encourages students for various outreach programmes. The Placement Cell arranges for soft skill training, career counselling and campus recruitment drives.

Vision

Behala College is committed to provide education for knowledge, wisdom, emancipation and enhancement of capabilities. It envisions to follow the national and global trends in education so as to transform the future generation into optimistic, resourceful, responsible and committed citizens.

Mission

The mission of Behala College is 'Education for All irrespective of caste, creed, religion, gender and economic statuses'. It reflects the distinctive characteristics of the institution, which caters to the students with varied educational, social, cultural and economic backgrounds. To pursue the mission, the college strives to

- Continuously improve of the systems to enhance the capabilities of stakeholders
- Help the students to progress from admission to graduation
- Integrate curricular knowledge with value education and need based training

- Encourage the students from learning to earning
- Provide support to economically challenged students

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Wide range of programmes offered – 39 UG and 04 PG programmes
- Modern ICT enabled and smart classrooms
- Resourceful Library with updated books, journals, newspapers and e-resources
- Well-equipped state-of-the-art laboratories for UG and PG students
- Only 4% of permanent teaching posts are vacant.
- 66.86 % of the faculty hold MPhil/PhD degree
- Student-teacher ratio is 37:1
- The college faculty is actively involved in research. Like
 - supervision of PhD students
 - undertake projects funded by UGC, DBT & ICSSR
 - publish internationally acclaimed research papers and books
 - engage in faculty exchange programmes
 - participate in and organises national/international conferences
- Efficient Management that follows principles of decentralization and co-ordination with all stakeholders
- Wi-fi enabled campus with CCTV surveillance
- Gymnasium and common rooms for students
- Basketball court and other indoor and outdoor sports facilities
- Subsidized canteen that serves hygienic and nutritious food
- Active NSS and NCC that promote and encourage outreach activities
- Inclusive, disabled friendly and gender-sensitive campus
- Fee concessions to meritorious students
- Excursions, field trips and internships for enhancement of knowledge even if they are not included in the curriculum
- Online feedback from students and other stakeholders gives a direction to the college for further quality improvement

Institutional Weakness

- Though Behala College offers 4 post graduation programmes, it is primarily an undergraduate college which focuses on teaching and learning activities rather than on research. Hence there is a limited scope in enhancing the research rigor on campus.
- The college is affiliated to University of Calcutta and is bound to follow the curriculum devised by the University and therefore does not allow for flexibility in curriculum design and delivery.
- The college has not yet established adequate collaboration and networking with industry and research organization for lab sharing, collaborative research etc.

- No conscious effort for developing and sharing expertise for revenue earning purposes.
- There is no auditorium for the students.

Institutional Opportunity

- The construction of a G+8 building may be a panacea for the present space constraint with respect to classrooms, laboratories and library
- There is ample scope to collaborate with Universities in India and abroad and develop multidisciplinary academic collaborations/ faculty and student exchange programmes.
- Highly qualified, efficient and committed faculty members lend an opportunity to partner with eminent institutions both nationally and internationally, to carry out certificate programmes, add-on courses, etc. They can create more teaching-learning material and e-learning resources.
- More job-oriented courses can be introduced
- There is scope for extension and expansion of the scheme 'Earn while you learn'
- The Alumni Association can enhance their engagement in academic affairs and career counselling of students. This effort will strengthen the social capital of the college with the alumnae.
- More seminars and workshops on research methodology and entrepreneurship can be arranged.

Institutional Challenge

- It is a challenge to mobilise the grants and funding for pursuing research projects, particularly in the wake of limited fund available from UGC for research.
- A large number of students of the college are from marginalized section and are first-generation learners. Meeting their educational needs poses a challenge.
- The policy of automatic rise in intake capacity by 10% in all programmes have led to a mismatch between the intake and the institutional capacity
- The distance from main road and the transportation cost thereof severely affects the number of admission of students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Behala College is a constituent college of University of Calcutta and hence follows the syllabus designed and prescribed by the University. However, the college innovates within these established academic structures, abiding by its commitment to providing holistic development to students. The college offers programmes based on the Choice Based Credit System, thus providing students with the option of choosing courses in accordance to their interests.

The college meticulously plans its academic sessions, with timely preparation of academic calendars, timetables and the distribution of courses. Periodic assessments of students are undertaken through assignments and class tests. The syllabi taught across all programmes are supplemented with experiential learning through field

trips/project work/internships. In addition to the regular programmes, the college offers certificate courses on Web designing, Basic and Advanced Computer, Photography, Yoga, and Self Defence (Sukanya).

The college also plays an instrumental role in familiarizing the students about how gender-based

inequalities, neglect of environmental concerns and lack of ethics hamper an individual's and societal growth. The NSS, NCC and Women's Cell is proactive in sensitizing students regarding issues that are crucial in nurturing a students into a civic-minded citizen.

Online feedback is taken on from not only students but teachers and employers. The data is then analysed and appropriate steps taken on the basis of the feedback. A number of new courses were introduced and infrastructure development was facilitated on the basis of feedback.

Teaching-learning and Evaluation

The college follows a well-administered and transparent procedure from admission to examination. Student admissions are held as per the reservation policy of the Government of India. Subsequently, 'profile mapping' of the students are done, whereby their academic acumen is analyzed and they are counselled to take up subjects accordingly. Teachers assess the academic proficiency of students based on their performance in classroom discussions and assignments. Needs of slow learners are catered through remedial classes and library assignments. Advanced learners are encouraged for research and innovative ideas. Book bank facilities are provided to financially weak meritorious students. Students are also supported through a well-designed mentoring system.

Students are also encouraged to participate in co-curricular activities like field trips and industrial visits. National and international conferences are organized in the college that provide opportunities for students' development and enthusiasm in academics.

Majority of full-time sanctioned posts are filled, with teachers being appointed as per the guidelines of UGC. Most of the teachers are highly qualified with M.Phil/Ph.D degree.

Teachers use various ICT tools like smart boards, PPT and projectors for effective delivery of lectures. The college was successful in developing its own web interface for live digital classes during the pandemic that had scope for customization. Videos of lectures, practical sessions and power point presentations were uploaded on Youtube.

The college maintains a robust internal assessment mechanism to monitor the process and progress of assessment. Students are assessed on a continuous basis through innovative and reformed techniques such as group discussions, assignments, class tests, and projects. The college has developed its online examination portal which is used for effective assessment system, particularly during the pandemic.

The University examination results are discussed in departmental and Teachers' Council meetings. Examination Committees are entrusted to ensure redressal of any internal exam related grievances of the students. Any grievance related to university level examination, is communicated by the college to the University authority.

Programmes and courses are designed to equip students with knowledge, life skills, moral values, and self-

reliance. A large number of students progress towards higher education and are placed successfully, including through campus recruitments.

Research, Innovations and Extension

The IQAC and Research Cell plays an active role in promoting research culture in the college. Faculty members have published their research papers 41 peer reviewed journals in UGC approved or UGC Care list, 83 peer reviewed journals in Scopus or Web of Science and 29 Books/chapters in books. The college conducted 148 seminars and conferences.

2 International and 7 National conferences were organized by IQAC and different departments of the college. Two Faculty Development Programmes have been arranged for updating teachers regarding latest developments.

In an endeavour to encourage research, the college provides financial support to faculty members for presenting papers in state level, national and international seminars, and membership of professional bodies. The policy regarding the quantum of support to be provided for each category has been framed in the Governing Body.

5 teachers act as research guides and some of their students have been already awarded with doctoral degree. Teachers are also engaged in journal editing and review work. Teachers are also engaged in UGC and DST sponsored major and minor research projects.

Opportunities are created to support holistic development of students through community outreach programmes organised by NSS, NCC and Women's Cell. There is active participation of students in the outreach programmes that mainly contribute to environmental sustainability, awareness regarding gender inequality, and human values.

Internships and fieldtrips are encouraged to strengthen experiential learning. Several MoUs have been facilitated so that the collaborations provide opportunities for academic exchange, extension and innovation, internships, and research and development. Every effort is made to establish enriching and meaningful collaborations with academic and non-academic institutions outside the college.

Infrastructure and Learning Resources

Behala College continuously upgrades its physical, academic, and technological infrastructure to keep abreast of changing times. The college has a four storied building, a two-storied building and a G+8 building under construction. It has 39 ICT enabled spacious classrooms, 5 smart classrooms, 2 well-equipped seminar rooms and 14 updated laboratories. The college is wi-fi enabled and there are 78 desktops for use of students, 13 for administrative purposes, 1 in IQAC, 1 designated for the PG, and 2 for the examination room. 46 laptops for teachers. There are 3 tabs 1 for E-Library, 1 for the HOI, 1 for Kanyashree Prakalpa and 1 for RUSA documentation.

The college has a state-of-the-art basketball court, and facilities for outdoor games like cricket, badminton, volleyball, discus throwing, shotput, javelin, high jump and indoor games like table tennis and carom. A fully equipped gymnasium with instructors and latest exercise machines is in existence.

The library has approximately 29000 books and subscribes to 7 journals. It has access to e-journals and e-books through INFLIBNET. The library uses KOHA library software and has a RFID enabled anti-theft gate and RFID enabled book drop box machine for self returning of books. It has 10 computer terminals. There are separate reading rooms for teachers, UG and PG students.

The college has developed an online platform 'Books at doorstep' that helps in: (i) Searching library books by using WEBOPAC function; (ii) Accessing NLIST database; (iii) Reading newspapers; (iv) Using Entry-in-service; (v) Checking new arrivals at library; (vi) syllabus and University questions; (vii) scanned portions of relevant books as requisitioned by students.

The college makes extensive use of ICT facilities like Teaching Aid Software, which has been upgraded to Learning Management System (LMS), online admission, online feedback, provision for online examination. Convenient software is used in administrative and financial governance.

Behala College ensures regular maintenance and upkeep of all facilities through trained and efficient staff and a system of periodic checks by the Development Committee. ICT facilities and equipment are maintained through Annual Maintenance Contracts. Other amenities including library are maintained by respective committees as and when required.

Student Support and Progression

Behala College provides a number of scholarships and fellowships in addition to the government freships available to the students to support marginalized students in continuation of education and to reduce the dropout rate.

The college offers programmes that enhance soft skills, language and communication, life skills, and computing skills to prepare them in pursuing their professional goals. Career counselling, guidance for competitive examinations and campus recruitment are organized under the aegis the Placement Cell to give direction to their career prospects. Many leading companies

like TCS, ICICI Prudential Life Insurance Co., Wipro, Kotak Mahindra, etc, recruit a number of students from the college. An online portal – 'Entry in service' has been developed to enable students to practice questions for various competitive examinations.

Behala College has active students' grievance redressal mechanisms that help them seek redressal for complaints. Grievances are obtained online and the Grievance Redressal Cell takes appropriate actions for redressal. Students' concerns are also addressed through Anti-Sexual Harassment Committee, Anti-Ragging Committees, Discipline Committee, etc. For the students' emotional well-being, the college also offers in-house psychological counselling by mental health expert.

Institutional provisions facilitate vertical movement of students to higher levels and gainful employment. A significant number of students graduating from Behala College pursue higher education in India and abroad and qualify in competitive examinations.

To enable holistic growth of students, the college provides several opportunities to display their talents and skills in the field of sports and cultural activities. In the last five years 96 cultural and sports activities have been organized.

Students represent the college in inter-college activities and bring accolades to college. Behala College also facilitates students' representation and engagement in various administrative and co-curricular activities through a formal Students' Union that is elected annually by active participation of all students.

The college has a registered active Alumni Association that facilitates support in the form of financial contribution for student welfare and infrastructure development, as well as motivation, career counseling and academic guidance for the current students.

Governance, Leadership and Management

At Behala College, leadership and governance entail participative management by the Governing Body, the Principal, the teaching and non-teaching staff, and the students. These stakeholders collaborate in a democratic manner in carrying out their professional responsibilities and accomplishing the vision and mission of the college. Governance in the college is marked by transparency, inclusivity and accountability. Feedback from various stakeholders like students, teachers, employers and alumni are obtained online, analyzed, and appropriate action is taken. Teachers' Council and IQAC monitor the quality of the teaching-learning process, while the management facilitates smooth functioning of teaching and support systems.

The college believes in democratization of activities and information. The e-governance tools used by the college in admission, examination, administration and financial matters facilitate ease of access to information to students, faculty, office staff and management.

Several schemes cater to the health and economic welfare of teaching and non-teaching staff. The college also extends incessant support to the staff in their professional pursuits. To this end, numerous professional development and academic programmes are organized in the college and financial support for participation in research activities are provided.

The college conducts internal and external financial and academic audits on a regular basis. A government appointed auditor reviews all the receipts and payments in the college and files pertaining to the financial matters. The academic audit by the IQAC as well as external experts ensures overall quality assurance in teaching-learning processes.

The College follows performance appraisal procedures for both teaching and non-teaching staff. Teachers are appraised through (i) online Teachers' Diary, whereby their daily activities are recorded and appraised by the Principal and (ii) 360 degree appraisal, whereby each teacher is appraised by self, students, Principal and external peer. Non-teaching staff are appraised by departmental head and Principal.

The IQAC plays a pivotal role to take the college to new heights every year, aspiring for higher competitive goals in leadership, governance, and in its institutional values. The college participates in **NIRF**, **AISHE** and has obtained **ISO** certification.

