



## AQAR REPORT REVIEW

**BIJOY KRISHNA GIRLS' COLLEGE**

**Aishe id : C-11992**

**Submitted for : 2023-2024**

**Submitted Date : 28/11/2024 09:35 PM**

**Reference AQAR Link : [Click here](#)**

**Over all Comments :** As the AQAR has been re-submitted, the information provided in re-submitted AQAR shall be considered as final from your side and hereafter, no provision for changes shall be provided to HEI.

**Acceptance date : 23/12/2024**

### Review/Re-open History

SL NO	Comments by Officer	Review Date	Response of Institution
1	<ul style="list-style-type: none"><li>It is observed that minutes of IQAC meetings are not uploaded under S.No.9. Kindly upload the minutes of all IQAC meetings held during 2023-24 with signatures of all IQAC members and head of the institution and also, the documents should be under letter head of the institution under S.No.9. If you have any correction in AQAR please do it within 15 days. If no updation is there, kindly write your comments in the response box that you have nothing to add. Your AQAR is reopened for correction / editing at your end. Please treat this as</li></ul>	03/12/2024	The Minutes of all IQAC meetings are regularly uploaded in the College Website in the college letterhead along with signatures of the Head of the Institution and IQAC members present in the meeting.

URGENT for  
Response. Only 15  
days from today will  
be given to the  
institution edit the  
AQAR and to re-  
submit the AQAR.



## YEARLY STATUS REPORT - 2023-2024

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Bijoy Krishna Girls' College,  
Howrah

- Name of the Head of the institution **Dr Ruma Bhattacharyya**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **03326412341**
- Mobile no **9830035815**
- Registered e-mail **bkgc\_howrah@yahoo.com**
- Alternate e-mail **iqacbkgc@gmail.com**
- Address **5 by 3 M G Road Howrah 711101  
West Bengal**
- City/Town **Howrah**
- State/UT **WEST BENGAL**
- Pin Code **711101**

##### 2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr Sweta Guha**
- Phone No. **03326412341**
- Alternate phone No. **03326414877**
- Mobile **9830014223**
- IQAC e-mail address **iqacbkgc@gmail.com**
- Alternate Email address **iqac@bkgc.in**

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

<https://bkgc.in/uploads/1704251703.pdf>

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

**Yes**

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

[https://bkgc.in/site/container\\_page/16](https://bkgc.in/site/container_page/16)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>81</b>	<b>2005</b>	<b>21/09/2005</b>	<b>20/09/2010</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.82</b>	<b>2016</b>	<b>25/05/2016</b>	<b>24/05/2021</b>
<b>Cycle 3</b>	<b>B++</b>	<b>2.76</b>	<b>2021</b>	<b>03/11/2021</b>	<b>02/11/2026</b>

**6. Date of Establishment of IQAC**

**12/09/2005**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Samhita Chaudhuri	Short term Emperical Research Project (111/CRP-2023-1127/B BBP/SCD)	ICSSR	2023-24, 6 months	1200000
Bijoy Krishna Girls' College, Howrah	State Grant	Higher Education Dept. Govt of West Bengal	2023-24	2937357

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

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

**9.No. of IQAC meetings held during the year** **10**

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

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

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

- If yes, mention the amount

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

?State Level One Day Workshop on " Assuring Quality in Higher Education: Assessment, Accreditation and National Education Policy, 2020" in Collaboration with Ramakrishna Mission Vidyamandira, Belur Math, Howrah, on 14.6.23 Speaker Swami Mahaprajnananda , Principal, Ramakrishna Mission Vidyamandira, Belur Math, Howrah, Dr. Tushar

Kanti Ghara, JDPI, Dept of Higher Education & Dr. Indrashis Banerjee, Coordinator, IQAC, Ramakrishna Mission Vidyamandira, Belur Math, Howrah & State Level Mentor, NAAC Accreditation ? An Intercollege Workshop on Mushroom Cultivation Technology organized by IIC, R&D Cell on 26.9.23 Demonstrator: Mr. Arijit Das, Owner of Earth Star Mushroom Speaker: Dr. Nilanjan Chakraborty, Assistant Prof, Scottish Church College ? 6 th Annual International Conference on Identity Politics and Its Implication in the 21 st Century organized by Bengal Institute of Political Studies in collaboration with IQAC, BKGC, Howrah on 09.9.2023 ? Faculty Development Programme for All Teaching & Non-Teaching Community on the occasion of World Mental Health Day "Bhalo thakar alo andhar" Stress Management for All Staff : Speaker Dr. Anuttama Banerjee & Anxiety Test by students on 13.10.23 ? Academic & Administrative Audit by External Expert Team on 27.4.24

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

Plan of Action	Achievements/Outcomes
Workshop on National Education Policy, 2020	State Level One Day Workshop on " Assuring Quality in Higher Education: Assessment, Accreditation and National Education Policy, 2020" in Collaboration with Ramakrishna Mission Vidyamandira, Belurmath, Howrah, on 14.6.23
Introduction of NCC	NCC has been established
Workshop on confidence building	Mahindra Pride Classroom for Skill Development for students organised
Establishment of linkages and collaboration with other institution and industries	MoU signed with ? Rama Krishna Mission Vidyamandira, Belur Math, Hoerah ? Shyampur Siddheswari Mahavidyalaya, Howrah ? Lalbaba College, Howrah ? Utkarsha Bangla ? ICA
Modernization of Practical Labs	College has received prestigious DBT Star College Scheme for five Science departments. Under this scheme, new labs will be constructed

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	30/09/2024

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

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	Bijoy Krishna Girls' College, Howrah
• Name of the Head of the institution	Dr Ruma Bhattacharyya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03326412341
• Mobile no	9830035815
• Registered e-mail	bkgc_howrah@yahoo.com
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• City/Town	Howrah
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• Pin Code	711101
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Calcutta
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• IQAC e-mail address	iqacbkgc@gmail.com
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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://bkgc.in/uploads/1704251703.pdf">https://bkgc.in/uploads/1704251703.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://bkgc.in/site/container_page/16">https://bkgc.in/site/container_page/16</a>

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<b>6.Date of Establishment of IQAC</b>	12/09/2005
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**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

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<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
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<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
<p>?State Level One Day Workshop on " Assuring Quality in Higher Education: Assessment, Accreditation and National Education Policy, 2020" in Collaboration with Ramakrisna Mission Vidyamandira, Belur Math, Howrah, on 14.6.23 Speaker Swami</p>				

Mahaprajnananda , Principal, Ramakrishna Mission Vidyamandira, Belur Math, Howrah, Dr. Tushar Kanti Ghara, JDPI, Dept of Higher Education & Dr. Indrashis Banerjee, Coordinator, IQAC ,Ramakrisna Mission Vidyamandira, Belur Math, Howrah & State Level Mentor, NAAC Accreditation ? An Intercollege Workshop on Mushroom Cultivation Technology organized by IIC, R&D Cell on 26.9.23 Demonstrator: Mr. Arijit Das, Owner of Earth Star Mushroom Speaker: Dr. Nilanjan Chakraborty, Assistant Prof, Scottish Church College ? 6 th Annual International Conference on Identity Politics and Its Implication in the 21 st Century organized by Bengal Institute of Political Studies in collaboration with IQAC, BKGC, Howrah on 09.9.2023 ? Faculty Development Programme for All Teaching & Non-Teaching Community on the occasion of World Mental Health Day "Bhalo thakar alo andhar" Stress Management for All Staff : Speaker Dr. Anuttama Banerjee & Anxiety Test by students on 13.10.23 ? Academic & Administrative Audit by External Expert Team on 27.4.24

