AQAR REPORT REVIEW

BIJOY KRISHNA GIRLS' COLLEGE

Aishe id :	**C-11992**
Submitted for :	**2019-2020**
Submitted Date :	**31/08/2020 09:05 PM**
Reference AQAR Link :	Click here
Over all Comments :	**accepted**
Acceptance date :	**28/09/2020**

Yearly Status Report - 2019-2020

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 own campus	**Yes**
Phone no/Alternate Phone no.	**03326412341**
Mobile no.	**9830035815**
Registered Email	**bkgc_howrah@yahoo.com**
Alternate Email	**rumabhattacharyya61@gmail.com**
Address	**5/ 3 M G Road Howrah 711101 West Bengal**
City/Town	**Howrah**
State/UT	**West Bengal**
Pincode	**711101**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr Sweta Guha**
Phone no/Alternate Phone no.	**03326412341**
Mobile no.	**9830014223**
Registered Email	**iqacbkgc@gmail.com**
Alternate Email	**guhasweta@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://bkgc.in/site/submission

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://bkgc.in/site/container_page/16

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B++**	**2.82**	**2016**	**25-May-2016**	**24-May-2021**

6. Date of Establishment of IQAC

12-Sep-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
World Population Day	**11-Jul-2019** **01**	**102**
Induction Programme	**08-Jul-2019** **01**	**1365**

Academic and Administrative Audit	16-Dec-2019 08	131
Submission of AQAR (2018-19)	31-Aug-2019 01	131
Participation of NIRF	29-Nov-2019 01	131
Bon Mahotsav	17-Jul-2019 01	145
Psychological Awareness Programme	20-Jul-2019 01	125
Workshop on Sensitization Of Domestic Violence organized by Dept of Pol Sc. in collaboration with West Bengal Commission for Women	17-Aug-2019 01	75
World Photography Day	19-Aug-2019 01	33
Teacher's Day Celebration	05-Sep-2019 01	755
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**7**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

- NAAC sponsored National Seminar on Opportunities and Challenges : Role of IQAC in Governance, Leadership and Management on 19.9.19 • International seminar on Human Rights: Contexts and Concerns, held on 17.1.2020 18.1.2020, in collaboration with W.B. Human Rights Commission • On 27.6.2020, A Biannual Multidisciplinary Students' Journal was published by R D Cell, BKGC, Howrah • A Survey on Students' Condition During Lockdown, conducted by Grievance Redressal Cell , BKGC, Howrah • Situation Assessment Survey Of Students Household During Lockdown Period was carried out by Department of Statistics, All India Institute of Hygiene and Public Health and Department of political Science, B.K.G.C. Howrah

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

Plan of Action	Achivements/Outcomes
• Stress on placement	• Career Counselling & Recruitment By ICA on 07.8.19 • 50Years of Department of Commerce : Workshop on CV Writing & Online Computer Management on and from 11.9.19 to 16.9.19
• Registration of Alumni Association	On the process
• Introduction of Skill Oriented Courses & Certificate Courses	• Introduction of a certificate course under the supervision of Women's Studies Research Centre, University of Calcutta • Introduction of Certificate Course On Human Values and Professional Ethics in Collaboration with Ramakrishna MissionVidyamandira, Belur on 28.8.19
• Utilisation of RUSA Grant	• Construction of new building • Other renovation work
• Publication Of Journal	• On 27.6.2020, "BKGC Scholars" (Vol 1, Issue 1), a Biannual Multidisciplinary Students' Journal was published by R& D Cell & IQAC
• To organise Workshops/ Seminars for all staff and students	• Training On Koha For Library Staff on 08.8.19 • Workshop on Sensitization Of Domestic Violence on 17.8.19 organized by Department of Political Science. in collaboration with West Bengal Commission for Women. • 50Years of Department of Commerce : Workshop on CV Writing & Online Computer Management on and from 11.9.19 to 16.9.19 • NAAC sponsored National Seminar on Opportunities and Challenges : Role of IQAC in Governance, Leadership and Management on 19.9.19 Speaker : 1)Prof. Basab Chaudhuri -honorable Vice