Institutional Values and Best Practices

Behala College adopts values and practices that promote women empowerment, ensure green and eco-friendly campus, and instill social responsibility through various outreach programmes. Initiatives like awareness programmes, seminars, participative shows posters, plays on gender issues are organised to sensitize students

towards a gender-just ecosystem..

In an endeavour towards building a sustainable and clean campus, the college undertakes energy and resource conservation measures like solar energy, rainwater harvesting, use of LED lights, etc. It takes every care to reduce and recycle solid, liquid and e-waste. The college adopts water conservation measures through waste water recycling, maintaining water body, etc.

The college has a landscaped garden. Vegetable farming and pisciculture in college ensures biodiversity and generates resources. Green Audits are undertaken to take stock of the success of the initiatives undertaken and the possible improvements thereof.

Responding to the needs of differently abled persons, Behala College campus has facilities for ramps, elevators, disabled-friendly washrooms, wheelchair and Braille books.

Behala College believes in equality, which is evident through inclusionary practices at multiple levels catering to various cultural, regional, linguistic, socioeconomic diversities. The college makes students aware about their Fundamental Rights and Duties through various programmes

organised by NSS. Behala College fosters a Code of Professional Ethics and Conduct for students, teaching and non-teaching staff and the governing body to promote the core values of the college.

The best practice of the college is-

(i) '360 degree Teachers' Performance Appraisal'.

It entails obtaining responses from self, students, Principal and external expert for parameters like communication skills, subject knowledge, discipline, work-ethics, effective curriculum delivery etc. This comprehensive appraisal facilitates better understanding of their relative strengths and weaknesses for their qualitative development.

(ii) Entry in Service

An online portal linked to college website that can be accessed by students to prepare themselves for competitive examination.

The mobile friendly portal provides model questions on logical reasoning, general knowledge, mathematics and english, along with answers and explanations.

There is a provision of mock test through which students can assess themselves and get a score.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BEHALA COLLEGE
Address	Upen Banerjee Road,Parnashree,Kolkata-60
City	Kolkata
State	West Bengal
Pin	700060
Website	https://www.behalacollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sharmila Mitra	033-24069714	8479911071	-	behalacoll60@yahoo.com
IQAC / CIQA coordinator	Ujjaini Mukh opadhayay	033-24078045	9836838095	-	mukherjee_uj@yahoo.co.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-08-1963

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

State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	02-01-1982	View Document
12B of UGC	02-01-1982	View Document

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

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

Details of autonomy

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

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Upen Banerjee Road,Parnashree,Kolkata-60	Semi-urban	2.065319	5567.05

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics Honours	36	Higher Secondary	English	49	15
UG	BSc,Chemistry Honours	36	Higher Secondary	English	58	22
UG	BSc,Mathematics Honours	36	Higher Secondary	English	58	17
UG	BSc,Zoology Honours	36	Higher Secondary	English	80	41
UG	BSc,Botany Honours	36	Higher Secondary	English	25	5
UG	BSc,Economics Honours	36	Higher Secondary	English	23	3
UG	BSc,Computer Science Honours	36	Higher Secondary	English	30	14
UG	BSc,Electronics Honours	36	Higher Secondary	English	25	2
UG	BSc,Geography Honours	36	Higher Secondary	English	33	18
UG	BSc,Food And Nutrition Honours	36	Higher Secondary	English	30	24
UG	BSc,Statistics General	36	Higher Secondary	English	30	0
UG	BA,English Honours	36	Higher Secondary	English	88	52
UG	BA,Bengali Honours	36	Higher Secondary	Bengali	110	33

UG	BA,History Honours	36	Higher Secondary	English + Bengali	57	27
UG	BA,Political Science Honours	36	Higher Secondary	English + Bengali	52	24
UG	BA,Philosophy Honours	36	Higher Secondary	English + Bengali	43	3
UG	BA,Journalism And Mass Communication Honours	36	Higher Secondary	English + Bengali	30	13
UG	BA,Sanskrit Honours	36	Higher Secondary	Bengali,Sanskrit	25	2
UG	BA,Education Honours	36	Higher Secondary	English + Bengali	30	9
UG	BA,Physical Education General	36	Higher Secondary	English + Bengali	50	33
UG	BA,Defence Studies General	36	Higher Secondary	English + Bengali	70	59
UG	BA,Bengali General	36	Higher Secondary	Bengali	250	216
UG	BSc,Physics General	36	Higher Secondary	English + Bengali	30	11
UG	BSc,Chemistry General	36	Higher Secondary	English + Bengali	50	15
UG	BSc,Food And Nutrition General	36	Higher Secondary	English + Bengali	30	0
UG	BSc,Mathematics General	36	Higher Secondary	English + Bengali	50	11
UG	BSc,Zoology General	36	Higher Secondary	English + Bengali	30	7
UG	BSc,Botany General	36	Higher Secondary	English + Bengali	30	7
UG	BSc,Economics	36	Higher	English +	30	1

	ics General		Secondary	Bengali		
UG	BSc,Computer Science General	36	Higher Secondary	English	30	3
UG	BSc,Electronics General	36	Higher Secondary	English + Bengali	30	0
UG	BSc,Geography General	36	Higher Secondary	English + Bengali	30	21
UG	BA,English General	36	Higher Secondary	English	30	0
UG	BA,History General	36	Higher Secondary	English + Bengali	250	197
UG	BA,Political Science General	36	Higher Secondary	English + Bengali	250	176
UG	BA,Philosophy General	36	Higher Secondary	English + Bengali	100	83
UG	BA,Journalism And Mass Communication General	36	Higher Secondary	English + Bengali	30	24
UG	BA,Sanskrit General	36	Higher Secondary	Bengali,Sanskrit	30	8
UG	BA,Education General	36	Higher Secondary	English + Bengali	200	146
PG	MSc,Pg Chemistry	24	Honours Graduate	English	25	21
PG	MSc,Pg Mathematics	24	Honours Graduate	English	27	26
PG	MA,Pg Bengali	24	Honours Graduate	Bengali	50	22
PG	MA,Pg History	24	Honours Graduate	English + Bengali	50	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				14				36			
Recruited	0	0	0	0	4	10	0	14	16	18	0	34
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				35			
Recruited	0	0	0	0	0	0	0	0	14	21	0	35
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						30
Recruited	20		3		0	23
Yet to Recruit						7
Sanctioned by the Management/Society or Other Authorized Bodies						12
Recruited	11		1		0	12
Yet to Recruit						0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	8	0	10	10	0	31
M.Phil.	0	0	0	1	1	0	2	3	0	7
PG	0	0	0	0	1	0	5	4	0	10
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	1	0	2
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	3	0	5
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	10	18	0	28
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	28		7		35

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	340	2	0	0	342
	Female	321	2	0	0	323
	Others	0	0	0	0	0
PG	Male	37	0	0	0	37
	Female	59	0	0	0	59
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	74	71	55	72
	Female	85	102	75	70
	Others	0	0	0	0
ST	Male	0	1	1	2
	Female	1	1	1	4
	Others	0	0	0	0
OBC	Male	29	19	16	26
	Female	19	22	12	20
	Others	0	0	0	0
General	Male	278	272	192	235
	Female	342	396	249	308
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		828	884	601	737

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The college/institution has started focusing on holistic and multidisciplinary education which will develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional and moral in an integrated manner. This type of multidisciplinary and interdisciplinary programmes shall be in the long term the approach of all undergraduate programmes, including those in basic, professional and vocational discipline. The Institution in its preparedness for NEP plans to focus more on departments like Languages, Literature, and Music, Philosophy, Indology, Art, Cultural and social activities, Mathematics, Statistics, Pure and Applied Science, ICT based learning, Sociology, Sports, Translation and Interpretation and</p>
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	<p>other such subjects needed for a multidisciplinary, stimulating to holistic grooming of a student. Through open and distance learning (ODL) mode if not offered in semesters. The Institution plans to form 'light but tight' regulatory system which will held to move towards a multidisciplinary concept of education. Finally students will be given opportunities for internship with local industry, business, crafts person etc, so that they may actively engage with the practical side of their learning and finally improve their employability.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>According to academic bank of credit (ABC) as part of the National Education Policy, students will be given multiple entries and exit options, which will allow students enrolled in undergraduate (UG) and Post graduate (PG) programme to exit course and enter within stipulated period. This flexibility in academic programmes will enable students to seek employment after any level of award and help to upgrade qualification and also curtail a dropout rate. As ABC regulation will encourage a blended learning mode in which students will be allowed to earn credits from various HEIS registered under their scheme through SWAYAM. Our institution has already started encouraging faculties as well as students to enrol under National schemes like MOOCS, SWAYAM, NPTEL, V-Lab.</p>
<p>3. Skill development:</p>	<p>The NEP envisioned the holistic development of youth with emphasis on not only an upsurge in Gross Enrolment Ratio but also on skill development as the determining factors to realise the objectives of Atmanirbhar Bharat. Our Institution along with IQAC has already processed with this mission and arranged for special Knowledge and soft skills for students like spot reading grooming for language skill development, "Speech Completion" debate, "Book Review", to develop communicative skill. It takes a combination of all these types of skills to get a job, keep a job, and skilled in a job. Putting all these subjects together in a resume is a skill that our career councillors are willing to share with students. Life skills like gymnasium, yoga is encouraged. Photography course is open for all to create a pool of opportunities in the job market.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using</p>	<p>To ensure the prevention, growth and vibrancy of India languages, several initiatives are taken by our</p>

online course):	institution. Mother tongue is preferred as a medium of instruction. Preferences are also given to 'Devnagari' for Sanskrit language, English language is also emphasised to promote the strength, usage and vibrancy of Indian Languages.
5. Focus on Outcome based education (OBE):	Focussing on outcome based Education, the Institution monitors continual quality improvement by maintaining academic standards in all spheres. The Institute caters towards fulfilling the requirement of the curriculum. Issues in teaching and learning are taken care of like continuous formative assessment and mapping the curriculum and updating regularly to align with the latest knowledge requirements and to meet specified learning outcomes, so that by the end of the educational experience, each student should achieve the goal. The Institute has already developed well organized mentor-mentee system where the role of the faculty adapts as instructor, trainer, facilitator, or mentor, based on the outcomes targeted.
6. Distance education/online education:	Our IQAC had made comprehensive set of recommendation in the Governing body for promoting online education in the recent case in epidemics in order to ensure preparedness whenever and where ever possible. A dedicated unit for this purpose has been encouraged and developed. An integrated live digital classroom with WebEx is already in action from 16.4.2020. Measures such as online courses, digital repositories, student support services through LMS, Mobile Apps, Books at Door Step, online examination is already in practice. The Institution runs 1 Open University (NSOU) and 1 Distance learning Centre (RBU) successfully.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
401	348	288	242	223
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
43	43	42	38	38

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1790	1753	2082	2159	2119
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
547	547	537	537	493

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
381	575	451	445	326

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
48	47	44	44	45

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
50	50	50	50	50

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 49

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
78.07	185.75	294.98	211.94	103.53

4.3

Number of Computers

Response: 78

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Behala College is affiliated to the University of Calcutta and adheres to its curriculum. For the effective implementation of the curriculum, the college takes several steps like timely preparation of timetable, academic calendar, lesson plan, arrangements for teaching methods to supplement classroom teaching, skill enhancement courses, provision of adequate laboratory and library facilities, and periodic review and evaluation.

Planning for curriculum delivery

- The college has a system to ensure effective curriculum delivery. The principal calls a meeting at the beginning of the year. A strategy is formed and discussed with all the staff members. IQAC suggests the general objectives which are related to our vision, mission and goals and which will be considered by the entire staff member while handling the curriculum. Faculty members prepare annual plans and daily plans systematically to maintain balance between the syllabus and the available time they use different teaching methods-like question-answer method narration method, project method, and lecture method as per the requirement of their subject. Every Faculty member provides the list of text books references books library for purchasing as per requirement.
- The college prepares an academic calendar at the beginning of the year adhering to that prescribed by University of Calcutta with details of commencement of classes, and examinations.
- A timetable is prepared before the commencement of each session/semester. The departmental timetables are approved by the Principal, who supervises the regularity of classes.
- The syllabus is distributed among the teachers in departmental meetings and classes allotted as per the timetable.
- Teachers of every department prepare a detailed month-wise teaching plan according to the syllabus prescribed by the affiliating University and upload it on the Learning Management System (LMS) of the college. This enables the Principal to monitor the progression of syllabus.

Mechanism for effective curriculum delivery

- Apart from conventional chalk and talk method, ICT based teaching learning methods are extensively used. During the pandemic, regular online classes were taken by all departments.
- The college encourages and arranges for educational tours, group discussion and students' seminar for hands-on learning and interactive learning such as department of History, Bengali, Education, Sanskrit, Political Science, Physics.
- Special lectures by academic experts are arranged. To make the curriculum more effective and make the students accustomed with the present trends of teaching methods, UGC and college sponsored seminars and workshops are arranged frequently.
- The syllabus and previous examination questions are made available in the college library

repository.

- Class notes, lecture videos, PPTs and e-books are available in college LMS.
- The college arranges for different certificate courses and skill enhancement courses to supplement the curriculum such as DOEACC (O LEVEL, Java, C, C+), Rabindra Anushilan Kendra, Sukanya, Photography (Basic & Advance), Yoga, Web designing.
- The college undertakes upgradation of laboratories and infrastructural facilities for timely and effective curriculum delivery. College has developed a special PG Lab.
- Besides every faculty member takes review on teaching and other activities through well-designed feedback system. Feed backs are collected from students and alumni and is analyzed critically by IQAC.