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Modernization of Practical Labs	College has received prestigious DBT Star College Scheme for five Science departments. Under this scheme, new labs will be constructed
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body of the College	30/09/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022-23	07/03/2024
<b>15. Multidisciplinary / interdisciplinary</b>	

The college has embraced the National Education Policy (NEP) 2020, emphasizing multidisciplinary and interdisciplinary education. It offers a diverse array of programs in Humanities, Science, Commerce, B.Ed., and postgraduate studies in select departments. The curriculum is designed to foster holistic learning, allowing students to engage with subjects beyond their primary areas of specialization. For instance, B.Ed. programs include pedagogical training in languages, Social Sciences, and Science, while postgraduate students in disciplines like Sanskrit and Philosophy can explore other fields, such as Bengali. A key feature of the NEP implementation is the introduction of Interdisciplinary Courses (IDC), which promote academic flexibility and breadth. Each student must complete three IDCs, one in each of the first three semesters, selecting from a diverse pool of courses offered by various disciplines. These courses are chosen to be distinct from the student's major and minor subjects, encouraging exploration and integration of knowledge across fields. This approach underscores the college's commitment to NEP's vision of a multidisciplinary academic framework, equipping students with diverse perspectives and skills to thrive in an interconnected and dynamic world. The institution strives to prepare learners for intellectual and professional challenges through this innovative and inclusive curriculum.

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

The Academic Bank of Credits (ABC), as envisioned in the National Education Policy (NEP) 2020, has not yet been implemented by the affiliating university. However, the institution has proactively taken initial steps to prepare for its rollout. Faculty and administrative staff have participated in multiple training programs and workshops to familiarize themselves with the framework, operational procedures, and key stakeholders involved in the ABC system. These efforts reflect the college's commitment to staying ahead in adopting innovative academic initiatives. By engaging in capacity-building activities, the institution aims to ensure a smooth transition to the ABC system once it is officially introduced, facilitating greater flexibility and mobility for students in their academic journey.

#### **17.Skill development:**

The college is dedicated to providing holistic education for its students, with a special focus on empowering girls through skill development. Beyond the regular university curriculum, the institution offers a variety of skill enhancement courses

designed to boost employability and personal growth. These include programs like e-Commerce, Computer Data Care Management, Industrial Microbiology, Spoken English, Media Studies, Visual Arts, and Handicrafts, among others. Many of these are certificate courses conducted in collaboration with reputed organizations, enhancing the students' career prospects and preparing them for a competitive job market. To further this mission, the Research and Development (R&D) Cell of IQAC actively supports skill development through its Capacity Building Centre and Institution's Innovation Council (IIC). These initiatives ensure that students acquire not only academic knowledge but also practical skills and entrepreneurial competencies, equipping them for diverse professional opportunities. The college's commitment to skill development reflects its vision of empowering students with the tools they need for academic, personal, and professional success.

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

In alignment with its mission of wholesome education and character building, the college has taken significant steps to integrate the Indian Knowledge System into its academic and cultural framework. A notable initiative is the certificate course, "Know Your Country - Know Your People," designed to instill nationalism and enhance awareness of India's rich cultural and historical heritage. To promote Indian languages, the college offers Bengali, Sanskrit, Hindi, and Urdu at the undergraduate level, while Bengali and Sanskrit are available at the postgraduate level. Regular Spoken Sanskrit workshops further encourage the study of Indian linguistics. Additionally, the Music department at the undergraduate level provides a comprehensive syllabus covering traditional and modern Indian music. The college organizes various seminars, workshops, and cultural programs where students and staff actively participate to celebrate and explore India's cultural legacy. Recent and upcoming academic initiatives include: International Seminar on Relevance of Samkhya and Yoga Philosophy - A collaborative event by the R&D Cell, Department of Philosophy, and Shyampur Siddheswari Mahavidyalaya, scheduled for April 19, 2024. Certificate Course on Fundamental Concepts of Indian Philosophy - Launched by the Department of Philosophy and R&D Cell on March 28, 2024. Historical Tourism in Howrah - A project by the Department of History and Howrah Pragyan Kendra, inaugurated on May 29, 2024. These efforts underscore the college's commitment to integrating India's knowledge traditions into modern

education.

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

The college prioritizes Outcome-Based Education (OBE) to ensure students achieve meaningful academic and professional milestones. For undergraduate programs, the key outcomes include progression to higher education, enrollment in professional courses, or direct entry into the job market. Many undergraduate pass-outs successfully secure employment across various sectors, reflecting the institution's focus on career-oriented education.

Postgraduate students similarly pursue advanced studies or opt for diverse career opportunities. The institution actively tracks the progression of its graduates, maintaining records of those who advance to further education or establish themselves in the professional sphere. The effectiveness of programs and courses is assessed through academic performance. Course Outcomes are evaluated at the end of each semester based on course-specific results, while Programme Outcomes are determined by analyzing cumulative results after all six semesters. By aligning academic objectives with measurable results, the college ensures that students are well-prepared to meet their academic aspirations and career goals, fostering a culture of excellence and accountability.

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

The college serves as a distance learning center for Netaji Subhash Open University, offering a range of Undergraduate, Postgraduate, and Vocational Certification Programs in Humanities, Commerce, and Science. This initiative provides flexible learning opportunities for students who are unable to attend traditional classes, making higher education more accessible to a wider audience. In addition, the college is a recognized local chapter for the National Programme on Technology Enhanced Learning (NPTEL) and SWAYAM courses, offering students access to high-quality online learning resources. These platforms provide valuable opportunities for self-paced learning in various disciplines, helping students enhance their academic knowledge and skills. Through these distance and online education programs, the college ensures that learners have access to diverse educational opportunities, catering to different needs and schedules while maintaining academic standards.

## **Extended Profile**

### **1.Programme**

1.1	821
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	3162
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	1218
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	1018
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	131
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	139
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>70</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>181.73</b>
4.3 Total number of computers on campus for academic purposes	<b>202</b>
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>College pursues NEP guidelines following University of Calcutta. CBCS and CCF are running simultaneously now. Academic Sub-committee formulates Teaching Plan, Academic Calendar. Prospectus with combination subjects, Programme - Course outcomes are displayed in college website. Routine Sub-committee formulates Master Routines followed by Syllabus distribution and Lesson Plans. For successful implementation of curriculum. Principal conducts annual meeting with departments. Formative Implementation includes Student Sensitization, Classroom Teachings, Group &amp; Individual Projects, Field trips, ICT enabled Teaching-Learning, Micro teaching, Seminars, Quiz, External faculty lectures through Exchange and Extension Lectures, etc. Library resources, INFLIBNET are available. Internships for students are made mandatory in CCF; search is on for it keeping guidelines of different BOS. In Summative Assessment, Internal Assessments are conducted under Examination Sub-Committee for CBCS &amp; CCF, including tutorials, written internal examinations, class attendance for CBCS, as responsibility of college. For summative assessment written and practical examinations with common University question paper and evaluation is done by external examiners for both system. In CCF College's role has an increased manifold in summative evaluation.</p>	

Entire summative assessment of IDC, AEC and CVAC are conducted by College following University guidelines. Final summative Evaluation of CC and DSC courses are done by the University centrally.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://eshikshak.bkgccms.in/">https://eshikshak.bkgccms.in/</a>

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

The College adheres to the University's Academic Calendar and develops its own, including formative and summative stages for CIE.