Chancellor of West Bengal State University, 2) Swami Shastrajnananda -Principal of Ramakrishna Mission Vidyamandira,3) Prof. Jadab Krishna Das – Director of IQAC, Calcutta University 4) Swami Bhudevananda Maharaj, Principal, RKM Residential College, Narendrapur 5) Dr. Siddhartha Gupta, Principal, Bankura Zilla Saradamani Mahila Mahavidyalaya • A workshop on Renewable Energy and Global Warming, organised by NSS and Science Club, BKGC, Howrah on 27.9.19 in collaboration with Asian Youth Centre Speaker: S.P. Gon Choudhury • Training on Safety organised by Women Study Centre, B.K.G.C., Howrah in collaboration with USIS (United States Information Service) Duration : 18.11.19-22.11.19 • Two days Workshop on Database Administration& Office Management System For Non Teaching Staff organised by IQAC & ICA Edu Skills Pvt Ltd on 10.12. 19 & 11.12.19 • International seminar on Human Rights: Contexts and Concerns held on 17.1.2020 & 18.1.2020, in collaboration with W.B. Human Rights Commission, organised by IQAC. Speaker: Prof. Rebecca J Manring, Indiana University, Dr. Aparajita Gangopadhyay, Goa University of Latin American Studies, Sri Naparajit Mukherjee, Member of W.B. Human Rights Commission, Dr. Ruchira Goswami, NUJS & Dr Anupama Ghosal, NUJS • A Workshop on " Campus to Corporate", organised by Alumni Association in collaboration with Infidea, on 27.2.2020 • National Webinar on " Environment, Society and Covid 19: Impact and Challenges" organised by B.Ed Department & IQAC , held on 05.6.2020 Speaker: Amitesh Kumar singh, Assistant Professor, Pt Ravishankar Shukla University, Raipur • Inter College online Poster Competition organised by R&D Cell on "Environmental Hazard, Disaster and Challenge" on the occasion of World Environment Day. • Webinar on " Cyber security Issues during Covid 19 Lockdown in India" organised by Women study Centre & IQAC in collaboration with Women Studies Research Centre, University of Calcutta, held on 12.6.2020. Speaker : 1) Prof Amlan Chakrabarti, Director, A.K. Choudhury School of Information Technology, University of Calcutta. 2)

	Dr. Mallarika Sarkar (Das), Assistant Professor & HOD, Department of Sociology, University of Calcutta 3) Bivas Chatterjee, Advocate, Public Prosecutor for Cyber Law and Electronics Evidence for entire West Bengal . • International Webinar on " Some Ethical Issues in Covid 19 Lockdown", organised by Department of Philosophy & IQAC in collaboration with Ramakrishna Mission Resident
• To introduce Student Exchange Programme	On the process
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	11-Aug-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**05-Mar-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**BKGC College management system (BKGC CMS) BKGC college management system(CMS) enable college to manage several works. It is a Customised Licensed Version. This system helps in the following: ? Admissions, ? Enrollment ? Fees collection, ? Accounts, ? Pay roll generation ? Voucher entry ? Cash memo generation ? Fees collection ? University registration ? LAN Connected**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