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

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

Response:

The college prepares an Academic Calendar centrally in adherence to that of University of Calcutta. It includes important timelines like commencement of classes and examination. It also includes other activities like seminars, invited lectures, tutorial and remedial classes, commencement and result declaration of internal college evaluation, parent-teacher meetings, field trips, excursion, etc. The college takes every care that the planned activities are held in due time.

1. The syllabus is distributed among faculty members in departmental meetings and the detail teaching plan is uploaded in college LMS, which the students can access. They are also circulated among the students.
2. Regular departmental meetings are held to assess the progress of syllabus coverage of each teacher.
3. Monthly attendance reports are sought by the Principal from the departments. Teachers try to know the reason behind the students' absenteeism while mentoring and make necessary interventions, wherever possible. Parents are also contacted and meetings are held with the department/Principal.
4. Continuous internal assessments are taken for evaluation of the students. On the basis of their class response and performance in class tests, remedial classes are arranged for the slow learners.
5. In order to ascertain the compliance of academic calendar by the departments, an internal academic audit by the IQAC /external audit by academic experts is conducted. All curricular aspects, as well as extra-curricular activities, are analysed.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: A. All of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 43

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

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

Response: 26

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	7	6	5

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Link for Additional information	View Document

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

Response: 19.76

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

2020-21	2019-20	2018-19	2017-18	2016-17
241	381	568	415	362

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

1.3 Curriculum Enrichment

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

Response:

The University of Calcutta includes crosscutting issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curricular courses.

1. **Professional ethics** -The UG course in Defense Studies includes ethical issues like Principle of War. Core course and DSE in Food and Nutrition offers an understanding of methods for nutritional assessment and surveillance and role of dietician in hospital. The syllabi of UG Journalism & Mass Communication include different ethical issues in the relevant field.

- The IQAC organized workshops on Intellectual Property Rights to inculcate professional ethics.

- The IQAC organized seminar to create awareness on 'Plagiarism' and disseminate information on what is plagiarism, how to avoid it and what are the tools for checking plagiarism.

1. **Gender issues** are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics, Journalism & Mass Communication and Philosophy. The courses shed light on women's education and inequality and women empowerment. It focuses on their role in literature and social reforms.

- The college collaborates with RAHI Foundation, an NGO working on Child Sexual Abuse and arranges awareness activities like peer team training, poster making, plays, etc.
- The Women Cell celebrates International Women's Day by organizing seminars, participatory activities, filming of relevant documentaries, etc.
- The students take active participation in 'One Billion Rising' – a global campaign to end violence against women.
- The Women Cell invites eminent personalities to deliberate on gender related issues followed by discussions with students.
- The college arranges for self-defence programmes for girl students.
- The NSS organizes awareness programmes for improvement of health and nutrition of women, and handicraft workshop for women empowerment.

1. **Human values** are included in UG course of Philosophy and Education as part of ethics, peace education and value education.

- Human values are fostered through NSS activities like flood relief, donation of clothes, books, stationeries.
- Vivekananda Study Circle organizes workshops and seminars for instilling human value.

1. **Environment/sustainability** is addressed in core, SEC and GE courses of Botany, Geography, Zoology, Economics, Physics, Food and Nutrition, Chemistry. The syllabi focus on different dimensions of environment ranging from ecology, biodiversity, sustainable development, renewable energy, and green chemistry. Mandatory Environmental Studies Course is included in Ability Enhancement Compulsory Course in Semester 2 of the CBCS curriculum.

- The Social Sciences include issues about global warming, Human values (Human rights, Social Changes, social Problems) & competitive examination etc.
- A curriculum of Geography studies and inculcates among the students awareness about Environmental Pollution, Environmental Hazards, Environmental Issues – Global Warming, Ozone Depletion, Acid Rain, Conservation of Natural Resources.
- The NSS organizes cleanliness drives, plantation of trees, celebration of World Environment Day, awareness programs and seminars on importance of saving water, hazards of plastic, etc.
- Seminars are organised on Biodiversity and environmental issues.
- The college has a Bird Watchers' Club that arranges for annual bird watching trips to nearby sanctuaries and water bodies.
- The NSS puts up posters for switching off lights and fans in empty classrooms, encourages recycling and reuse of paper, and use of source segregated waste bins.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

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

Response: 5.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	18	21	17	8

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

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

Response: 48.49

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

Response: 868

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

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

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

Response: A. Feedback collected, analysed and action taken and feedback available on website

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 50.32

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

2020-21	2019-20	2018-19	2017-18	2016-17
737	601	884	828	864

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1598	1598	1573	1573	1464

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 40.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
202	169	232	228	238

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college undertakes online 'Profile Mapping' of students after admission. Their academic, social and intellectual background are mapped and assessed.

1. Teachers evaluate the competence levels of students on the basis of their academic performances in examination as well as their communication in class and participation in discussions.
2. Mentoring system helps in identifying the advanced and slow learners and address their specific requirements appropriately.

Steps for advanced learners

1. The students identified as advanced learners are provided access to journals and advanced books and e-resources on the recommendation of departmental faculty.
2. They are encouraged to make presentations in students' seminar, participate in relevant seminars and workshops. This helps in honing their understanding in their subject and widening the horizon of knowledge.
3. Many departments encourage them to prepare wall magazines.
4. They are encouraged to present papers, participate in science fairs, poster making competitions, etc. Post-graduation students of Chemistry presented paper at the National Symposium held at Birla Industrial and Technological Museum, Kolkata. Students of Physics participated in Science Fair, students of Computer Science participated in powerpoint presentation competition. Students of Department of Chemistry, Behala College bagged the third prize in poster competition organized by Sarsuna College, NSS Unit.
5. Advanced learners are encouraged and awarded for innovative activities. Two students of Mathematics Honours were appreciated for their innovative ideas in making biometric devices for students.
6. Departments like Computer Science and Journalism & Mass Communication take initiatives for internships even if not within their curriculum.
7. Toppers in college examination are awarded.
8. Best library user award is given to students.
9. There is provision for Book bank facility to meritorious students.
10. The library is well stocked with books on career guidance and preparation for entrance and competitive examinations. Departmental faculty encourage the advanced learners to access those books.

Steps taken for slow learners

1. Bridge courses are arranged for newly admitted students in Departments of Journalism & Mass Communication, Food & Nutrition, Economics and Physical Education.
2. Remedial classes are arranged for slow learners.
3. Mentor-mentee interaction enables identifying the causes of their problems and cater to their needs. If deemed necessary, mentors refer students to the psychological counsellor provided by college free of cost.
4. Meetings of parent are held with teachers and also the Principal, if required, to discuss academic and other personal issues and work towards solving their problems.
5. Academic problems are discussed in class and suggestions are made after evaluating internal assessments.
6. Departmental Seminar library enables students to lend books for more duration.
7. The faculty of Department of Education lend complimentary books received from publishers to slow learners.
8. Specific library and laboratory assignments are given to slow learners by Departments of English, Journalism & Mass Communication, Philosophy and Electronics so as to gain an in-depth knowledge and inculcate problem solving ability.
9. They are encouraged to take part in departmental activity to instil confidence in them.

File Description	Document
Past link for additional Information	View Document

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

Response: 37.29

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

Behala College adopts student centric methods to enhance their learning experiences. Some of the endeavours undertaken are:

- As part of the curriculum, excursions are arranged to National parks and bird sanctuaries (Departments of Zoology); top places of geographical importance (Department of Geography); and horticulture garden and botanical garden (Department of Botany).
- One day field trips are arranged for students of Environmental Science, as a mandatory requirement for project work.
- A number of departments supplement their classroom teaching by other participative and

experiential methods. Visits and field trips are arranged to museums, places of historical interest and archaeological sites (Department of History and Sanskrit); to National library, Parliament, Legislative Assembly and press (Departments of Political science and Journalism & Mass Communication).

- Departments of Bengali and Education arrange for educational tours to relevant places like Santiniketan.
- Visits are arranged to todairy farming units, Food festival, Agricultural Marketing Office, Training cum Food Production Centre for Fruit Products, Govt of WB, etc. (Department of Food & Nutrition).
- Visits to science museums (Departments of Physics) and Industrial visits to thermal power plant (Department of Chemistry)and leather goods manufacturing unit (Department of Economics)have been arranged.
- Students participate in science exhibitions, poster competitions, seminars and project works.
- Students undertake internships in media houses, laboratories, and industries.
- Students are encouraged to participate in online courses. A number of students from Departments of English, Political Science, Geography, Journalism and Mass Communication, Computer Science, Zoology have successfully completed such courses from national and international universities and organisations.
- Special training has been arranged on Python programming by the Department of Computer Science.
- Students actively participate in Bird Watchers’ Club and different environment related activities.
- Students of language departments actively participate in RabindraAnushilan Kendra - a literary club on Tagore’s works.
- Students are encouraged to contribute in students’ magazine to hone and showcase their writing skills.
- Students contribute in newsletters published by Library.Students of Journalism & Mass Communication publish monthly newspaper, which is available on the college website.
- Students regularly participate in various co-curricular and outreach programmes.
- Students are encouraged to enrol in certificate courses introduced by the college on Computer Applications, Web designing, Communicative English.

File Description	Document
Link for additional information	View Document

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

Response:

Behala College faculty uses the latest ICT tools to enable better and swifter communication, presentation of ideas in an effective and relevant way and enhance the conventional teaching learning process to make learning more interesting and student friendly.

1. The College has a Wi-Fi Enabled campus which helps the teachers and students to stay connected

to the internet and learn and teach the updated information. The college has ICT Enabled Classrooms having Laptops and Projectors which helps in the e-learning process.

2. The college has an Automated Library with OPAC facility that enables the students to find the availability of books easily. It helps in accessing information from anywhere in the world, easy search and retrieval of information, etc. The library also provides accessibility to e-resources through INFLIBNET to teachers and PG students.
3. The college has well equipped Computer Laboratories in Physics, Chemistry, Mathematics, Computer Science, Zoology, Botany, Food and Nutrition, Geography, etc for practical classes. The Geography laboratory is updated with new software 21st century GIS Professional 2012. The laboratories have access to softwares like Origin, Python, IDLE 3.7, GNU Plot, in Physics department; C, C++ in Mathematics department, JAVA SDK, DEV C++, UNIX (UBUNTU), WAMPP, XAMPP, PYCHARM, MYSQL, NETBIN in Computer Science department, Q-GIS 3.0 in geography department, XL in Chemistry department, SCI LAB, ORIGIN, P-SPICE, V-HDL in Electronics department.
4. Students are encouraged to prepare presentations, assignments, project and field reports using MS Word, MS Power point, MS Excel, and other ICT tools.
5. Teachers have been taking lectures online on Cisco Webex during the pandemic. They have also uploaded video lectures and practical classes on Youtube.
6. Teachers share reading materials, notes and e-books through college LMS, Whatsapp and email.
7. Teachers also use ICT in their routine work like lesson plan through LMS, class tests through Continuous Internal Assessment portal, record keeping of academic and administrative work through Online Teachers' Diary, leave request through online mode, etc.

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

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

Response: 21.83

2.3.3.1 Number of mentors

Response: 82

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 91.2	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)											
Response: 62.65											
2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>31</td> <td>29</td> <td>25</td> <td>27</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	31	31	29	25	27	
2020-21	2019-20	2018-19	2017-18	2016-17							
31	31	29	25	27							
File Description	Document										
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document										
Any additional information	View Document										

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)
Response: 11.4
2.4.3.1 Total experience of full-time teachers
Response: 547

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

2.5 Evaluation Process and Reforms

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

Response:

Behala College is affiliated to the University of Calcutta and is guided by the regulations framed by the University regarding examination and evaluation. Behala College strives to ensure transparent and fair continuous internal assessment.

- The University followed the annual system till the academic session 2017-18. The college arranged for Mid-term tests, class tests and Pre-final tests. Answer scripts were shown to students and marksheets were given to them. Parent-teacher meetings were arranged to apprise them of their wards' performance.
- Since Behala College has gain Academic Autonomy from 2015 to 2019 in the PG Section, the evaluation procedure is controlled by the independent examination cell under the guidance of Controller of Examination, PG Section, Behala College. Though the PG Section is following the syllabus framework of the University of Calcutta, the whole evaluation process is controlled by the college. From 2018 the entire system is under the controlled by the University of Calcutta till date.
- The University introduced CBCS since 2018-19. In this system, 35% of marks are awarded through internal evaluation and the rest 65% is awarded by external examiners in the end-semester examination. For practical based subjects, the distribution is 50% each for internal and external evaluation.
- For non-practical subjects, out of the 35% marks awarded for internal evaluation, 10% marks is allotted for attendance, 10% for internal assessment (IA) and 15% is allotted for tutorial examination. For practical based subjects, apart from marks allotted for attendance (10%) and IA (10%), 30% marks is allotted for practical examination.
- Monthly attendance is calculated by the departments and intimated to the students. Mentors discuss the issue with students with low attendance, suggestions are provided and appropriate steps are taken, wherever required.
- The college follows the pattern of internal and tutorial examination as prescribed by University of Calcutta. The internal assessment is arranged centrally, marks are submitted by departmental faculty and is maintained by the college; tutorial examinations are taken following the guidelines of the university, comprising of term papers, projects, written tests, group discussions, presentations, etc which differs across departments.
- In addition, the departments also arrange for regular class tests for evaluating the students' progress, which are mentioned in academic calendar; answer scripts are shared with the students and remedial classes are arranged for slow learners.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Behala College has developed a robust mechanism to ensure that the process of continuous assessment is transparent and efficient.