#### Formative Evaluation

Assignments are given in the form of Project Writing of different patterns including tutorials/ direct evaluation/ practical classes for each course.

Regular Interactive open-ended mentoring programs are also followed.

Some Departments also conduct Viva Voce as part of CIE.

The same process is followed for both UG & PG students.

#### Summative Evaluation

MCQ, Short questions, and Descriptive questions as per University guidelines are introduced to students.

Experiment-based qualitative and quantitative estimations are carried out for lab-based subjects.

Students are prepared to face the University examinations to the best of their abilities.

Teaching-learning and Evaluation are intertwined and attempts are made to follow the chain in the proper way.

For Continuous Internal Evaluation (CIE) BKGC generally emphasizes on

1. Independent Learning of students supported by independent assessment, like mentoring classes
2. Participative Learning of Students with Participative Evaluation, like group discussion in classes
3. Collaborative Learning of students with Collaborative Assessment where they are asked to solve problems mutually
4. Problem-solving Learning and Assessments like solving Test Papers

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://bkgc.in/site/container_page/16">https://bkgc.in/site/container_page/16</a>

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

29

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

27

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1084

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

The College strictly follows the CBCS & NEP guidelines as provided through the curriculum framed by the parent body, the University

of Calcutta. In most of the subjects concepts of Gender, human values and environment are included. For example, the subject Education teaches about Gender roles, gender socialization and gender inequality in schools; almost all literatures, be it Bengali, English or Sanskrit include in their curriculum topics like human values, nature and gender as issues in their texts. The subject Psychology includes topics on Gender psychology, Environment diversity and sustainability, social psychology and community psychology. The subject Commerce has an entire module on Business ethics, which includes topics like corporate culture and ethics in management among other topics.

The B. Ed. Department teaches topics like Gender, School and Society, Creating an Inclusive School and Environment and Population Education. The subject Chemistry has an entire paper called Green Chemistry and Chemistry of Natural products. This curriculum has a direct bearing on Environment and Sustainability with topics like Prevention of Waste/byproducts, etc. Similarly, Economics, teaches an entire paper called Environment Economics which includes topics like Interlinkages between Environment and Economy. All the students compulsorily have to study about the environment as curriculum course.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

951

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

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="https://bkgc.in/feedback_system/">https://bkgc.in/feedback_system/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://bkgc.in/site/notice/605">https://bkgc.in/site/notice/605</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1065

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

301

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

### 2.2 - Catering to Student Diversity

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

Identification of slow and advanced learners is done through written tests or verbal interactions when classes begin.

**Slow learners**

- They are referred to for additional classes.
- They are provided with more learning materials especially in Bengali.
- Special support is provided through Mentor-mentee programme.
- Re-assessment based on the syllabus covered is done from time to time with emphasis on peer checking.
- Departments organize Extension Lectures/ Special Lectures delivered by experts in their fields.

**Advanced learners**

- They are provided with reference articles for higher intellectual pursuit.
- They are encouraged to use ICT enabled tools.
- They are encouraged to enrol in WEBEL and NPTEL courses.
- Different programmes under IIC under the Ministry of Education are held for advanced learners.
- Inter-departmental Group Discussions, inter-college Workshops and Laboratory Visits are organised by the College
- They are encouraged to participate in the following activities:
  - Intra and inter college student seminars (paper and poster presentations)
  - Write for the college magazine, and academic journals and lab journal of the department of Journalism and Mass Communication
  - Microteaching
  - Intra-college and inter-college elocutions/quiz/debate/essay competition.

All students including average students are motivated to participate in certificate courses organized by the departments and Capacity Building Training Program with Mahindra Pride Classroom.

File Description	Documents
Paste link for additional information	<a href="https://eshikshak.bkgccms.in/">https://eshikshak.bkgccms.in/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3162	131

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

**2.3 - Teaching- Learning Process**

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

To enable the students in getting a holistic approach towards acquiring knowledge, apart from class lectures they should be given hands-on knowledge and exposure to the world.

**I) Experiential Learning:****A. Laboratory based learning**

- In Physics and Chemistry, practical experiments are done by the students.
- In Botany, Zoology, Microbiology and Geography, theoretical knowledge is supplemented by practicals in the laboratory.
- Students of Education and Psychology apply their theoretical knowledge on live subjects.
- Students use open-source software packages and participate in WEBEL courses.

**B. Field Trips**

For Botany, Zoology (at the U.G. level), Geography (both U.G. and P.G.) and B.Ed field trips are a part of the curricula.

**C. Projects-**Students prepare short research projects for Commerce and Economics.

**D. School Internship** is a part of B.Ed curriculum.

**II) Participative Learning:**

For students' participation the following activities are

undertaken :

- Microteaching
- Group discussion
- Paper presentations in students' seminars and poster making competition
- Quiz
- Entrepreneurship Development Workshops.

III) Problem Solving Methodologies:

- Research projects and mathematical problems help students to learn to identify, analyse and solve a problem.
- B.Ed students have to identify problems in schools and do action research.

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

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

ICT enabled tools are used both for theoretical and practical classes.

Theoretical Classes :

- The projectors in the classrooms are used to show ppts in physical classes.
- Digital libraries (INFLIBNET, NDLI) and other online sources are used.
- MS Office is extensively used by all the departments.
- Smart classrooms and virtual classrooms are used.
- Study material in the form of PPTs, write ups, audio and video are uploaded in the LMS.
- ICT enabled tools are used for Extension Lectures and Special Lectures.

Practical Classes:

- Varied amount of data is collected from different online sources.

- Open-source software packages are used by subjects like Mathematics (C, C++, SAGE MATH, R), Physics (Python, Latex, Gnuplot, Texmaker), Computer Science (Oracle, MYSQL, Python, Java), Chemistry (Fortran), Commerce (LibreOffice), Geography (QGIS), Economics (R).
- Proprietary softwares like Microsoft Office and Tally are used.
- Soft copies of the projects/term papers/practical works are stored in desktops or sent through e-mails.

**Evaluation:**

- The college portal is used to put up notifications and examination guidelines.
- Computer based practical examinations are conducted according to the Calcutta University guidelines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors**

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

131

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

64

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

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

##### 2.4.3.1 - Total experience of full-time teachers

1941.8

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

## 2.5 - Evaluation Process and Reforms

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

In the evaluation system of the University of Calcutta the following examinations are conducted internally by the constituent colleges :

- Internal and tutorial examinations for CBCS
- All tutorials, and theoretical examinations of IDC, SEC(G) and CVAC for CCF

The institution adheres to the norms fixed by the University in this regard. These examinations are held as per the schedule prepared by the University and marks uploaded to their portal within the specified period. The students are intimated about the exam schedule through

- College website
- Notices put up on notice boards
- Posting in WhatsApp groups of the class

Class attendance carries marks for students studying under CBCS. Attendance for each course is maintained by the college.