BKGC has a structured mechanism for planned curriculum delivery and documentation. Mentioned below are its different stages: • The apex body in this structure is Academic Committee with the honourable Principal at its head followed by IQAC coordinator and different head of the departments. Before the beginning of each academic session the Committee meets to evaluate the advantages and disadvantages of earlier session and to chalk out plans for the impending one. The Academic Calendar is formulated at this stage. • Routine Committee is the next gateway headed by IQAC coordinator which makes master routine separately for Humanities, Science and Commerce departments. After the approval of the Principal it is transmitted to HODs. • HODs are entrusted to make departmental routines and to distribute the syllabus among the faculties. Departmental routines are again sent to the Principal for final approval. • In the Departmental meetings lesson plans are made along with the types of teaching materials to be consulted and distributed among students. • The freshers are inducted to the college through an orientation programme organized centrally with lectures from the Principal, IQAC coordinator, NSS programme officer and convener of the add-on courses. Routines and small savouries are distributed among them on this occasion. Thereafter in every department smaller orientation are done by the departmental teachers. • In the first semester the mentoring scheme is also developed and students are divided in different groups under different teachers. • Regular progression of the students is monitored at departmental meetings. • Teachers are at complete liberty, in synchronization with CU syllabus, to choose their teaching methods for different topics using traditional chalk & talk method to modern ICT system, discussion of answering strategies and probable questions. For few subjects classroom lectures are complemented with practical classes, laboratory works and field works. Often model questions are also provided to the students. • Students are encouraged to avail the library facility, rich in resources and equipped with nonstop internet facility & INFLIBNET and newly acquired NDLI services. • Micro-teaching, Students' Seminars, Students' Quiz on syllabus, Project Presentation, Round Table Discussions between teacher and students are also conducted regularly. • Faculty Exchange Programmes & Extension Lectures are also organized for adding newer dimensions in the learning process and to make it interesting. • The students have to appear for internals before University examinations. The College Examination Committee prepares a schedule for internals in consultation with the departments. • After the publication of CU results Academic Committee sits again with the Principal for reviewing the results. • Accountability of teachers-students are attempted to ensure by Biometric Attendance of the teachers and student attendance at class register. • Parent-Teacher Meetings are organized to inform the parents about the ward's progress. • In times of natural or medical disaster online classes through google class, google meet, teamlink, skype like apps are done with regular supply of study materials also.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Women Studies	N/A	16/08/2019	27	N/A	Yes
Human Values and Professional Ethics	N/A	28/08/2019	25	N/A	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	57	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
e-Commerce	18/08/2019	30
Spoken English	09/09/2019	9
Computer Datacare Management	06/09/2019	4
Industrial Microbiology	06/09/2019	1
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology	50
BSc	Geography	39
BSc	Botany	38
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Bijoy Krishna Girls College, Howrah has always taken steps ahead for improving the quality of imparting education for its students. The college started online

feedback from 2017-18 session under the aegis of IQAC as a quality consistence and quality enhancement measure. Feedback forms are designed for all stakeholders. This includes student feedback, faculty feedback, alumina feedback, peer feedback, etc. Faculty feedback from the students for the respective course is taken at the end of each semester/year on various teaching/learning aspects and it is analysed by the Principal of the college. Also, this process enables the institute to improve in the areas where ever necessary Principal then has sincere discussion in this matter with the respective faculty members and corrective measures if any, are informed to them for further improvements. Feedback on Library by students of all semesters /year presented in front of library committee for review and discussion. The analysis is appraised and steps wherever possible are taken on a regular basis to provide best possible opportunity to the students. Feedback from students are also taken on infrastructural facilities. This is a feedback on 5-point scale, which measures parameters like teaching aids used, methodology, classroom facilities, laboratory facilities, toilet facilities,, cleanliness, canteen, etc. which is analysed by a committee including the Principal and a few senior teaching staff and office staff for taking appropriate decisions for improving the infrastructure and also the ambiance of the campus. In addition to current students, online feedback is also collected from the alumni for further improvement. Feedback from the parents are also taken on line as well as by interacting with them during Parent Teacher Meet. The data is analyzed and their suggestions are considered and placed before the Academic Audit Committee for discussion and for possible incorporation in the curriculum. The functioning of various committees of the College strengthens the quality to ensure the effective delivery of knowledge. The attached link is for necessary reference https://feedback.bkgc.in/

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Economics	34	71	14
BSc	Computer Science	29	60	15
BSc	Chemistry	44	103	20
BSc	Botany	15	86	7
BA	Bengali	116	429	97
BA	Arts General	457	1117	368
BSc	Science General	54	269	29
BCom	Commerce Honours	130	420	117
BCom	Commerce General	54	189	44
BA	Education	64	261	56
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2019	1238	43	104	0	27