- The college has separate Examination Committees for each of the six semesters, which are entrusted with not only conducting the internal and university examinations but also ensuring redressal of any exam related grievances.
- The answer scripts of internal class tests and assignments are shared and discussed with students, and in case corrections in the total of marks or assessment of answers are identified by students, they are immediately addressed by the faculty members.
- The attendance record, which is part of the internal examination, is notified to students on a monthly basis.
- Adequate concession is given in attendance of students on medical grounds and for participation in extracurricular activities.
- If a student is not able to appear for examination due to medical or any other valid reason, internal examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- In case of university level end-semester examination, any grievance of students is communicated by the college to the University authority. If a student is dissatisfied with his/her marks, he/she can apply for review of his/her answer script as and when required by the University after paying the prescribed fee. The University provides the photocopy of answer sheets to students against Right to Information and takes adequate steps for redressal.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Behala College offers 43 programmes in UG and PG. There are 39 undergraduate programmes and 4 post graduate programmes. The college explicitly states all the programme and course outcomes, displays them on college website and also strives towards achieving the learning outcomes objectively.

- The curriculum of all the programmes is framed by the University of Calcutta and Behala College adheres to the curricula. Although learning outcome statement is not well-defined by the University, every department of Behala College takes care to identify the learning outcomes from the courses.
- The programme outcomes and course outcomes are displayed on the college website.
- The outline of the program outcomes is mentioned in the Orientation Programme for the newly admitted students on the day of commencement of an academic session.
- The details of the outcomes that are expected from each course are explained in the departmental Orientation programmes.
- The teachers try to inculcate in students a quest for knowledge and adaptability to the developments in the surroundings as well as their subject matter.
- Students are encouraged to ask questions and are imbued in critical thinking so as to enable them to understand and analyse contemporary societal, environmental and cultural problems.
- Efforts are taken to enhance their communication skills to allow them to exchange ideas, thoughts, and information effectively.
- Training to work in team are imbued by encouraging their group participation in various departmental, cultural and extension activities. Students develop leadership qualities and learn to embrace plurality, respect others' views, mediate in disagreements, while maintaining professional and life ethics.
- Guidance is provided to act responsibly towards our fellow citizens and abide by civic rules and responsibilities.
- Students are made aware to be responsible towards maintaining sustainability in our environment and natural resources so as not to jeopardise the resources available to future generations.

Students get the opportunity to interact with eminent persons in different fields of life, like scientists, academicians, employers in industry, social workers, which provides a wide spectrum to their exposure and understanding

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

Behala College makes assessment regarding attainment of programme outcomes and course outcomes in direct as well as indirect ways.

Direct ways to evaluate course outcomes:

- In adherence to the stipulations of University of Calcutta, apart from the end-semester examinations, Behala College conducts internal examination consisting of attendance (10%), internal assessment (IA) (10%) and tutorial examination (15% for non- practical based subjects)/Practical examination (30% for practical based subjects).
- In addition, Behala College also conducts continuous internal evaluation through class tests, discussions, project-based assignments, which helps to gauge the course outcomes and provides opportunities to students for improvement.
- Practical examinations and viva-voce/group discussion in several curricula enables evaluation of the learning outcomes more objectively.
- After identifying the academically weak students, departmental meetings are held to determine appropriate measures like arranging remedial classes for them.
- The students who receive highest marks in the University examination are awarded, so that it boosts their morale and motivates others to perform well.

Indirect ways to evaluate course outcomes:

- The learning outcomes and the skill, ability and knowledge imparted to students are ascertained by their progression to higher education and placements.
- Students pursue Master degree (M.A/MSc., MCA, MBA) after completion of their graduation; post-graduate students of our college join prestigious institutes for Ph.D programme or engage as Project Assistant.
- Many students qualify for NET, GATE, GRE, IELTS and other competitive examinations conducted by State or Central government.
- The Placement Cell arranges for campus recruitments and students are selected in reputed industries. Students also pursue Internships and are benefitted by career counselling arranged by the Placement Cell. Their successful completion of internships and off-campus placements are also testimony to their learning outcomes.
- The active participation of students in different extension activities, civic and environmental awareness drives, and their confidence and conviction in interviews and competitive examinations indirectly demonstrate the life skills and academic knowledge imparted by the courses taught.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 76.14

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

2020-21	2019-20	2018-19	2017-18	2016-17
381	575	451	444	326

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

2020-21	2019-20	2018-19	2017-18	2016-17
481	586	621	623	548

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.92

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 36.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
6.13	5.87	0.61	18.6	5.6

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 10.42

3.1.2.1 Number of teachers recognized as research guides

Response: 5

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 16.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	3	5	5

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
21	21	21	21	20

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The academic and research expertise of Behala College contributes in creating an ecosystem for sharing of knowledge through collaborations and for innovations through motivation and infrastructure.

The college has entered into MoU with (i) different other colleges for sharing of knowledge, library and research (ii) IT organizations for facilitating internship to students and (iii) Techno International Batanagar, a premier engineering college for enabling our students to participate in workshops and career counselling sessions.

The college has installed Spectrophotometer, which had been funded by RUSA and is primarily used in the Department of Chemistry. However, due to the versatile use of the equipment, it is also shared by the Department of Physics for research. Interdisciplinary training programs have been arranged for operating the equipment. Its use by multiple departments ensures optimal utilization.

The annual performance appraisal system motivates faculty to enhance their research performance. Teachers are encouraged to undergo professional development programmes and organize and participate in conferences, seminars and workshops. Due leave is granted and financial support is provided to participate in India and abroad.

Intra-departmental research collaboration and publication has been done in the Departments of Physics and Geography.

Two students of the Department of Mathematics have successfully devised a biometric tool for students. They have been appreciated by the college.

Students have been taken to industry visits. The Department of Chemistry visited NTPC, while the Department of Economics visited leather export goods manufacturing unit. The hands-on knowledge gives better understanding and instils innovative ideas as well.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 16

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	5	4	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.8

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 9

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 3.27

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
19	27	25	33	45

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Response: 0.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	3	5	8	6

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Behala College acknowledges its responsibility to foster holistic development of the students. The NSS, NCC and Womens' Cell of the college instil a sense of communal responsibility and sensitise students towards important social issues. Some extension activities carried out are:

1. Health awareness programmes by NSS
2. Free health check-ups for the underprivileged in the community
3. Distribution of books, stationaries, food packets, etc to underprivileged students.
4. Awareness programmes on health, hygiene and nutrition for women in the community.
5. Relief work for victims of natural calamities like flood and cyclone.
6. Environmental awareness programmes like plantation of trees, cleanliness drives.
7. Awareness programmes on water conservation and waste management.
8. Participative programmes like poster competition to create awareness on AIDS.
9. Participation of students in Traffic Awareness Rally.
10. Participation in Swachh Pakhwada by NCC Cadets.
11. Participation of students in Swachh Bharat scheme painting competition organised by NCC.
12. Regular participation of NCC Cadets in camps.
13. Gender sensitisation programmes by Womens' Cell.
14. Number of awareness programmes on Child Sexual Abuse by Women's Cell in collaboration with an NGO, RAHI Foundation.
15. Participation of students in Global awareness campaigns like 'One Billion Rising'.
16. Participation of students in dance therapy, street shows, shadow plays, poster making to create awareness on violence against women.
17. Workshops on handiwork training for women in the community for their empowerment.
18. Our student, Priyanka Manna received the Best Cadet Award from the Governor of West Bengal in 2020.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

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

Response: 41

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	9	11	8

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 41.92

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs

awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
252	506	1020	1039	1474

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 36

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	16	6	12

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 31

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	7	6	6	4

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Behala College has adequate infrastructure and physical facilities for teaching-learning.

- The college has two buildings – a four storied and a two storied. A g+8 building is under construction.
- There are a total number of 49 class rooms in the college.

Out of these 49 classrooms, 39 classes are ICT enabled with adequate LMS facilities.

Out of these 39 classrooms, 5 classes are designated as smart class rooms, 2 are seminar halls and 14 classrooms are fully equipped laboratories. All the classrooms are equipped with projectors, 8 rooms have mounted projectors. The college has 5portable projectors which can be used whenever required in whichever classroom, as per requirement.

- There are a total number of 144 computers.
- Out of these 144 computers, 78 are solely designated for the students.
- There are 46 laptops for the teachers and staff, and 2 are for the librarians, 1 for library staff.
- There are 13 computers in the office, 1 in the IQAC, 1 designated for the pg coordinator, and 2 for the examination room.
- There are 3 tablets, 1 for the e-library, 1 for the principal, essentially used for the purpose of calling of e tenders and for the Kanyashree project. And 1 for the office, which is used for the maintenance of RUSA documents and all other official works. There are 24 printers and 10 scanners.
- The college campus is Wi-Fi enabled with 11 access points.
- There are 2 workstations in the departments of physics, and journalism & mass communication.
- Each departmental room is provided with desktops and printer's .Out of the total 21 departments 15 are equipped with departmental seminar libraries. The books in the seminar libraries are accessed through the central library.
- There is a separate reading area for the faculty, and the ug and pg students. The library has approximately 29000 books and subscribes to 7 journals. It has a stock of 151 books and magazines for competitive and entrance examinations. The books have RFID tags.
- The library is equipped with 2 barcode scanners, a RFID enabled Anti-Theft gate and RFID enabled book drop box machine for the self-return of issued books.
- Students have barcode- enabled ID cards that also serve as library book lending card.
- The college is a member of N-List and NDL, providing free access to e-resources. Apart from this, the college also provides links to free e-books and e-journals through its portal, to the students of the college. 5 daily newspapers and 4 magazines are available in the library.
- The library uses KOHA library software and has web-OPAC.
- The college has developed a **Library Mobile Apps** that can be installed in any android phone. The app can access an online platform '**Books at Doorstep**' that helps in: (i) searching library books through web-OPAC (ii) accessing N-List database; (iii) reading newspapers; (iv) checking new

- arrivals at library; (v) obtaining scanned portions of relevant books, as requisitioned by students.
- The library has rare books, digitized old books, 2 manuscripts and a few rare coins.
- There are two photocopiers.

File Description	Document
Upload any additional information	View Document

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

Response:

In adherence to the policy of ensuring holistic development of students, Behala College maintains adequate facilities for cultural activities, sports and gymnasium. Regular cultural activities are organized; the college organizes Annual Sports every year with active participation of students and teachers. Behala College has hosted the District level Sports in 2014-15 and 2015-16 and the State level Sports in 2017-18.

Facilities for Sports

- There is a basketball court in the college premise measuring 91'5" x 49'5".
- There is a Memorandum of Understanding with Behala Govt Quarters Recreation Club Ground, which enables the college to use the ground (55m x 46m) for Annual Sports, playing football and other outdoor games.
- The college has equipment for other outdoor games like cricket, badminton, volleyball, discus throwing, shotput, javelin, high jump, etc.
- Indoor games facilities include table tennis, carom, etc.
- The students are trained under a professional trainer and faculty of the Department of Physical Education.
- There are facilities for medical support, drinking water, jerseys for college team members.

Facilities for Cultural Activities

- The Cultural Committee is in charge of mobilizing students and organizing different cultural activities throughout the year.
- The Committee arranges programmes on dance, music, photography, debate, quiz, poster making, etc.
- The college has a sound system, 3 microphones, a still/video camera.

Facilities in gymnasium and Yoga centre

The college has gymnasium for students and teachers. The gymnasium measures 24'9"x23'6". It has facilities like twister, jogger, exercise cycle, bench traction, climber machine, handles, fixing nut, weighing machines, etc.

The college has Yoga facilities and a trained instructor for training the students. Apart from offering a certificate course on Yoga, many interested students also practice Yoga under the guidance of the trainer.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 79.59

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 39

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document

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

Response: 54.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
26.2	110.64	204.39	104.2	60.68

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The partially automated system of Behala College Library started in 2013 with KOHA, a library automation software (version 3.12.8), which was replaced in the year 2017 by version 16.1.10.000 of the KOHA server that was migrated to Cloud and made the ILMS fully automated. The college library was equipped with the following features in the previous system:

- i. A database of library books could be created
- ii. Patron database was created and got updated from time to time
- iii. Patron could search the library holdings from OPAC (only within the library premise)
- iv. Records of daily circulation could be updated regularly at the end of the working hour
- v. Reports could be generated

However, this system had some drawbacks as well which are as follows:

- i. The gradual increase of the size of the library database increased the risk of crashing the server machine
- ii. The backup had to be taken on a regular basis which was a strenuous job

The new system enabled the library to get rid of the above problems. Moreover, it has the following features leading to a fully automated system:

- i. Fully automated circulation system, that is, the introduction of barcode enabled student ID cum library card
- ii. Completion of RFID tagging (started in 2016). RFID drop box helps the patron in Self return of issued books. As soon as the book gets checked in the KOHA database patron receives a transaction slip as well as a confirmation SMS.
- iii. RFID antitheft gate helps to reduce the manual labour of the library staff.

iv. Printed receipt of fine payment can be provided to the patrons.

v. Introduction of WEBOPAC helps the users to search or add books to the cart for future use. They can reserve library books anytime from anywhere.

vi. To increase the accessibility of the users, a mobile app is linked to the library database

Considering the above features, Behala College library may be attributed with the status of "full automation" with proper justification of the term.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

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

Response: 5.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
7.98	3.66	5.55	7.85	1.04

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 8.49

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

Response: 156

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Behala College has adequate ICT facilities that are frequently updated.