Continuous Internal Evaluation is done by the departments throughout the semester. These include

- class tests
- assignments
- verbal interaction
- micro teaching
- subject related quiz
- short paper presentation

These formative evaluations help the students prepare better for their final examinations. Students are encouraged to approach the teachers for any clarification. They are also urged to practice writing answers and get them corrected by the teachers. Special assignments are given by the mentors to their mentees according to their needs.

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

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

and efficient

The colleges are entrusted with the responsibility of conducting the following examinations internally according to the University guidelines :

- Internal and tutorial examinations under CBCS
- Tutorials (for courses not having practicals) and theoretical examinations of IDC, SEC(G) and CVAC under CCF

To deal with examination related grievances the following steps are taken:

- Students can post any examination related grievances on the college website.
- Answer papers of the internal/tutorial/theoretical examinations are preserved by the college for a stipulated period of time as directed by the University so that any inquiry can be addressed to easily.
- Marks on class attendance for the CBCS students in each course are added to their final result. Attendance is regularly maintained and the students apprised if they have a shortfall. Any query is settled by the department immediately.
- Regular Parent-Teacher Meetings are held by every department to apprise the guardians of their ward's progress and suggestions taken from them.
- Regarding continuous internal evaluations, the students are free to discuss with the teachers their queries and ways to improve their result. Feedback on their performances is given. Students are encouraged to come up with questions and be interactive in class.

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

## 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.

The institution not being autonomous, has to adhere to the given course curricula for University programmes which are uploaded on the University website. For the Women's Studies Course that the college offers the faculty frames the syllabus keeping in mind the desired learning outcomes. Syllabi of Skill Development Courses follow UGC guidelines, modifications being made by the faculty according to requirement.

Awareness regarding PO and CO

- POs and COs of different subjects and the detailed syllabi are put up on the website.
- The first semester students are informed of the desired outcomes of their chosen programmes in the Induction/Orientation Programmes organized by the different departments of the institution.
- The Programme Outcomes and the Course Outcomes are explained by the teachers in class.

The college also offers

- Skill Development Programmes
- Women's Study Programme

Students are informed regarding these programmes during the Induction/Orientation Programmes. Information regarding the POs and COs of these courses are uploaded in the college website and disseminated in classes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://bkgc.in/uploads/1598851311.pdf">https://bkgc.in/uploads/1598851311.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

- The main Programme Outcomes and Course Outcomes for students of undergraduate colleges are progression to higher

education or some professional course. The students of post graduate courses may pursue further studies or opt for some career. The institution tries to keep track of the progression of its students as to whether they have opted for further studies or have secured a place in the job market.

- The final outcomes of the Courses or Programmes are measured by the marks or grades obtained by the students in the University examinations. The college tries to assess the programme and course outcomes of the students by analyzing their results.
- The Academic Sub-Committee as well as the individual departments meet regularly to discuss the examination results of the students.
- The faculty keep track of whether the students are progressing towards achieving the desired outcomes through continuous internal evaluations.
- Departmental faculties meet at regular intervals to discuss the syllabus covered, how the students are coping up with their studies, and how to improve their performance.
- The students of the B.Ed stream have to take demonstration classes in their school internship where they are evaluated as to how they perform as teachers.

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

### 2.6.3 - Pass percentage of Students during the year

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

1018

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[https://bkqc.in/naac\\_sss/administrator/final\\_report.php?session=2023-24](https://bkqc.in/naac_sss/administrator/final_report.php?session=2023-24)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

12.2

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

6

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

An ecosystem, innovation, and knowledge transfer are interconnected concepts that drive progress and development. An ecosystem, in the context of innovation, refers to the interconnected network of individuals, organizations, and institutions that collaborate to foster innovation. Innovation is the process of introducing new ideas, methods, or products. Knowledge transfer is the process of sharing knowledge and expertise between individuals or organizations.

Research and Development Cell was established to explore these ideas among the students and teachers. Different Certificate courses, extension lectures, seminars, workshops are organised to explore knowledge among the stack holders.

Institute Innovation Council (IIC) is typically a body established within higher educational institutions to encourage innovation, entrepreneurship, and start-up culture among students and

teachers. BKGIC Institute Innovation Council (IICs) play a crucial role in entrepreneurship development among the students. They provide a platform for students to explore their entrepreneurial ideas, receive guidance from mentors, and access resources and support to turn their ideas into viable businesses. The students can sell their products which they produce to the faculties, staffs and other students through BKGIC Campus Bazar. It also facilitates collaboration between academia, industry, and government agencies to support innovation.

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

10

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

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	<a href="https://bkgc.in/research_development/">https://bkgc.in/research_development/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 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 year

121

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

### 3.4 - 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 year

**Extension and outreach activities create consciousness among the students towards social issues, make them empathetic to every constituent unit of the society for which BKGc is proactive with**

regular and special programme under IQAC and NSS Unit.

- Swacchta Programme under SAP:

Awareness programs with video, slogan , poster in social media as well as online Workshop on SAP with MGNCRE GOI, Gandegi Mukta Bharat Abhijan .

- Health Awareness Programme

Anti-drug campaign and Poster Competition ,Dengue Prevention Program , Covid awareness, Yoga day celebration,Fit india freedom run etc.

- Relief Camp in Pachpara ,Sunderban & Satya Bharati social service organization at Nabagram , Hooghly

- Environmental awareness Programme

Poster presentation ,Tree Plantation ,World Environment day, Earth day.

- Activities in adopted Village

Swachhta , Fit India movement ,Dengue prevention program, Relief Camp, handmade mask and sanitizers distribution, regular door to door Covid awareness

- Celebration of National days : cultural programs & different intra and inter-college competitions

- Special Camp (Literacy Program)

- Collaborations

- Panchpara Gram panchyat,Howrah
- Khurut Harijan kalian Samity Howrah
- Satya Bharati social service organization at Nabagram , Hooghly
- JoyGram Social Welfare society, Hasnabad, Sunderban

File Description	Documents
Paste link for additional information	<a href="https://bkgc.in/site/page_details/25">https://bkgc.in/site/page_details/25</a>
Upload any additional information	<a href="#">View File</a>

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

02

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

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

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

14

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

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 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 year**

608

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

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

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

7

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

16

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Bijoy Krishna Girls' College is situated on 4 B-10 K-11 CH-09-SF. It offers twenty-five Under Graduate, five Post Graduate and twenty seven Certificate Courses & Skill Development Courses and one Research Centre.