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
131	77	4	27	2	4
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Mentor Mentee system has been implemented in Bijoy Krishna Girls College Howrah from 2018 session. Faculty mentors play a crucial role in mentoring the students of the college. The basic objective of this system are as follows ? To identify strengths and weaknesses in all fields of the student mentees ? To provide positive role models to first year undergraduate students in the institute ? To help fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life ? To discuss the performance of the students of subsequent semesters at summative level and to identify their comfort level. ? To counsel academically weak students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems ? To ensure regularity and punctuality of students through counseling sessions and to inculcate discipline ? To guide and motivate to improve their results. ? To Know their academic and psychological needs and guiding them accordingly ? To give constructive feedback on writing, teaching and other elements of career design. ? To encourage and inspire in them an enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular. Allotment of students to the mentors are made at the beginning of each semester through departmental meetings of faculties. Separate groups are listed and approval is taken from the Principal before putting up the notice. Faculty mentors take regular classes every week. At the onset the Mentor identifies the strengths and weaknesses of the mentees and then provides support where needed. Mentees are encouraged to come out with their specific problems so that it can be addressed properly. Periodic meeting of the mentors are held at the department level to assess the progress. In fact students and their mentors share equal responsibility for ensuring productive and rewarding mentoring relationships. Mentors are advised to create WhatsApp groups to keep in continuous contact. They provide not just academic and professional guidance but also personal advice in transitioning into, and out of, graduate school. They can serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3593	131	27:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
80	65	15	2	39

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers	Designation	Name of the award,

	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
	No Data Entered/Not Applicable !!!		
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	Philosophy	3rd	23/12/2019	31/07/2020
MA	Sanskrit	3rd	23/12/2019	31/07/2020
MA	Geography	3rd	23/12/2019	27/07/2020
MA	Bengali	3rd	23/12/2019	27/07/2020
BSc	Science	3rd	14/12/2019	06/03/2020
BA	Arts	3rd	14/12/2019	06/03/2020
BCom	Commerce	5th	12/02/2020	10/07/2020
BCom	Commerce	3rd	12/02/2020	24/07/2020
MCom	Commerce	3rd	17/01/2020	06/08/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Bijoy Krishna Girls College Howrah is an affiliated institution of Calcutta University. All evaluation norms of the university are followed thereby. The university has adopted major reform in evaluation by introducing Credit based grading system from the academic year 2017-18 and the institute has adopted the same. The college has adopted the method of assessing the academic performance of the students on a continuous basis as per the new regulation. Continuous assessment in theory subjects: ? Regular class work and home assignments are evaluated for formative assessment ? Internal assessment is carried out as per regulation and academic calendar provided by the University. Marks for internal assessment and projects/practical/tutorials are uploaded as directed by the university ? The marks allotted for attendance is given following strict discipline ? To bring uniformity in evaluation in scripts by fresh recruits, the scripts are scrutinized by seniors randomly and anomalies are pointed out to them. ? Special practice tests are taken occasionally for slow learners. ? Micro teaching are also encouraged for knowledge built up ? Continuous assessment in practical subjects are carried out by compelling students to submit their practical report regularly on a day to day basis. ? In this regard, the faculty will do the keen evaluation of the performance of the student for every experiment which includes regularity, procedure, results, viva and promptness in submission of records and the marks obtained are recorded against each experiment in the student record. ? Continuous assessment in projects are done by Project Review Committee (PRC) of every department consisting of all faculties of the Department, Students are formed into groups of 5 at the most. The groups collect the literature on a topic and review the literature and submit the title with objective, plan of action for title approval to PRC. ? Project Review Committee assesses and approves projects for each group. Grades are given by all the reviewers. The average of all is taken

and internal marks for projects will be awarded. Course pattern: (i.) The entire course of study is of three academic years and each year will have TWO Semesters (ii.) Students may appear for that subject's supplementary examinations if failed, when offered. (iii.) A student detained due to shortage of attendance will have to take fresh admission

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As the college is affiliated to Calcutta University therefore it adheres to all the academic calendar schedules published by the University.
https://bkgc.in/site/container_page/16