1. There are 98 Desktops in the college and 46 Laptops for teachers and office staff, which are updated as and when required.
2. Seminar rooms have been upgraded and virtual class set up in a room.
3. The college has a Wi-Fi enabled campus with 11 access points introduced on 16.03.2016 with 100 MBPS bandwidth.
4. The library uses KOHA software which has been upgraded to cloud version.
5. The Department of Geography uses paid software: 21st century GIS Professional 2012; free softwares are used for teaching learning like Origin, Python, IDLE 3.7, GNU Plot, in Physics department; C, C++ in Mathematics department, JAVA SDK, DEV C++, UNIX (UBUNTU), WAMPP, XAMPP, PYCHARM, MYSQL, NETBIN in Computer Science department, Q-GIS 3.0 in geography department, XL in Chemistry department, SCI LAB, ORIGIN, P-SPICE, V-HDL in Electronics department.
6. The Teaching Aid Software, used earlier for uploading lesson plan, study materials, internal question papers, etc. was replaced by Learning Management System in 2018, which has additional features of uploading videos, e-books, university questions, powerpoint presentations, notices, and recording results of students.

7. Complete online admission has been introduced from 2015; Online submission of marks and result declaration and generation of marksheet of Test Examination alongwith percentage of attendance has been subsequently introduced; examination software has been introduced for conducting university examination since 2020.
8. Online feedback is obtained from stakeholders and is revised time-to-time.
9. Office softwares like Tally ERP and file tracking system are used for convenient and speedy work. The college has provision for system generated provident fund statement for teaching and non-teaching staff.
10. The college website is maintained and upgraded regularly under an annual maintenance contract. It has different portals with latest updates.

File Description	Document
Upload any additional information	View Document

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

Response: 22.95

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

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 29.25

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

2020-21	2019-20	2018-19	2017-18	2016-17
35.70	51.29	41.60	65.30	29.01

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

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

Response:

Behala College ensures the availability of latest equipment and up to date infrastructure for the overall benefit of the students. There are dedicated committees and a provision for budget for the maintenance and upkeep of different facilities. A short and to the point account of the topic in discussion is given here for an overall idea at a glance:

Maintenance of Departmental Requirements:

Behala College has twenty one departments. To meet up departmental requirements like laboratory equipment, stationary goods, furniture etc., in charges of the concerned departments submit written requisitions. Required items are provided within a short time through a proper procedure. A separate logbook is maintained for this purpose.

Maintenance of Classrooms:

Day to day cleaning and maintenance of classrooms and laboratories (often used as classrooms) is accomplished by the supporting staffs of the college. The corridors, washrooms are also cleaned up in regular basis. The college, however, resorts to external agencies in case of major issues like major renovations.

Maintenance of Laboratories:

- i. Physical verification of laboratories is done at the end of each session by a committee appointed by the Principal.
- ii. Safety measures and instructions pertaining to the use of equipment inside the laboratories are put to display for the users.

iii. Two fire extinguishers are placed outside the laboratories for emergency.

Maintenance of Computers and Internet facility:

i. Adequate number of Computers with internet connections and utility software are apportioned with AMC by the service provider.

ii. Computers are facilitated with anti-virus software for cyber safety of the database.

iii. Entry-in-service, a software which support the students for preparing them for competitive exam with nominal fee is updated and maintained by the college.

Maintenance of Library:

i. In Behala College, two Librarians are there to regularly issue books to the students and to maintain library stock and rare books with the help of two supporting staff of the library.

ii. Measures taken for proper cataloguing and up gradation of the catalogues

iii. There are policies to entail payment of fine in case of loss, damage, misuse of books and membership cards, and also for late return.

iii. Provision of budget is made to each department for purchase of books for departmental seminar library as well as for central library.

iv. Annual stock verification is done of the central as well as of the seminar libraries.

v. Weeding of old editions and obsolete books are done.

vi. Activities like fumigation and pest control in library are done annually by external agencies.

Maintenance of Electronic Equipment and Machines:

Equipment like electricity generator, water purifier, air conditioning machine, close circuit cameras, cooler, pump, lift, sanitary napkin vending machine, sound system, microphones, projectors etc. are taken care and repaired as and when required by AMC.

Maintenance of Garden and Pond:

i. Behala College has appointed a full-time gardener in contractual basis to maintain the garden. The Garden Committee is in charge of supervision as well.

ii. The soil has to be prepared for plantation of saplings and regular care like watering, manuring with organic fertilizer, using organic pesticides are done properly.

iii. The vegetable garden that yields in seasonal vegetables are sold to the staffs of the Behala College as well as in the nearby market. A good amount of revenue is generated by selling them and a proper audit record is maintained by the college.

iv. Plantation of flower plants and cutting, pruning, weeding etc. are done for the beautification of the garden.

v. For pisciculture in the college pond, the water has to be purified with lime at first. The fishes are to be fed and the water has to be cleaned up by netting. The Committee has also arranged for environment friendly embankment of the pond.

Preservation and Selling of Food Items:

Department of Food and Nutrition preserves and stocks ingredients like butter, eggs etc. and food items prepared by the students like jam, jelly, ketchup, pickles, chocolates etc. in the refrigerator. This department arranges 'Food Festival' in the 'Nutrition Week' (observed in the month of September) to sell the foods and beverages prepared by the students and maintains a record of it.

Maintenance of Canteen:

i. Behala College has a subsidized canteen to cater food and beverages to the students as well as the staffs of the college and the Canteen Committee is there to supervise the quality of food as well as maintenance of hygiene.

iii. The canteen hall adjacent to the kitchen, a big and airy place with a proper sitting arrangement utilized mostly by the students is cleaned up regularly as well as the utensils and other cooking equipment inside the kitchen.

Maintenance of Sports Equipment:

The basketball court is checked regularly to find whether any repairing or damage control is required. Sports equipment like cricket bats, cricket balls, footballs etc. are purchased and upgraded as per requirement.

Maintenance of Gymnasium:

The Gymnasium instructor regularly checks the equipment like tread mill, cycles, leg-press and they are repaired or replaced when deemed necessary.

Committees at Work for the Maintenance:

There is a Development Committee and a Purchase Committee in the college to manage all the purchase and maintenance related responsibilities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 22.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
373	520	366	392	510

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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

Response: 20.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
1677	2	11	34	94

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

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

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

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 60.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
913	1179	1340	1455	1128

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 5.03

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

2020-21	2019-20	2018-19	2017-18	2016-17
23	15	35	24	11

File Description	Document
Upload any additional information	View Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 83.46

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 318

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

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

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

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

Response: 69

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	38	14	5	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

Students in Behala College have representation in various decision-making bodies, co-curricular and extra-curricular committees and they are actively engaged in the different activities thereof.

Administrative responsibilities

The college has a committed Students' Union. Every year an election of the Students' Union is held whereby the General Secretary and Class Representatives are elected in accordance with University of Calcutta regulations.

The General Secretary of Students' Union is a member of the Governing Body of the college, IQAC and Anti-Ragging Committee and Students' Grievance Redressal Cell. There is student representation in Internal Complaints Committee as well. Students have representation in different committees for extra-curricular activities like Sports Committee, Cultural Committee, Magazine Committee, etc.

The class representatives coordinate with the students and assist the departments in promoting academic and extracurricular activities. They also play an important role in mobilizing students for extracurricular events organized at the college level.

The Students' Union organizes Freshers' Welcome, Annual Social and Saraswati Puja. It celebrates important dates like Rabindra Jayanti, Teachers' Day, International Language Day. It organizes different programmes like sapling plantation (Briksha Ropan), Quiz, Debates. It assists the Sports Committee in

organization of Annual Sports, Inter-college Football Tournament and Cricket Tournament.

Engagement in Co-curricular and Extra-curricular activities

Students of Behala College regularly participate in inter-college competitions on music, dance, elocutions, quizzes, photography and win prizes. They also take part in seminars, essay competitions and Youth Parliaments.

Students are engaged in programmes like self-defence workshops, cleanliness drives, health awareness drives, blood donation camps, soft skill enhancement workshops, sapling plantation drives, and social awareness campaigns. They also participate in programmes Swaccha Pakhawada, NCC camps, Youth Parliament, Environment Day rallies, poster competitions on social issues like AIDS, child sexual abuse, etc.

Students are actively involved in social outreach programmes for economically weaker and underprivileged sections of the society like donating books, clothes, shoes etc. to the needy and assisting NSS in carrying out relief work to flood victims. Participation in such projects fosters the spirit of community responsibility.

File Description	Document
Upload any additional information	View Document

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

Response: 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	43	21	14	9

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

5.4 Alumni Engagement

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

Response:

Alumni Association of Behala College is a registered association (**West Bengal ACT, XXVI of 1961, Reg No – S0025333**) that contributes significantly to the development of the institution. Alumni Association is the mirror of the college, reflecting the professional and personal achievement of the students. The number of registered Alumni presently stands at 330.

Vision: Aims to create a beneficial bond between present students and alumni.

Mission:

- 1) To promote exchange of academic and other experiences with the present students.
- 2) To advice and conduct activities motivating skill of the students.
- 3) To provide career guidance to present students by notable alumni.

The Alumni Association organizes reunions of ex-students; arranges for cultural programs, and collaborates with NSS in participation and contribution in social activities. Distinguished Alumni members regularly share their expertise on key development areas such as soft skill development, career growth, etc. and are actively involved in advising the Placement Cell of the college.

Some of the salient activities of the Alumni Association are:

- Organization of Bijaya Sammilani of West Bengal Principals' Council
- Donation and active participation in the distribution of books to underprivileged children in collaboration with NSS;
- Sponsoring of writing desks of the seminar hall and wall fans to the library;
- Arrangement and organization of re-union of retired teaching and non-teaching staff;
- Active participation in Covid relief programme.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The vision of Behala College is ‘to provide education for knowledge, wisdom, emancipation and enhancement of capabilities’. The leadership and governance ensure an environment conducive for attaining the vision and the mission of the college based on participative management and decision making. The policies and actions are commensurate with the motto of the college, “*Nishidin alok shikha jwaluk prane*” (Let the flame of light glow in the soul eternally).

The mission of the college is ‘*Education for All irrespective of caste, creed, religion, gender and economic status*’. It reflects the principles of inclusion, responsibility and social accountability. The college caters to the educational, social, cultural and economic needs of the society. Policies are framed in adherence to these inherent values.

The Governing Body and the Principal together work towards framing and implementation of the institutional quality policy. Various administrative and academic departments of the college are effectively governed through IQAC, Teachers’ Council, Development committee, Research Cell, etc. to uphold the vision and mission of the college.

Different committees under the convenorship of a teacher or a non-teaching staff assist the Principal to work for overall management of the various operations of the college, such as, admission, academic coordination, conduct of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, etc.

The management mobilizes funds for upgradation of infrastructure, laboratory, library and office, along with creating environment friendly campus/premise.

Perspective plans toward accomplishing the vision and mission of Behala College

- To enhance the quality of education, the college has introduced a number of new subjects, Post-Graduation and certificate courses.
- To broaden the exposure of students, the college has entered into MoU with other institutions, arranges for faculty exchange, talks by eminent experts.
- To inculcate research culture, faculty development programmes are arranged, financial support is provided for faculty participation in seminars and encouraged to publish research papers.
- To cater to the changing needs of the students, classrooms and laboratories have been extended and upgraded with high speed internet facilities.
- Library facilities have been thoroughly upgraded with extensive provision of digital resources.
- To promote inclusivity, different awareness programmes, seminars on human rights, International Language Day are organized.
- Different gender sensitization drives are organized and International Women’s Day are celebrated every year. The college also collaborates with an NGO – RAHI Foundation for participation in

gender themed street plays, dance, rallies, training program etc.

- For the holistic development of students, extracurricular activities and cultural activities are organized.
- Sports infrastructure and gymnasium are facilitated for physical fitness of students.
- Psychological counselling, mentoring and awareness drives on mental health issues are arranged to ensure the overall well-being of the students.
- The Placement Cell that organizes campus recruitment drives, workshops on job opportunities, and soft skill.
- To empower students in the job market, ‘entry-in-service’ software is provided that helps in preparation of competitive examinations, campus placement drives are arranged, soft skill development workshops are organized.
- To empower the girl students, in particular, the college arranges for self defence and Yoga courses.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Behala College follows the practice of decentralization and participative management in academics, administration and extra-curricular activities. The Principal works on the advice and active co-operation of the IQAC, Teachers’ Council, Office and different subcommittees delegated with distinct responsibilities.