- The College Office 'PARICHAY' is well equipped with all ICT facilities. The Principal's Chamber is located in the 'NEERAJANA' building and has all ICT facilities. The 'IQAC Office' is situated next to the Principal's room in the 'NEERAJANA' with a small meeting room and has all ICT facilities. System Administrative Room is situated on the 3rd floor of 'SANDIPANA' building; it is equipped with advanced technological amenities. The 'NSS Office' is situated in the 'UPASANA' building and the 'PG Office' and Board Room is situated in the 'SUCHETANA' building. 'Canara Bank' has been provided space in the college campus.
- The academic departments are spread over in the 8 buildings, consisting of 67 classrooms, 1 virtual classroom, 2 smart classrooms and 30 laboratories, 3 seminar halls and 1 auditorium, 22 departmental work stations and 2 teachers' lounges. The central library of the college has all modern infrastructural amenities.
- Other Facilities include auditorium ('Jibanananda Sabhagriha'- Seat capacity: 150), hostel ('BANALATA'-Seat capacity: 50), canteen (RASANA) and a water-body.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkgc.in/site/facilities_page/Campuses-BKGC">https://bkgc.in/site/facilities_page/Campuses-BKGC</a>

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

The students of Bijoy Krishna Girls' College, Howrah have been encouraged to participate in every kind of physical activities, outdoor as well as indoor sports.

The college has the following facilities:

- The Gymnasium (established 2016) measuring 228.7331 sq. ft, and endurance training equipment along with a trainer
- A room is provided for practicing Yoga (measuring area 226.042 sq. ft) under the able guidance of a Yoga trainer.
- Karate: The College has assigned trainer for regular training of Karate.

Sports Facilities:

- Every year Annual Sports of the college is held in 'Sailen Manna Stadium' where different types of outdoor events are held enthusiastically. Indoor games like carrom, observation tests are also a part of the contest (measuring area of Games room 238.9588 sq ft).
- Badminton: There is ample space for playing badminton during winter.
- Basket-ball: The basket-ball court measuring 613.543 sq. ft was constructed in the year 2016

Cultural Activities:

- Two venues for indoor performances
- The front portion of the campus (measuring 266.945sq. ft) is a staging area for the students and the College auditorium

(remodeled in 2015) measuring 811.5988sq. ft, named 'Jibanananda Sabhagriha' having a seat capacity of 150 is utilized for indoor performances.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkgc.in/site/facilities_page/Gymnasium">https://bkgc.in/site/facilities_page/Gymnasium</a>

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

36

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.bkgc.in/site/notice/580">https://www.bkgc.in/site/notice/580</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

55.54

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

## 4.2 - Library as a Learning Resource

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

- Name of ILMS software koha
- Nature of automation (fully or partially) partially
- Version 18.11.02.000
- Year of Automation 2015

Library has a book collection of 55270 and journal collection of 694 as of 10th July, 2024. Library acquired ILMS, koha for proper organization of library materials in 2015. The software is hosted on cloud through the vendor 'AVIOR'. It provides bibliographic details of books through WEBOPAC and MOPAC, which is accessible from anywhere; it also provides the SMS alert and Email service. Circulation Service is provided through koha. Unique titles of 15369 (which comprised 26620) have been entered in koha as of 21.04.2020. Different types of reports can be generated using koha, which is useful for different departments, committees and inspection time to time.

- Circulation of documents is fully automated and bar-coded book cards and library membership cards from students, teachers and staff are kept as supporting documents.
- Bar-coding of books has been started from 2015. The Book card and Library Membership cards are also bar-coded.

In a nutshell koha is:

- 24X7 accessible ILMS, which provides a web based interface to access WEBOPAC to learn about the library collection, availability of the books.
- It is MARC 21 compatible ILMS.
- Provides Copy cataloguing feature using Z39.5

List of Modules use in koha

- Circulation
- Cataloguing
- Patrons
- Reports
- Tools
- koha administration

Future Plan

**Short Term**

- Reprography Section
- Implementation of RFID system

**Long Term**

- Group Discussion Zone
- Refreshment Corner
- Digital Library
- Book Bank
- Membership to Outside Scholars.

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

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

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**1.719**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

49

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

- The college has 228 computers (184 desktops & 44 laptops), 53 printer and scanners, 28 projectors. Regular maintenance is carried out by Micromate.
- There are two browsing centers, the first is the Computer centre another at the Library
- Internet Lease Line Connection of 10 Mbps from Alliance
- Several high-speed internet connections have been installed. The bandwidths have been regularly updated.
- The college has licensed software including Microsoft Office, Microsoft windows 7 or above, Sage-Math (Open Source), Python, MiKTeX, GNU Plot, LaTeX, TeXmaker, PyCharm, Tally ERP 9, Firewall (Sonic Wall)
- The smart boards are connected with internet via Wi-Fi so that faculty can access internet for reference
- A CMS software facility for admission, registration, attendance entry, ID cards, Student Management System was installed in 2017
- The College introduced Learning Management System (LMS) for both teachers and students since 2019.
- A large number of classrooms are ICT enabled and portable LCD projectors are provided for other classrooms.

- Video conferencing facility is available in Principal's room, seminar halls and System Administration Room
- Library is partially automated with KOHA since 2015. Library facilitates Web-OPAC remote access to users.
- The website is maintained through Right Brains Technology.

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

#### 4.3.2 - Number of Computers

202

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

126.2

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

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

The management of Bijoy Krishna Girls' College Howrah has continuously strived to meet the growing needs of the institution. Major policy decisions are made in the Governing Body of the college. The IQAC plays the pivotal role in formulating these policies.

- **Policy Prescription for Facilities:**

The basic rules behind the policy planning are

- To upgrade ICT facilities
- To improve coordination between different interrelated departments
- To increase the awareness among stakeholders
- To optimize the space utilization

**Academic Infrastructure:**

- Efficient allocation of rooms for 26 Departments
- Work stations for teachers of every Department
- Laboratories of each department are maintained regularly and both assets and stock registers are updated at regular intervals.
- Research work was encouraged through R & D Cell
- The College has 7 main administrative areas all of which are equipped with ICT facilities.
- The College has 3 Seminar halls, Virtual Classroom, Digitalized Auditorium with a vision to adapt World class education practices
- The Institution has a very rich library along with a separate PG library

Other facilities include Gymnasium, Karate, Yoga, Psychological

**Counseling Cell-'AALO'**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkgc.in/site">https://bkgc.in/site</a>

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1211

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

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

0

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

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

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="https://bkgc.in/uploads/Skill-Development-Course-Formatted.pdf">https://bkgc.in/uploads/Skill-Development-Course-Formatted.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**3246**

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

**2973**

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

**5.1.5 - The Institution has a transparent**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

31

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

140

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

11

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

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

The Governing Body of the college, which is the highest policy making body as per Statutory provision of University of Calcutta, always boost student participation in various extra - curricular and co - curricular activities.

#### Extra-Curricular Activity

- Students are advised and encouraged to play the role of volunteers in extra-curricular activities like Sports, Annual Social, Celebration of Special days like Bon Mahotsav, celebration of Rabindra Jayanti, Teachers' Day etc.
- In the spirit of New Education Policy, students are always encouraged to enroll and participate in Yoga classes. For self - defense, they are advised to participate in Karate and Gym sessions and so on.

#### Co-Curricular Activities

- To boost participation in teaching - learning, activities like micro teaching and student seminar are arranged in different departments. R & D Cell also organizes student seminar for capacity and confidence building.
- NSS Unit motivates student volunteers who actively pursue different activities like health camps, educational awareness campaigns, charitable programs and special camps in rural areas to address the issues related to human and sustainable development.