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://bkgc.in//uploads/1598851311.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
M.Com	MCom	Accounting and Finance	7	7	100
B.Com Hons	BCom	Commerce	107	96	90
M.A.	MA	Geography	25	25	100
B.A. Hons	BA	Sanskrit	33	33	100
B.Sc Hons	BSc	Zoology	22	22	100
B.A. Hons	BA	Education	41	41	100
B.Ed	BEd	B.Ed	44	44	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://bkgc.in/naac_sss/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date

"Intellectual Property Rights: Issues and Challenges Speaker: Prof Asish Kumar Sana, HOD, Dept of Commerce, C.U. Prof Manas Kuma Sanyal of IIEST, Shibpur	IQAC IPR Cell	27/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	1	7.04
National	Sociology	1	0.16
International	Commerce	6	3.7
International	Mathematics	4	0.6
International	History	3	7.41
International	Zoology	2	2
International	Botany	1	0.42
International	Economics	1	0.14
International	Philosophy	1	7.04
International	Sanskrit	1	3.7

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	4

History	5
B.Ed	8
Mathematics	6
Psychology	1
Sociology	5
Zoology	2
Economics	2
Philosophy	1
Political Science	1

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Stability of two variable p exiderized quadratic functional equation in intuiti onistic fuzzy Banach spaces	Pratap Mondal	Proyeccion es (Antofa gasta)	2019	1	Bijoy Krishna Girls College	1

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semina rs/Workshops	29	34	22	0
Presented papers	31	17	3	0
Resource persons	4	3	5	2

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Road safety awareness programme	NSS BKGC with Howrah Traffic Police	25	200
Swachh Bharat Abhijan in Howrah station	NSS BKGC	3	30
Slum Area Visit, for Children Health awareness	NSS BKGC	2	15
Celebration of world Hepatitis Day	NSS-BKGC in collaboration with Dept. of Health , Govt. of West Bengal	25	80
Mental Health awareness Camp	NSS BKGC	30	150
Door to Door Awareness in Slum Area	NSS BKGC in collaboration with Panch-para Gram Panchayat	4	25
Awareness of slum people on Sanitation and Solid waste Management	NSS BKGC	2	25
Workshop on Disaster management	NSS BKGC	14	50
Save Environment	NSS BKGC	20	145
Say No to Drug	The University of Calcutta	3	15
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS Activity	Best College for NSS Activities	University of Calcutta (affiliating University)	100
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such

	agency		activites	activites
Swachh Bharat Abhiyan	NSS Unit, Bijoy Krishna Girls College, Howrah	Swachh Bharat Abhiyan in Howrah station	3	30
Say No to Drug	University of Calcutta	Say no to Drug	3	15
Door to Door Awareness in Slum Area	NSS BKGC in collaboration with Panch-para Gram Panchayat	Door to Door Awareness in Slum Area	4	25
Celebration of world Hepatitis Day	NSS-BKGC in collaboration with Dept. of Health , Govt. of West Bengal	Celebration of world Hepatitis Day	25	80
Road safety awareness programme	NSS BKGC with Howrah Traffic Police	Road safety awareness programme	25	200
Human Rights Day celebration	West Bengal National University of Juridical Sciences	Human Rights Day celebration	9	25
Swachh Bharat Abhiyan	NSS BKGC	Manglahat Cleaning programme	6	45
Distribution of Mask and Sanitizers prepared by the NSS Volunteers	NSS BKGC and Panch-para Gram Panchayat	Distribution of Mask and Sanitizers prepared by the NSS Volunteers	2	4
Relief Camp at adopted village (distribution of tarpaulin for Amphan affected people))	NSS BKGC	Relief Camp at adopted village (distribution of tarpaulin for Amphan affected people))	8	8
		[View File]()		

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
[View File]()			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

/research lab with contact details				
No Data Entered/Not Applicable !!!				
View File				

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
60	53.95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Partially	18.11.02.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33761	6768688	433	218235	34194	6986923
Reference Books	16560	6621249	0	0	16560	6621249
e-Books	2	10000	0	0	2	10000
Journals	23	36850	0	0	23	36850

e-Journals	20	10000	0	0	20	10000
Library Automation	2	25692	0	2200	2	27892
Weeding (hard & soft)	2	5145	2	3255	4	8400
Others(specify)	16	20034	0	0	16	20034