Decentralization in academic matters

- The IQAC proposes different policies for quality improvement in teaching-learning. The Principal places the proposal to the management of the college and implements them with the help of the IQAC.
- An active role is also played by the Teachers’ Council. It is chaired by the Principal and an elected teacher is the secretary to the Council. It discusses different academic issues like examination, result consideration, attendance, etc.
- The Admission Committee and the Academic Sub-Committee conjointly shoulder the responsibility related to admission. The Routine Committee prepares the timetable by co-ordinating with each of the department. The Library Committee looks after the purchase, subscription, maintenance and upgradation of library facilities. The Sports Committee organizes Annual Sports, Kite festival and cricket and football tournaments.
- The Departmental Head of each department maintains liaison with the Principal and other members of the departmental faculty.

Decentralization in administrative matters

- Three faculty are elected as Teachers' Representative in the Governing Body of the college. Senior faculty member act as Bursar, Co-ordinators of Post-Graduate Studies, and distance learning centres of Rabindra Bharati University and Netaji Subhas Open University.
- Teachers fulfill their executive responsibilities as members of Finance Committee, Development and Purchase Committee.
- Teachers are also members of Anti-Ragging Cell, Discipline Committee, Student Advisory Committee, Internal Complaints Committee and Anti- Sexual Harassment Committee.
- For upgradation and maintenance of facilities, the college has Garden Committee, Canteen Committee, etc.

Decentralization in extra-curricular activities

- Teacher representation and leadership is evident in extension activity committees like NCC, NSS, and other student-centric committees like Cultural Committee, Placement Committee, Student Welfare Committee.

Participative management is visible in students' representation in administrative bodies, IQAC, student affairs, sports, etc. Student office bearers are assigned responsibilities of leadership, and management of Annual Social, arranging seminars, Saraswati Puja, extracurricular activities like blood donation camps, etc. Non-teaching staff have representation in the Governing Body, IQAC, Admission Committee and other important committees.

Case Study: Online access to study materials and implementation of Online classes during the pandemic

- Immediately after the declaration of lockdown in March, 2020, the Principal and the IQAC felt the need to take steps for continuation of academics for the benefit of students.
- An online Teachers' Council was called to discuss the issue and it was decided that before formally initiating online classes, study materials to be uploaded in college LMS.
- Departmental faculty co-ordinated among themselves to regularly upload e-resources in accordance with the timetable.
- Subsequently, the IQAC and Principal worked upon using **Integrated Online Live Digital Class with Webex**.
- All departmental heads participated in customizing the Webex interface. Separate classrooms for each faculty member was created and attendance of students and teachers were recorded.
- Unanimous decision was taken to upload videos, lecture notes and practical classes on LMS.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies. At the beginning of the academic year, the IQAC chalks out the strategic plan of events and activities related to quality enhancement. At the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

Development of library facilities constitute the backbone of effective teaching learning. The Institutional Perspective and Long-term Strategic Plan related to library upgradation has been successfully implemented with the active support of Library Committee through the deployment of Action Plan for the following initiatives:

- Barcoding and RFID tagging of books.
- Installation of RFID enabled anti-theft gate and RFID enabled book drop-box machine for self-returning of issued books.
- Introduction of barcode enabled ID cards that also serve as Library book lending card.
- Development of Library Mobile app that can be installed in any android phone. The app that helps in: (i) Searching library books by using WEBOPAC function; (ii) Accessing NLIST database; (iii) Reading newspapers; (iv) Using Entry-in-service; (v) Checking new arrivals at library; (vi) Accessing syllabus and University questions; (vii) Obtaining scanned portions of relevant books as requisitioned by students.
- Book exhibition for teachers and students.
- Access to a large number of e-books and e-resources in the library.
- Preparation of detailed tutorial to make students aware of how to reap the maximum benefit of digital library during homebased study in the times of pandemic
- Organization of seminars and Intercollege competition on Librarians' Day.

File Description	Document
strategic Plan and deployment documents on the website	View Document

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

Response:

The organogram of Behala College reflects the democratic character of governance. The organizational structure of the College consists of the Governing body, the Principal, the teaching staff, the non-teaching staff and the students.

The **Governing Body** of the College under the leadership of the President discusses issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of college.

The **Principal**, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the ex-officio chairperson of the Teachers' Council. The Principal is assisted by the Departmental-in-Charges, the IQAC, the Teachers' Council and the Non-Teaching Staff which comprises of the Head Clerk, Accountant and Office Assistants. The HOI monitors the campus through close circuit camera and thus e-Surveillance is active. At present 84 CC TV cameras.

The **Teachers' Council** plays an active role in effective planning and implementation of academic activities like teaching-learning, academic administration, curricular and extracurricular activities.

The **Departmental-in-charges** work in collaboration with the Principal and their respective departments in accomplishing the academic, financial and co-curricular requirements of the departments.

The **Internal Quality Assurance Cell (IQAC)** works towards realization of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. The IQAC conducts internal academic and administrative audit of departments and physical verification of laboratories to monitor and ensure quality in the college. Various skill-based and quality events are also conducted by the college under the aegis of IQAC.

The **Bursar** is appointed by the Governing Body on the recommendation of the Principal. The Bursar manages matters related to internal finances and financial audit of the college. The Bursar also ensures effective utilization of funds available for developmental purposes. Financial decisions are taken by the Bursar and the Principal in consultation with the Governing Body.

The library is headed by the **Librarian** who supervises the library assistants and attendants in maintaining the upkeep of the library. The librarian also works with the Library Committee in upgrading academic resources and facilities in the library.

The **Student Council** addresses student related issues and organizes extra curricular activities in collaboration with NSS, NCC, Cultural Committee, Sports Committee, Magazine Committee, etc.

The **Administrative Staff** of the college is also characterized by a well-defined organizational structure, with positions according to the University of Calcutta rules and the UGC. The administrative decisions are implemented through Head of the Institution, assisted by the Head Clerk, Accountant, Cashier and a team of staff from the administration and the accounts section.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration

2. Finance and Accounts

3.Student Admission and Support

4.Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Welfare measures for teaching staff

Financial –

- Teachers are eligible to obtain the benefits of Group Insurance Scheme (GSLI).
- Teachers are members of registered Staff Cooperative of the college and can avail loan facility as and when required - 100% of those who applied have availed the benefit.
- They can also avail loan facilities from Provident Fund as per Government rules.
- Superannuated teachers and non-teaching staff have been felicitated in appreciation of the services they had rendered.

Professional development

- Professional development programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.
- Permission is duly granted to participate in Refresher Courses/ Orientation Programmes/ Short-Term Courses to the teaching staff for professional development.

ICT Facilities –

- The college has a fully Wi-Fi enabled college campus.
- The college provides infrastructural support in Physics and Chemistry laboratories to facilitate research work by faculty.
- The college has provided laptops to every teacher appointed on a substantive basis.
- Desktop facilities are also provided in the Library and Teachers' Lounge for their use.

Support Facilities –

- The college has a Canteen that serves nutritious and hygienic food.
- RO based water purifier for clean drinking water, refrigerator and microwave facilities are provided in Teachers' Lounge.
- The college provides ATM facility within the college campus.
- Facilities such as elevator, ramps, braille, wheelchair, etc. are provided for differently abled teachers.

Recreational Activities for Physical and Emotional Wellbeing –

- Annual picnic is organized for both teaching and non-teaching staff.
- Separate departmental rooms are provided to the teaching staff.
- Gymnasium facilities are provided alongwith trained instructors for teachers.
- Both teaching and non-teaching staff are encouraged to participate in games on Annual Sports Day.
- Teachers, non-teaching staff and students participate in friendly football and cricket matches.

Welfare measures for non-teaching staff

- Non-teaching staff are eligible to obtain the benefits of Group Insurance Scheme (GSLI).
- Non-teaching staff are members of registered Staff Cooperative and can avail loan facility as and when required.
- Casual staff get benefits of Employees' State Insurance Scheme (ESI).
- They are also under the scheme of Employees' Provident Fund (EPF).
- Non-teaching staff are provided with financial support by the college for their professional development. The college contributed Rs. 23000 for computer training of its non-teaching staff.

File Description	Document
Upload any additional information	View Document

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

Response: 9.74

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	3	9	3

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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

Response: 5.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	6	9	3	7

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

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

Response: 22.91

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	12	12	4	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Behala College has Performance Appraisal System for both teaching and non-teaching staff.

Teachers' Appraisal

Teachers' appraisal is based on three approaches **Career Advancement Scheme (CAS), 360-Degree Teachers' Performance Appraisal and Teachers' Online e-diary.**

Career Advancement Scheme (CAS):

Career Advancement Scheme for all teachers who become eligible for the different stages of promotion. Academic performance of each individual teacher comes under serious scrutiny by IQAC and recommended to the Governing Body for approval and finally forwarded to the DPI, Govt. of West Bengal

360-Degree Teachers' Performance Appraisal

- The objective of the 360-degree appraisal of teachers is to acquire a better understanding of their relative strengths and weaknesses for the purpose of their qualitative development.
- Appraisal is sought from all stakeholders through
 - Self-appraisal
 - Online feedback of students
 - Principal's appraisal
 - External expert's assessment
- The same questionnaire is forwarded to teachers and students. The questionnaires are available on college website. It is structured to get responses for parameters like communication skills, subject knowledge, discipline, work-ethics, effective curriculum delivery and the teacher's ability in creating an interactive, discussion-oriented and democratic classroom.
- The Principal appraises teachers on their administrative and other performances in the college.
- The external expert appraises the teachers on the basis of the academic development like research and publication performances.
- The report is auto-generated and considers the responses from all the four quarters. On the basis of the report, the Principal discusses with the respective teachers on necessary actions for improving

their performance.

- The system is a comprehensive, transparent, unbiased and extremely effective in improving teaching and research performance of teachers

Teachers' Online e-diary

- Behala College has developed an online system to maintain a systematic, retrievable record of duties discharged by teachers.
- The teachers can record their daily academic, administrative and co-curricular activities.
- Monthly and annual reports are generated on attendance, classes taken, other duties discharged, academic achievements outside college and leave record.
- It also has the provision of online leave request and sanctioning.
- The Teachers' e-diary provides an insight into a teacher's own assessment of effectiveness of teaching and involvement in both academic and administrative activities and is an effective mechanism for self-appraisal.
- Through this system, a teacher can showcase his/her continuous professional development (paper presentations, publications, seminars and conferences attended) etc.
- This ICT-based method for documentation is convenient for administration in monitoring as well as teachers for career advancement.
- This is also an effective method of regular self-appraisal and appraisal by the college authority.

Appraisal of non-teaching staff

The non-teaching staff at Behala College comprises a diverse support staff which functions as the backbone of the college. This includes the administrative and accounts staff, the laboratory staff, and the library staff.

- Appraisal of the non-teaching staff is done by the heads of respective departments – Office staff are appraised by the Head Clerk, staff in the Accounts section are appraised by the Accountant, laboratory assistants and attendants are appraised by the respective Departmental In-charges, and the library staff are appraised by the Librarian.
- The Principal meets with the non-teaching staff once in a month for corrective measures and improvements in performances.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Behala College conducts both internal and external audit of the college books of accounts for the respective financial year.

Internal Audit

- The financial affairs are managed and monitored by the Bursar, Accountant and Finance Committee headed by the Principal.
- Proper procedure for purchases is adopted - quotations are called for and prices are compared.
- The Institution has formed a Purchase Committee for the purpose. The Finance Committee monitors the entire process.
- For the grants received from the UGC, RUSA, Higher Education Department and non-government sources, utilization certificates are prepared according to the allowed expenditure under various heads.
- Every year, in the initial stage, the Accountant prepares the financial data. This is again verified and scrutinized by the Bursar and the Principal for clarity, authenticity, transparency and financial accuracy.
- For Internal Audit, the college appoints a qualified Chartered Accountant with approval from the Governing Body. The Chartered Accountant meticulously audits the finance-related documents for all transactions.
- It is an audit of balance sheet, general fund income and expenditure, and receipt and payment account.
- The college also performs Leave Audit and Service Book audit. The leaves of all teaching and non-teaching staff are scrutinized and recorded as authorized/unauthorized. The Service Books are updated regularly.

External Audit

- The external audit takes place annually after the completion of every financial year under an External Auditor recommended by the Government of West Bengal.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.
- Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked.
- The Utilisation Grant Certificates are also audited by the external auditor.
- Questions of any kind during the audit are promptly addressed by presenting relevant documents to the auditors. Every effort is put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction.
- Upon meeting the norms, the college is then presented with the signed audit report.

Year of Audit	Internal Auditor	External Auditor
2014-15	Debabrata Bhattacharya & Associates	J.L. Sengupta & Co.
2015-16	Debabrata Bhattacharya & Associates	G. Pal & Associates
2016-17	Debabrata Bhattacharya & Associates	G. Pal & Associates
2017-18	Debabrata Bhattacharya & Associates	Asish Datta Roy & Co.
2018-19	J.L. Sengupta & Co.	Asish Datta Roy & Co.
2019-20	J.L. Sengupta & Co.	Asish Datta Roy & Co.

File Description	Document
Upload any additional information	View Document

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

Response: 7.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
.695	1.72	1.17	2.87	1.25

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

Behala College strives to mobilize funds for infrastructure development and student welfare from other sources and also by exploiting internal resources. It also takes every step to optimally utilize the resources following proper procedures.