File Description	Documents
Paste link for additional information	<a href="https://bkgc.in/site/page_details/25">https://bkgc.in/site/page_details/25</a>
Upload any additional information	<a href="#">View File</a>

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

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

40

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

### 5.4 - Alumni Engagement

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

The College has an active alumni named PUNARNABA consisting of former students ranging from 1963 to the present as well as retired teachers and staffs. The association is a registered association (Registration number is S00017912 of 2021-2022). It takes part in different programs in the College. Many of our Alumni members students hold important positions as Principals, Headmistress, Film Stars, Journalists, Teachers, Administrators etc. The Association involves themselves not only in the academic growth but also provides exposure to its students through various activities. Like every year this year on 22nd and 23rd September ,2023 the association organized an exhibition cum sale of products sale by the ex-students. Annual alumni meet held on 13th January ,2024 at college auditorium. Along with central meet, individual program was organized by some departments of the college.

File Description	Documents
Paste link for additional information	<a href="https://bkqc.in/uploads/1732098504.pdf">https://bkqc.in/uploads/1732098504.pdf</a>
Upload any additional information	<a href="#">View File</a>
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p><b>ision:</b> The college's crest, "Sa Vidya Ya Vimuktaye," encapsulates its vision to provide quality education while promoting social, economic, and political awareness among female students.</p> <p><b>Mission:</b></p> <ul style="list-style-type: none"> <li>To foster a comprehensive, participative, and humanistic educational environment</li> <li>To nurture responsible, independent citizenship</li> </ul> <p><b>Effective Governance:</b></p> <ul style="list-style-type: none"> <li>The Governing Body manages the strategic direction of quality education and college administration.</li> <li>Committees such as Academic, RUSA, Library, Building, Purchase, Examination, Sports, Office, and IQAC report to the Principal.</li> <li>The Finance Committee manages budget allocations.</li> <li>The IQAC oversees college operations and enacts quality control measures.</li> </ul> <p><b>Strategic Planning &amp; Initiatives:</b></p> <ul style="list-style-type: none"> <li>Academic and administrative audits of departments</li> <li>Capacity-building programmes by R&amp;D Cell for students,</li> </ul>	

faculty, and staff

- BKGc Research Excellence Award to felicitate commendable research outcomes
- Value-added certificate and diploma courses
- Online feedback collection, induction programmes, and mentor-mentee initiatives
- ICT-enabled teaching and learning methods
- Collaborations and MOUs for academic excellence and knowledge-sharing
- Training and placement drives
- NEP-2020 ready and in implementation

File Description	Documents
Paste link for additional information	<a href="https://bkgc.in/site/container_page/84">https://bkgc.in/site/container_page/84</a>
Upload any additional information	<a href="#">View File</a>

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

#### Academic Decentralization:

- The IQAC proposes policies for quality enhancement in teaching and learning.
- The Teachers' Council addresses various academic matters, such as examinations and attendance.
- The Admission Committee and Academic Sub-Committee share responsibilities for the admission process.
- The Routine Committee coordinates with departments to organize the timetable.
- The Library Committee oversees maintenance and improvement of library facilities.
- Each department head liaises with the Principal and department members.
- The Research and Development Cell focuses on strengthening faculty, student, and staff capabilities and confidence.

#### Administrative Decentralization:

- Teaching and non-teaching staff serve as representatives on the Governing Body.
- Senior faculty members coordinate post-graduate studies and the NSOU distance learning center.
- Faculty members also take on executive roles in committees

such as Finance, Building, Purchase, Anti-Ragging, and Internal Complaints.

#### Decentralization in Extra-Curricular Activities:

- Teachers and staff lead extension activities through committees like the NSS and student-focused committees for cultural, placement, student welfare, sports, and others.

#### Participative Management:

- Students actively participate in NSS, IIC, the Student Society, and event management, including Freshers' Welcome, Farewell Programmes, Annual Social Events, seminars, Basanta Utsab, Saraswati Puja et al.

File Description	Documents
Paste link for additional information	<a href="https://bkgc.in/site/igac_home_image">https://bkgc.in/site/igac_home_image</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### Strategic and Perspective Plan Implementation:

- In alignment with the Government of India's Digital India initiative, the college promotes a shift towards digital processes, encouraging students to adopt digital methods over traditional physical transactions as part of its mission to foster digital awareness.
- The college has successfully launched a Faculty and Student Exchange Programme to expand opportunities in teaching and learning.
- Various collaboration activities have been initiated with esteemed institutions through formal MoUs, enhancing academic engagement.
- Quality in teaching and learning is upheld through regular internal evaluations, Academic and Administrative Audits (AAA), and interactive student sessions.
- The R&D Cell actively promotes research alongside teaching for both faculty and students, with financial support provided for research activities.
- To support career advancement, the college offers a variety

of certificate courses to students.

- The institution upholds environmental sustainability by conducting regular green audits.
- Through NSS, the college organises multiple outreach programmes, instilling a sense of social responsibility among students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkgc.in/uploads/SUB_COMMITTEES_2022-24.pdf">https://bkgc.in/uploads/SUB_COMMITTEES_2022-24.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

1. The college operates under the guidelines of the First Statutes, 1979 of the University of Calcutta, with amendments made through notifications over time.
2. It adheres to orders, circulars, and regulations from the Higher Education Department, Government of West Bengal, and the University of Calcutta.
3. Chapter VII of the First Statutes, 1979 outlines the constitution, tenure, powers, and functions of the Governing Body.
4. The Governing Body includes the Principal as the ex-officio secretary and Drawing and Disbursing Officer (DDO).
5. The Principal oversees overall administration, supported by a team for efficient execution.
6. Various sub-committees, such as the Finance and Purchase Sub-Committee, assist the Principal in implementing administrative decisions effectively.
7. The Academic, Routine, and Examination Sub-Committees ensure smooth functioning of the academic system.
8. Specialized cells, including the Anti-Ragging Cell, Grievance Redressal Cell, and Internal Complaints Committee (ICC), ensure a safe and complaint-free campus environment.
9. Departmental meetings manage tasks like preparing timetables, allocating workloads, and distributing syllabi.
10. Parent-Teacher meetings act as a vital link between faculty and parents, enhancing communication and collaboration.

This systematic framework ensures efficient functioning, transparent decision-making, and a harmonious academic environment.

File Description	Documents
Paste link for additional information	<a href="https://bkgc.in/site/container_page/29">https://bkgc.in/site/container_page/29</a>
Link to Organogram of the institution webpage	<a href="https://bkgc.in/site/container_page/84">https://bkgc.in/site/container_page/84</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

Bijoy Krishna Girls' College, Howrah, offers a range of beneficial schemes for its staff:

- **Loan Facilities:** Eligible staff members can apply for low-interest loans through the Bijoy Krishna Girls' College Employees Co-operative Society (Registration No. 02, Date 14.08.1971).
- **Departmental Resources:** Workstations are available in all departments to support learning and innovation.
- **Teacher's Diary:** A tool for effective planning and reflection for faculty.
- **Financial Support:** Up to ₹5,000 is provided for attending

conferences, workshops, and seminars.

- **Small Budget Short Project Scheme (SBSPS):** Functional since 2020, this scheme supports small research projects.
- **Research Excellence Award:** Recognizes outstanding research contributions by staff.
- **PF Loans:** Easily accessible, offering financial stability.
- **Employee Benefits:** Life insurance, provident fund, pension, leave benefits, Medicaid, and gratuity are provided. Staff are encouraged to participate in government health programmes.
- **Health and Wellness:** On-call medical facilities and a sick room are available for all stakeholders.
- **Amenities:** A staff canteen ("Proyojon"), Coffee Corner, and an on-campus Canara Bank branch with ATM access.
- **Professional Development:** The college offers training programmes, workshops, and seminars to enhance teaching, research, and leadership capabilities.
- **Computer Centre:** Established under the RUSA grant, operational since 2020.

These initiatives support staff well-being, professional growth, and overall institutional success.

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

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

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

5

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

16

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

22

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

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

1. **Self-Appraisal for Teaching Staff:** Introduced in 2018, the Principal implemented a proforma for self-appraisal, in line with UGC regulations, where teaching staff record their performance and participation in college activities.
2. **Biometric Attendance:** The college uses biometric attendance to track staff presence.
3. **Academic Audit (AAA):** Conducted annually since 2018 after the completion of each academic year.
4. **Career Advancement Scheme:** Implemented as per G.O. No. 1373-Edn (CS), dated 07.12.2017, to support faculty career progression.
5. **Departmental Meetings:** The Principal holds regular meetings with departmental faculty to discuss academic matters.
6. **Collaboration with IQAC:** The Principal regularly confers with the IQAC to discuss and implement policies.
7. **Service Book and Leave Committees:** These committees meet regularly to review individual cases of staff.
8. **Non-Teaching Staff Evaluation:** Confidential reports for lab-based non-teaching staff are submitted by the department heads to the Principal for evaluation.

These practices reflect the college's commitment to performance evaluation and continuous improvement for both teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://bkgc.in/mtdr/login.php">https://bkgc.in/mtdr/login.php</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

An audit is important as it provides credibility and transparency to the financial statements of the institution. The Governing Body of the college in July 2015 agreed to appoint an Internal Auditor on request from the Principal to manage the account internally for every financial transaction. A reputed firm of Chartered Accountants, Ghosh & Ghosh Chartered Accountants (Membership No. 050488) was given an appointment for the same. Based on the account's statements submitted by the accountant of the college the internal auditor conducts the internal audits and hands over the reports to the principal.

The External Auditor is appointed by the Directorate of Public Instructors, Government of West Bengal, as per the government norms and rules. The firm that carried out the External Audit for the years 2022-23 B. Sain & Co., Chartered Accountant (M. No. 51905). Since 2017-18 the External Audit has been carried out by D. Garodia & Co., (M.No.307641). Audit for the financial year 2023-24 is in process.

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

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

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

1.6

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

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

The Principal is the Drawing and Disbursement Officer and has control over financial matters, however, as per 1979 First Statute of the University of Calcutta, the Governing Body and the Finance Sub Committee members assist in decision making and a complete transparent system is maintained regarding all financial transaction.

There is a well-defined organizational set up. At the beginning of each session the HODs prepare the requisition of their department which is then scrutinized and approved by the Finance Sub-Committee and fund is allocated accordingly. Purchase Sub-Committee carries out the necessary procedure for any purchase that is to be made. With effective planning by the concerned stakeholders, the institution is able to utilize the allocated funds in an optimal manner. Accounts are maintained by the Accountant and the Principal is accountable for all the financial transactions.

Among the funds received from non-government bodies, individuals, Philanthropers during the year 2023-24, funds that was received from P. C. Chandra, Howrah, invested for Skill enhancement purpose. Retired teaching Staff has donated to Endowment Prizes which are awarded to meritorious students of the college every year.

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

#### 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

**Academic and Administrative Audit (AAA)** Since 2018, the college has successfully implemented the Academic and Administrative Audit (AAA) based on NAAC recommendations. The AAA for the session 2022-23 is scheduled for 27-04-2024, conducted by external members, providing a comprehensive qualitative assessment of the institution's academic and administrative practices.

**Capacity, Confidence Building, and Research Initiatives** The college conducts various seminars, workshops, and faculty/student development programmes across disciplines to enhance the knowledge and efficiency of stakeholders. For instance, in collaboration with the R&D Cell, the Mahindra Pride Classroom Add-on Employability Skill Training Programme, under the IQAC, has successfully equipped students with the skills needed for securing employment.

File Description	Documents
Paste link for additional information	<a href="https://bkgc.in/site/iqac_home_image">https://bkgc.in/site/iqac_home_image</a>
Upload any additional information	<a href="#">View File</a>

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

**Faculty Exchange Programme** The Faculty Exchange Programme initiated by the IQAC has introduced numerous initiatives to improve the overall quality of the institution. It promotes collaborative learning and innovative teaching methods by allowing faculty to share expertise and resources. This exchange enhances academic quality, fosters continuous improvement, and ultimately benefits both faculty and students. Additionally, a collaboration with Ashutosh College, Kolkata, has been initiated this academic session through a signed MOU, further strengthening academic partnerships.

**ICT-Enabled Departments** Enabling ICT for the academic departments at the college improves both academic and administrative efficiency by integrating technology into various processes. The use of digital tools for communication, data management, and collaboration enhances student services and streamlines

operations. This approach fosters a dynamic learning environment, encourages innovation, and better prepares students for the demands of a technology-driven future.

File Description	Documents
Paste link for additional information	<a href="https://bkqc.in/site/iqac minutes">https://bkqc.in/site/iqac minutes</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://bkqc.in/site/iqac home image">https://bkqc.in/site/iqac home image</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Gender equality is presently equated with various rights-based movements, laws, jurisprudence, and many more. In order to lead the institution from the front, the administration has pushed female staff members to hold positions as Head of the Department, Coordinators of various programmes, and Members of Statutory and Administrative Bodies. There are leave advantages available, such as Child Care Leave and Maternity Leave. Additionally, the bodies

of students preserve gender empowerment in their portrayal. The college installed two sanitary napkin vending machines in the hostel "Banalata" and the common room, which was a pioneering move. For the security of female students, the college installed CCTV cameras across the campus and hostel. Also, lady security personnel have been appointed.

For the benefit of our students, the college has held workshops and training sessions on issues such as gender equity, women's empowerment, initiatives to build capacity, and various forms of abuse. Every year, the College's staff, teachers, and students enthusiastically participate in speeches, seminars, interactive sessions, and discussions in honour of International Women's Day.

Regarding gender abuse, insults based on gender, or sexist statements on campus, there is a functioning Internal Complaint Committee (ICC).

The Women Study Centre is actively functioning since 2019.

File Description	Documents
Annual gender sensitization action plan	<a href="https://bkgc.in/uploads/1726725899.pdf">https://bkgc.in/uploads/1726725899.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://bkgc.in/site/facilities_page/safety">https://bkgc.in/site/facilities_page/safety</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

## Hazardous chemicals and radioactive waste management

## 1. Solid waste management:

- For the collection of biodegradable and non-biodegradable solid waste, separate garbage bins are used.
- Paper and plastic waste are resold regularly.
- Plant waste and food items are converted into manure in compost pits.
- The remaining solid waste is collected by the Howrah Municipal Corporation.