Mobilisation of funds

- During the last five years, Behala College received the major funds from Higher Education Department, Government of West Bengal. The College also received fund from RUSA for infrastructure building.
- Funds are also generated from certain components of students' fees, self-financed and certificate courses. The college follows the policy to refund fees to students against cancellation of admission.
- Funds are generated from rent received from ATM let out to a nationalized bank.
- Co-ordination shares are obtained from Rabindra Bharati University and Netaji Subhas Open University.
- The college receives premises utilization charges from DOEACC and other organizations for holding competitive examinations.
- Funds are also mobilized from various government and nongovernment sources for the purpose of research and projects. Funds were received under 'Gyandhara' from P.C. Chandra Group for purchasing library books, rainwater harvesting and ICT infrastructure development. Faculty from several departments apply for research projects under schemes such as DST; and for several projects funded by UGC, ICSSR, etc.
- Funds are received from government agencies, private donors, alumni and members of teaching staff for scholarships of students and upgradation of college facilities.
- Funds are received from sale of vegetables produced in the college garden and pisciculture carried out in the college pond.

Utilization of Funds

- Departmental heads place their requisition of equipment, books, furniture, ICT resources, etc. at the beginning of the session. This is to ensure timely and routine maintenance and upgradation of laboratories, library, computing facilities, classrooms, and equipment and facilities.
- The College has a Development & Building Committee, Purchase Committee and Library Committee that help in the preparation, division, allocation and utilization of funds. The allocations are reviewed by the Finance Committee and then ratified by the Governing Body.
- All purchases are done through a tender system. Each and every transaction is supported by the vouchers.
- The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors.
- All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Only authorized persons by management can operate the transaction through the bank.
- The Accounts section uses Tally Software, so all the entries can be monitored by the college authority.
- All financial documents and bills are processed by the accounts section, the Bursar and the Principal.
- Fees received from students are used for development of the college, and payment of salary to staff, and are properly audited.
- Physical and academic facilities are augmented for students; Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased.
- Workshops and seminars are organized, Guest lectures, field trips, industrial visits are organized for students.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

Two practices institutionalized as a result of IQAC initiatives are:

1. Effective use of ICT in teaching-learning-evaluation methods:

- The college Learning Management System (LMS) was introduced by the IQAC to develop, deliver and track learning resources to students. It enables communication of academic plans, lecture notes and videos, course contents, attendance records to students. It has proved to be a boon in reinforcing online classes during the pandemic.
- The college has developed a customized live digital classroom, which had been extremely effective in continuing teaching-learning during the pandemic. The class attendance record is maintained. Different online programs are also held through this system.
- The IQAC has taken initiatives in enabling the facilities of powerpoint projectors in all classrooms. Separate PPT classes are also allotted for each department, in which teachers use audio-visual method of teaching.
- The IQAC has introduced an online scheme 'Books at doorstep' that enables students to access different learning resources. It helps in: (i) Searching library books by using WEBOPAC function; (ii) Accessing NLIST database; (iii) Reading newspapers; (iv) Using Entry-in-service; (v) Checking new arrivals at library; (vi) Accessing syllabus and University questions; (vii) Obtaining scanned portions of relevant books as requisitioned by students.
- Digital library facilities like INFLIBNET-NLIST and e-resources provide a repository of articles and e-books for teaching and research purposes.
- An online examination portal has been developed to facilitate holding of online internal as well as University examinations. Students can download question papers uploaded by teachers, write the answers and upload the scripts. The teachers check the scripts online and evaluation is made.

1. Promotion of research

The IQAC recognizes the significance of promoting a research environment amongst teachers and students. It takes a number of initiatives to motivate teachers to this end.

- The IQAC encourages teachers to undertake research projects. The Research Cell guides them to write proposals to funding agencies like UGC, DBT, ICSSR, etc. and oversees the entire process.
- The college has taken initiatives to apply for interdisciplinary DST project.
- Young teachers are encouraged to pursue doctoral research.
- Experienced teachers are also encouraged to act as research guide.
- Teachers are encouraged to publish intra-disciplinary papers.

- Teachers who present papers in seminars and conferences are reimbursed with the registration fees as an initiative to motivate them.
- The IQAC provides the latest information about journals enlisted in Scopus/Web of Science and UGC Care list and encourages them to publish in those quality journals.
- The IQAC organizes FDP to bring the knowledge of the teachers at par with the latest developments in their respective disciplines.
- The IQAC organizes National and International level Seminars and Conferences on cross cutting and relevant themes/sub themes.
- The IQAC organizes ICT workshops to enable teachers to intersperse technology in curriculum to make the art of classroom pedagogy more relevant and interesting for students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The post accreditation initiatives with respect to **institutional reviews** of teaching learning reforms facilitated by the IQAC are:

1. Internal Academic Audit

- Annual Academic Audits are conducted internally by IQAC at the end of each academic session.
- After the completion of an academic session, the IQAC seeks departmental profiles with detailed information on admission, class load, curriculum implementation, experiential learning methodologies adopted, examination results, extracurricular activities, and research output of teachers.
- The IQAC analyzes the departmental performances and gives constructive feedback to the departments suggesting measures for internal quality enhancement and setting higher goals to meet new challenges.
- Review of teaching-learning-outcome is also carried out by collecting online feedback from students regarding curriculum delivery and implementation.

The initiatives with respect to **institutional implementation** of teaching learning reforms facilitated by the IQAC are:

1. Upgradation of Teaching Learning Facilities

- New Honours courses in 5 subjects and 3 new PG courses were introduced as a post accreditation initiative.
- The IQAC has made initiatives towards infrastructural development like constructing classrooms, laboratories and new G+8 building.
- Certificate courses have been introduced every year.
- The IQAC encourages departments to organize seminars on themes relevant to the educational needs and futuristic growth of the students.
- The IQAC suggests innovative pedagogical methodologies like projects, field trips, student seminars, workshops.
- The IQAC encourages the Placement Cell to organize regular soft skill training classes.
- New laboratory equipment, books and learning resources are procured for imparting updated knowledge to the students.
- Industry-Academia collaborations are established wherein students get the opportunity to keep themselves abreast of the latest trends in the various sectors.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Behala College has taken pride in providing adequate facilities and enabling consciousness and sensitization towards gender equality through a number of activities during each year.

Facilities available:

- The college has a Girls' common room with amenities for sports and recreation.
- The college has installed a sanitary vending machine.
- CCTV cameras are installed that helps in monitoring the safety of girl students.
- Psychological counselling is provided to students by an external mental health expert who visits the college on a regular basis.
- The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell and Anti-Sexual Harassment Cell. However, no such grievances have been reported till date.

Sensitization programs:

The Women's Cell and NSS make endeavours to foster a progressive attitude towards gender equality. The members of Women's Cell from wide-ranging departments like Economics, Chemistry, Physics, Zoology, Statistics, Political Science, English and Library Science coordinate with the students to carry out a number of activities to root ideas of gender awareness in real-time actions. Several interactive and associative activities are undertaken to educate the youth on gender norms and gender empowerment. Students actively participate in the celebration of International Women's Day on 8th March each year. A number of activities like seminars, extempore competitions and screening of documentaries of Women Achievers in different walks of life motivate the students. Activities ranging from awareness programmes, peer training program and participative programs on child sexual abuse have been conducted in collaboration RAHI Foundation, the first and only organization in India for women survivors of Incest and Child Sexual Abuse since 1996 in the 2014-2015 session. In 2017-2018, Nandana Sen was the popular face of RAHI for a similar awareness programme, which created much enthusiasm and mass appeal among the students. To promote an awareness of gender roles in research history, a special lecture by leading scholar in the field of gender and medical history, Prof. Geraldine Forbes, State University of New York, Oswego had been arranged for teachers and students. The talk on historical precedents of health and hygiene measures in early Bengal has provided an intellectual impetus for students in gender studies. Moreover, Women's Cell also works in collaboration with the NSS committee of the College for participation of students in programmes like poster competition on World AIDS Day. It provides an exposure to students in various social awareness programmes to enable their comprehensive development.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

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

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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

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

Response:

Policy of the work

Behala College dreams in “**Clean Campus, Green Campus**”. The NSS unit of the college has been playing a vital role behind this motto. They are regularly organizing various awareness generation programme throughout the year for achieving the same.

Work description

The college has **MOU** (Memorandum of Agreement) with waste management approved agencies for solid waste management in a proper way

Solid Waste Management: Solid wastes are mainly of two types-i) Non-biodegradable waste, and ii) biodegradable waste. Non-biodegradable solid waste materials are collected from different departments and offices time to time and stored in the properly labelled waste-bins/waste chambers for disposal.

All the waste papers are processed and recycle by **Emami Papers Mill Limited, Kolkata** in each year and other solid wastes such as glass goods, metals are collected by **Vital Waste Company, Kolkata**, from our campus for recycling and disposal in a scientific way.

Some non-biodegradable solid waste are stored in a chamber (made of concrete) at the outside of the college building and are cleaned by the Kolkata Municipal Corporation.

Bio-degradable waste such as food materials, leaves, grasses, flowers etc. stored in a separate waste chamber and processed to make bio-fertilizer for cultivating vegetables, flowers and different types of plants having medicinal and economic importance in the land inside the college campus.

Liquid Waste Management: Liquid waste mainly consists of waste water and liquid chemicals. Waste water of toilet of the campus is disposed of through a developed drainage system and pipelines into the high drain of the Kolkata city. Waste water of reverse osmosis (RO)/ Aqua guard is collected in a tank and used for cleaning, gardening, tree plantation etc. Rain water harvesting facilities available in the college campus.

Liquid chemicals used in the science departments for experiment purpose and it mainly consists of organic solvents. Waste solvents are stored as mixed solvents and are recycled using distillation technique in the chemistry department.

E-Waste Management and Waste Recycling: E-waste describes electrical and electronic waste those are non-repairable and non-usable in future. These are Computer monitors, printers, scanners, Key boards, mice, cables, cartridge, circuit boards, calculators, Electric bulbs and other materials and electronic components like diodes, transistors, resistors, capacitors, wires etc. All the E-wastes are collected from the college by the **Vital Waste Company, Kolkata** for recycling scientifically following the terms and conditions of the agreement.

Biomedical waste management: Very little amount of biomedical waste such as cotton, gauze, gloves, mask etc. is segregated and collected in a marked waste bin. Then it is handed over to the dedicated health care workers of the Kolkata Municipal Corporation at a regular basis for scientific waste management.

Hazardous chemicals and radioactive waste management: Use of more hazardous solid chemicals are preferably avoided and not used in any laboratory. Green methods and techniques are being employed, whenever possible. Some less hazardous solid chemicals are disposed into a specially made waste chamber of sufficient depth and treated chemically. Radioactive materials are not used at all in any purpose.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document

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

1. Green audit

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The institute undertakes necessary initiatives to provide an inclusive environment for the students. The purpose of undertaking such steps is to inculcate the sense of peace, equality & harmony among students. Various activities/events have been organized in our institute to increase consciousness about tolerance and harmony. These activities were focussed on cultural, religious, regional, linguistic, communal and socioeconomic diversities.

1. Lecture on Universal Values

Objective of the Programme:

- To imbibe the moral values and create awareness among students about duties of their life.
- To encourage the students to practice basic principles in day to day life.
- To guide the students in the right path.

Description of Programme:

Values are the guiding principles of our lives. They have played an important role in shaping social and psychological well-being of a person. Lectures by eminent speakers have been organized to guide the stakeholders on universal values.

2. Blood Donation Camp

The College and Students Union organized blood donation camp in every year to create awareness and generate sense of responsibility towards society through teamwork.

3. International Mother Language Day

The Institute celebrates International Mother Language Day every year on 21st

February to create awareness about Mother Language of each linguistic community.

4. Yoga Day Celebration Description of Programme:

Description of Programme:

The International Yoga Day (21st June) in every year is celebrated by the students and teachers in Institute. The students and staff performed yogic exercises and 'Pranayam' to celebrate this day . The college organizes Yoga training course for students.

5. CULTURAL COMPETITIONS

Description of Programme:

Every year the college and students arrange Fresher's Welcome and College Social. These programs generally include music (both vocal and instrumental) and songs, recitations, dance (both classical and folk) in the **Campus** of the college.

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

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

Response:

Sensitization of students and employees of the institution to the constitutional obligations, values, rights, duties and responsibilities of citizens

Indigenous education plan of Behala College reiterates College’s long standing commitment to learners’ families, communities and organizations. The plan supports the principles outlines in developing human values and the declaration on Rights, Values, Duties and Responsibilities.

Inclusive governance:

The college administers observation of Independence Day, Republic Day, National Youth Day to ensure the continuous participation, collaboration and to inculcate values with decision making processes and governance structures which ensure more responsive environment.

Identity Building:

The college braids ways of being, knowing and doing into course structure and co-curricular activities as reflected through participation in college magazine to various competitions and seminars.

Culturally rich and supportive learning environments:

The college empowers learners and staff to achieve their full potential socially, academically and professionally while participating in College Foundation Day, Rabindra Jayanti, observation of Library Day etc.

Collaborative Engagement:

The college strengthens bonds of respect, creativity and community engagement through observation of Vani Vandana to inculcate meaningful and responsive values.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: A. All of the above

File Description	Document
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	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

Republic Day and Independence Day

Flag hoisting ceremonies and other cultural activities are conducted to indulge students in grand celebrations. NCC cadets of Behala College take part in parades.