## 2. Liquid waste management:

- The waste water from the college canteen, hostel, and washrooms is safely disposed of through an internal sewage system connected to the Municipal Corporation sewage line.
- The liquid wastes produced mainly by the Chemistry Department are collected in three different plastic containers. If possible, the organic solvents are reused after the fractional distillation process. Otherwise, the liquid waste is diluted, neutralised and disposed off
- Waste water from reverse osmosis systems is collected and re-used.
- Leaking taps and pipes, if any, are periodically checked and serviced.

## 3. E-waste management

- Electronic items are used to maximum capacity.
- The college has a MOU with Hulladek for managing e-waste.
- Different electrical items, like fans and air conditioners, are repaired by the college electrician if possible, or otherwise they are disposed of by the Howrah Municipal Corporation.

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

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3.Pedestrian-friendly pathways</b></li> <li><b>4.Ban on use of plastic</b></li> <li><b>5.Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

India has very diverse cultural and regional societies. The college has organised many programmes to understand these diversities and to help to build an inclusive society.

**Social Harmony**

World Law Day

Independence Day

Teachers Day

Earn While You Learn

World Mental Health Day

National Constitution Day: Inter College Slogan Competition

Mass Rally on World Aids Day

74th Constitution Day

International Human Rights Day

Students Seminar on National Press Day

Impulse 2023

National Education Day

Inter College Women Sports Competition & Annual Sports

Annual Prize Distribution and College Social.

Experiential Learning: Visit To Rich Cultural Heritage of India.

National Youth Day

Peace and Peace Building Overview

Awareness Programme for SC/ST Students.

Saraswati Puja

The 'Empowering Women Globally'

Debate on Women Reservation Bill

Basanta Utsav

World Philosophy Day

Environmental Harmony

An Intercollege Workshop on Mushroom Cultivation Technology

Impact of Cancer in Life: An Insight into Research and Awareness

Anti Tobacco Campaign

Education Institute Visit as per Sem 5 CC12 curriculum

Inter Departmental Quiz On "National Pollution Control Day"

Educational Tour to Alipore Zoo

Awareness Programme regarding Eco Club.

HERBAL 'AABIR' MAKING

Awareness Programme on "Reduce, Reuse and Recycle of Plastic Waste"

Quiz on Environmental Issues

Certificate Course on Development and Environment

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

Sl. No.

Name of the Programme

Organiser

Date

1.

Anti Tobacco Campaign Programme

WSC

23.11.2023

2.

National Constitution Day: Inter College Slogan Competition

NSS

30.11.2023

3.

Mass Rally on World Aids Day

NSS

1.12.2023

4.

Celebration of Constitution Day

Dept. of Political Science

1.12.2023

5.

Celebration of Human Rights Day

Political science and IQAC

11.12.2023

6.

Inter college debate competition on Education is a Right, not a Privilege

NSS

11.12.2023

7.

Thalassemia Awareness Programme

NSS & IQAC

10.01.2024

8.

Extension lecture on Peace and Peace Building

Philosophy & IQAC

27.01.2024

9.

Special lecture on Media Ethics

Philosophy & IQAC

28.05.2024

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.bkgc.in//uploads/1726728768.pdf">https://www.bkgc.in//uploads/1726728768.pdf</a>
Any other relevant information	<a href="https://www.bkgc.in//uploads/1726729053.pdf">https://www.bkgc.in//uploads/1726729053.pdf</a>

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college organizes a number of national festivals throughout the year to educate the students about the integrity and diversity of our great nation.

•Teachers' Day: On September of every year, we celebrate the birth anniversary of Dr. Sarvapalli Radhakrishnan as Teachers' day.

• Women's Day: The college celebrates Women's Day on 8th March of every year to honour women and their contribution in our society and to share and discuss the importance of having equal rights and responsibilities for building a better society.

• Republic Day: Republic Day is celebrated on January 26th to commemorate the adoption of constitution. On this day "constitution awareness programme" is organized in which students and staff members are informed of their duties towards our nation.

• Independence Day: The institution celebrates with all grandeur

the Independence Day on 15th August.

•Yoga Day: The International Day of Yoga aims to raise awareness worldwide of the many benefits of practicing yoga. The Yoga Day celebration is held on 21st June in the college under the leadership of NSS unit of the college.

• World Environment Day: Every year it is celebrated on 5th June to create the awareness on environmental issues.

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

## 7.2 - Best Practices

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

### # Best Practice 1

#### Capacity and Confidence Building

##### Objectives

The Capacity & Confidence Building Centre, R & D Cell, IQAC of BKGC, Howrah, in collaboration with Mahindra Pride Classroom under the Naandi Foundation, successfully organized a comprehensive training program focused on enhancing transferable skills of communication and professional development.

##### Context

It was a successfully organized comprehensive training program focused on enhancing transferable skills.

##### Practices

Training sessions were conducted in 3 phases

**Problems Encountered and Resources Required**

To encourage girl students to break the glass ceiling ,communicative skills , staying beyond class hours.

**#Best Practice II**

**Wholesome Development of Students**

**Objectives**

Opening the Vista of the students into a global areas.

**Context**

The college has for the last few years been providing the students a platform by building up their confidence .

**Practices**

Impulse is an Inter-College fest that conducts competition of academics and cultural events.

An Inter College Women Sports Competition-2023was organized just like every year. The programme were in Badminton , Table Tennis and Carrom

BKGC Institute Innovation Council play a crucial role in entrepreneurship development among the students.

**Problems Encountered and Resources Required**

Students coming from different schools are mostly not-trained in various events of sports.

File Description	Documents
Best practices in the Institutional website	<a href="https://bkgc.in/site/container_page/98">https://bkgc.in/site/container_page/98</a>
Any other relevant information	<a href="https://bkgc.in/ejournal/current-issue.php">https://bkgc.in/ejournal/current-issue.php</a>

**7.3 - Institutional Distinctiveness**

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

With an endless dream of exclusive education for girls in the district of Howrah, West Bengal, Bijoy Krishna Girls' College was by Prof. Bijoy Krishna Bhattacharya.

- Along with the increasing demand of academic varieties, 20 undergraduate honours and 6 general courses and five post graduate courses have been included in the curriculum. New set-ups of office, library, auditorium, hostel, science laboratories, computer centre, and Women study centre have been constructed.

- The academic excellence is also an area which demands attention. The students are performing well in academic courses. Smt. Priti Das (2020) from Computer Science department got the first position in University of Calcutta.

- Students are also given the opportunities to enhance their abilities through some skill development courses-e-Commerce, Computer Data care, Industrial Microbiology, Spoken English, Handicrafts, Performing Arts, and Media Studies.

- The students have also the facilities of being the part of extra- curricular activities. There are Eco club 'Sabujsakhi' and BKGC Science Club. The registered NSS unit of the college organizes several social programs.

- Keeping in mind the Health and Hygiene issues, The Mental Health Day is being celebrated. Regular Yoga, Karate classes are conducted.

- Psychological Counselling 'Aalo' and a Diet club are also there to give advice.

Provide web link to:

- Appropriate web in the Institutional website
- Any other relevant information

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Future Plan**

- Workshop on NAAC New Reforms, 2024
- Introduction of Foreign Languages
- Introduction of Courses on Value Education and Indian Knowledge System
- More Community Development Programmes
- Introduction of more Skill Development Courses