International Women's Day

Commemoration of first National Woman's Day on February 28 1909 in honour of harsh working conditions of women in garment industries each year through student-centric debates, elocutions and international special talks on women doctors and nurses in British colonial India delivered by Prof. Geraldine Forbes

Birth and Death Anniversary of Kaviguru Rabindranath Tagore

Our college pays tribute to Kaviguru by offering dance, melodious songs, poems and recitals by the students and the teachers from his repertoire.

College Foundation Day

Behala College celebrates its Foundation Day on 1st August. Our honourable principal hoists the college flag on this auspicious day with the students, teachers and non-teaching staff participating in cultural

program to grace this occasion.

World Environment Day

To observe World Environment Day on June 5th, Behala College organizes various programmes in the form of sapling plantation, quizzes, poster competition etc. To create awareness, students, teachers from various departments participate and celebrate the day enthusiastically.

Sanskrit Day

Department of Sanskrit observes this day by organizing invited talks, cultural programs with full enthusiasm and love towards the ancient language and pays homage to the heritage and values it holds.

Kite Festival

Every year a kite festival is held in our college on the occasion of Visvakarma Puja ushering in a festive fervour and strengthening bonds among teachers, students and non-teaching staff.

World Aids Day

This day is dedicated in organizing various awareness programmes like poster and slogan competition, interactive discussions, seminars, quizzes etc. to fight against HIV.

Library Day

Commemorating the creation of All Bengal Library Association by the leadership of Kaviguru Rabindranath Tagore on 20th December, 1925, our college library organizes special lectures on various topics like computerized information storage and retrieval, implication of five laws of library science, understanding user needs and behaviour in the era of information technology, online information sources for research, plagiarism, virtual learning, etc.

International Literacy Day and Book Exhibition

Celebration of International Literacy Day where national and international publishers participate in the book exhibition where students and teachers purchase books

Annual Sports

For the holistic developments of the students, games and sports are organized annually.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for any other relevant information	View Document

7.2 Best Practices

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

Response:

(1) Title of the Practice – 360 Degree Appraisal of Teachers

? Objectives of the Practice - A 360 degree feedback also known as multi rater feedback is a process through which employer evaluates employees performance from as many sources as possible. The College has developed this anonymous employee performance review process known as "360 degree appraisal system" to monitor the scope, strength and weakness of the teachers for qualitative development.

? The Context – The process of completing 360 degree feedback provides rater with greater insight and understanding to formulate their own expectation and achieve the ultimate success.

? The Practice - 360 degree appraisal has four integral components

- Self appraisal
- Principal's appraisal
- Students appraisal on teachers
- Peer appraisal

Evidence of Success- The appraisal ultimately lead to a overall performance of the teachers. When sucessfully implemented 360 degree feedback initiates and facilitates a vast positive change among the teachers. Work relations improve which leads to increase in productivity among the faculty. It opens an environment rich in teaching, research work and efficiency enhancement. It opens the channels of communication with the learners which ultimately widens the scope of work and allows problems to be addressed and resolved.

Problems Encountered and Resources Required???????- Initially setting up of the system was a challenge for the institutional Head following through with an action plan created from the feedback was initially difficult and critical for HOI.

(2) Title of the Practice – Online 'Entry-in-Service' Portal

Practice:

"Life is a race...if you don't run fast...you will lose the game..."

To prepare a student for this challenging path, the institution has developed an online portal for competitive examination known as Entry-in-Service. It was a project sanctioned on the XII plan of UGC under the Merged Scheme. The project was then discontinued by the UGC but the College continued the entry-in-service project for the benefit of the students in the manual mode through offline regular classes. Later the College received funds from the RUSA Scheme to develop the entry-in-service as an online system.

1. An online portal linked to college website that can be accessed by students through their student ID to prepare themselves for competitive examinations.
2. The mobile friendly app provides model questions on logical reasoning, general knowledge, mathematics and English, along with answers and explanations.
3. Regular offline classes are undertaken as mentioned in the college timetable for a one-to-one grooming to show them the entire process of the examination and address their personality development.
4. Final year students often lack awareness regarding ways to prepare themselves for Competitive examinations.
5. Approximately 48000 questions at present can be solved without purchasing any personal books or taking admission in specialized coaching.
6. When students are newly admitted to the College, they are explained about this system in an orientation programme.

Objectives of the practice :

1. It does not only judge the pre-existent talent of students but nurtures their development and management skills
2. It exposes them to a wide variety of available choices through providing them with a vast knowledge bank including questionnaire on English language, general knowledge, logic and reasoning, basic mathematics and other learning skills
3. The wide-ranging repository enables them to identify how to approach various job opportunities beyond their immediate fields of study like banking, insurance sectors, railways, teaching, other public service examinations along with vocational courses so that they may identify their suitable talents and excel in the relevant fields
4. The portal includes evaluative questions in test examinations to be completed in a time-bound manner.
5. The offline classes encourage students to work in team-based work and develop peer management skills.

Evidence of Success???????:

1. Students, irrespective of their career interests, can practice and appear in mock tests through the portal. This helps them to give more importance to conceptual rather than rote learning. This also helps them in improving their English language skills and simultaneously boost their confidence.
2. Scoring well helps the students to develop positive feeling about their abilities. It also acts as motivation for them to always strive for excellence.
3. Online system enables them for extensive practice whenever they are free
4. Since it is mobile friendly, the preparation can be taken anywhere and anytime.
5. Students appearing for campus recruitment drive by different companies in the college have greatly benefitted from the preliminary rounds of written tests.
6. The online portal and mobile-based application enables students to develop their knowledge content and become aware of the procedure and modalities of competitive examinations.
7. The results are not only immediately generated but a result database is created where previous answers and scores of students are available to them so that they may continuously self-assess and evaluate themselves.
8. The correct answers are not only stated but explained so that the student may understand the particular question comprehensively.
9. While modules on artificial language enables students to explore new fields of work, modules on coding-decoding improves their logical reasoning capabilities for entrepreneurial and innovative work.
10. Mathematical modules on banker's discount prepares students for the financial sector while stocks and shares motivates their skills in investment sectors.
11. General knowledge modules range from history, science, current affairs and socio-politics enabling students to work on related fields of study while basic English language skills are developed for any employability process.
12. To sustain the process of continuous evaluation, the institution has made the uploading of an examination acknowledgement receipt to download the admit card for the University examination.
13. Some students may not be able to avail of the online facility due to net-based restraints and unavailbilty of computer or mobile phones. They are encouraged to use the college computers specially assigned for student use.
14. Since the process is entirely online, it could be continued even during the pandemic when educational institutions were closed.
15. Our team is constantly upgrading the knowledge bank, adding to the range of topics and volume of questions.

Problems Encountered and Resources Required:

1. Initially students did not take interest in the system of entry-in-service.
2. Students living in areas with remote internet access face difficulties in accessing the online system.

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

7.3 Institutional Distinctiveness

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

Response:

Empowering students has been the call of the day. In this modern era, violence against students especially girl students is becoming very common in every street of both rural and urban setting. It is very important for everyone to be prepared mentally and physically and be well equipped with required skills and techniques to defend oneself from any kind of anti-social elements prevailing in the society today. The purpose of self-defense is that the more prepared you are the less likely you will become a victim.

The main objectives of the programme are:-

1. To equip the students to defend themselves against any type of physical assault.
2. To build self-confidence so that they can contribute meaningfully to their own development by shaping their own destiny.
3. Capacity enhancement through self-defense training.
4. To empower the students in all aspects.

Behala College took the initiative to equip the girl students to defend themselves against any type of physical assault and accordingly the institution came forward to take up the project named “**Sukanya**”, tag line "**A Community Policing Initiative Programme**" which is a Self - Defense Programme for Girls' Students. Basic objective of this project is to build confidence amongst students of the college by means of imparting them self defense training so that they can confidently defend any sort of ordeal, and learn the tactics through professional martial art. This initiative will also give a message to go ahead in positive direction. This self-defense programme has started since 2016 and continued till 2019 and offered certificates by Kolkata Police to the students who successfully completed the course. During the pandemic the said course ceased to continue. After the pandemic situation the college has resumed the programme by its own initiative from 4th March, 2022. The classes are organized on the third floor covered terrace of the college building on regular basis. Classes are held for two hours. Twenty-five girls are allotted per batch. Duration for training for each group is 16 days. The trainees will be offered certificates from the college. The instructor is a 1st DAN Black Belt. The instructor receives the remuneration of Rupees 700/- per class. Karate and Kick Boxing training are provided to the students. More than 300 trainees have been given training till now.

Girls are very much enthusiastic to attend the classes.They are able to achieve fearlessness and mental strength in themselves.They are now enough confident to take up any sort of challenge.

To ensure the participation of maximum students irrespective of their economic backgrounds, the college has chosen to make this course available to them free of charge.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Behala College has made important initiatives to improve the academic facilities and ensure holistic development of students, particularly in the present context of technological development towards ICT based methods. Some of the salient initiatives are:

- Introduction of Post-graduation programmes in 4 subjects.
- Introduction of a number of certificate courses.
- Introduction of Learning Management System.
- Introduction of live digital class with Webex.
- Introduction of online examination portal.
- Introduction of 'Books at doorstep' in library.
- Introduction of RFID enabled anti-theft gate and book drop box.
- Introduction of 'Entry-in-service' for preparation of students for competitive examinations.
- Introduction of online 'Teachers' Diary' for retrievable record of teachers' academic and administrative activities and their appraisal thereof.
- Construction of state-of-the-art PG laboratory.
- Construction of new classrooms and upgradation with ICT facilities.
- Construction of upgraded Basketball court.

Concluding Remarks :

Behala College started its journey from a humble building and limited departments with kindled hope of illuminating the young generations in the neighbourhood with the light of education. Over the years, with the support of different government and non-governmental funds, under the guidance of enthusiastic management and undaunting effort of teachers and nonteaching staff, the college is striving towards ensuring enriched curriculum to students, updated teaching-learning methods, support to students in academic, financial, skill and career related matters. It also instils moral and human values to students so as to enable their holistic development. A number of endeavours of the college have been appreciated and featured in media news. The college takes every step for quality enhancement, the accreditation of Grade A by NAAC in the earlier 2nd cycle bearing testimony to it. The college still faces challenges in some aspects and is treading ahead to overcome those. The future plans of the college are:

- To acquire autonomy so that the college frames its own curriculum and conducts examination.
- To introduce more skill-based courses in accordance to the needs of the industry.
- To promote multidisciplinary academic co-ordination through engagement of faculty of a particular discipline in teaching-learning in other related discipline, research in multidisciplinary areas.
- To arrange for funding to promote students' research in areas relevant to local community.
- To provide financial and infrastructural support and coaching facilities to students with outstanding talent in sports.
- To enter into Memorandum of Understandings with industries for internship and placement.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>5</td> <td>7</td> <td>5</td> <td>5</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>5</td> <td>7</td> <td>6</td> <td>5</td> </tr> </tbody> </table> <p>Remark : After clarifications, list has been revised by HEI for FY 2017-18</p>	2020-21	2019-20	2018-19	2017-18	2016-17	3	5	7	5	5	2020-21	2019-20	2018-19	2017-18	2016-17	3	5	7	6	5										
2020-21	2019-20	2018-19	2017-18	2016-17																											
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2020-21	2019-20	2018-19	2017-18	2016-17																											
3	5	7	6	5																											
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 794 Answer after DVV Verification: 868</p> <p>Remark : After clarifications, list has been revised by HEI</p>																														
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>737</td> <td>601</td> <td>884</td> <td>828</td> <td>927</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>737</td> <td>601</td> <td>884</td> <td>828</td> <td>864</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1598</td> <td>1598</td> <td>1573</td> <td>1573</td> <td>1464</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	737	601	884	828	927	2020-21	2019-20	2018-19	2017-18	2016-17	737	601	884	828	864	2020-21	2019-20	2018-19	2017-18	2016-17	1598	1598	1573	1573	1464
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1598	1598	1573	1573	1464																											

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1598	1598	1573	1573	1464

Remark : After clarifications, list has been revised by HEI for FY 2016-17

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
194	158	216	209	241

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
202	169	232	228	238

Remark : After clarifications, list has been revised by HEI and number has been changed.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
40.90	23.82	48.99	42.44	13.84

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
26.2	110.64	204.39	104.2	60.68

Remark : After clarifications, data has been changed by HEI.

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

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.2	2.6	1.6	4.2	.53

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7.98	3.66	5.55	7.85	1.04

Remark : After clarifications, data has been changed by HEI.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
.49	1.72	1.17	2.87	1.25

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
.695	1.72	1.17	2.87	1.25

Remark : After clarifications, Data has been changed by HEI for 2020-21

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	Number of courses offered by the Institution across all programs during the last five years Answer before DVV Verification: <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>616</td> <td>492</td> <td>411</td> <td>358</td> <td>316</td> </tr> </tbody> </table> Answer After DVV Verification: <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>401</td> <td>348</td> <td>288</td> <td>242</td> <td>223</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	616	492	411	358	316	2020-21	2019-20	2018-19	2017-18	2016-17	401	348	288	242	223
2020-21	2019-20	2018-19	2017-18	2016-17																	
616	492	411	358	316																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
401	348	288	242	223																	
2.1	Number of students year-wise during last five years																				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1790	1753	2082	2159	2182

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1790	1753	2082	2159	2119

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
543	543	534	534	499

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
547	547	537	537	493

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
77.96	197.90	346.55	227.55	142.03

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
78.07	185.75	294.98	211.94	103.53