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	81	3	20	5	1	5	27	46	0
Added	20	0	15	0	0	3	0	39	0
Total	101	3	35	5	1	8	27	85	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

160 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Not Applicable	https://www.youtube.com/channel/UC4TeTgdMWC8cF4KS7dVdwJw

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
21.8	22.44	17	18.16

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Bijoy Krishna Girls College , Howrah boasts of being the largest girls college in the eastern zone of the country. It has 27 departments of which there are 12

science departments. All science departments have well equipped laboratories. The college has six buildings with 64 class rooms and a hostel. It also has a small water body and basket ball ground. Laboratory- ? Stock Registered is regularly maintained by lab technicians and supervised by HODs of the concerned departments. ? Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge ? Allotment for requirement for purchase of consumables and other such elements is placed and approved every year by the Finance Sub Committee. ? The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. ? There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste. Library- ? The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. ? Koha and OPAC are in use in the Library which are renewed every year. ? Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET and NDLI. ? Computers are provided in the library for e-resource for the students ? The Library has special facility for visually challenged students by providing some braille books. ? Students have open access to the racks ? Library staff takes regular measure for relocation of books used under the supervision of the two college Librarians. ? Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. ? Classrooms- ? The college has a building committee for maintenance and upkeep of infrastructure. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments. ? The campus cleanliness is maintained by the House Keeping Agency appointed by the authority of the college. ? Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms and also regarding water usage ? There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure. ? Additionally ? Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. ? College campus maintenance is monitored through regular inspection. ? Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee. ? Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband Updating of software's is done by lab assistants

https://bkgc.in/site/container_page/71

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students' Aid Fund	12	24000
Financial Support from Other Sources			
a) National	Swami Vivekananda Merit-cum-Means Scholarship	347	398000
b)International	Not Applicable	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Karate	02/08/2019	43	Seishinkai Howrah
Tally and GST	13/09/2019	120	Tally Academy
C.V. Writing	11/09/2019	120	ICA, Howrah

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Entry-in-Service http://e-exammantra.com/bkgc	2173	0	0	0

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ICA Howrah	121	4		0	0

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A. Hons	Histroy	Benaras Hindu University	M.A. in Histroy
2019	8	B.A. Hons	History	Rabindra Bharati University	M.A. in History

2019	8	B.A. Hons	History	University of Calcutta	M.A. in History
2019	1	B.A. Hons	Education	Netaji Subhas Open University	M.A. in Education
2019	10	B.A. Hons	Education	Rabindra Bharati University	M.A. in Education
2019	3	B.A. Hons	Education	University of Calcutta	M.A. in Education
2019	6	B.A. Hons	Bengali	Bijoy Krishna Girls' College, Howrah	M.A. in Bengali
2019	1	B.A. Hons	Bengali	Rabindra Bharati University	M.A. in Bengali
2019	2	B.A. Hons	Bengali	Jadavpur University	M.A. in Bengali
2019	8	B.A. Hons	Bengali	University of Calcutta	M.A. in Bengali

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Bon Mahotsav on 17.7.19	College	165
Independence Day Celebration on 15.8. 2019Co	College	250
Freshers' welcome on 11.9.19	College	769
Annual Sports on 19.2.20	College	245
Jibanananda Das Birth Anniversary on 17.2.2020	College	123
Basanta Utsav on 07.3.2020	College	633

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council Secretary is the member of the Governing Body of the college as per Calcutta University (affiliating University) Statute. As a result the student participation in the highest policy making body of the college is always strongly felt. The student representative is allowed to place suggestions and grievances pertaining to the students' body as a whole in the meeting. The Governing Body takes whatever steps necessary to comply with the suggestions and redress the grievance. The NSS Unit of the college is proactive in all kind of outreach and other social activities. The Student Council Secretary plays an important role in organizing and conducting all the programs in tandem with the teachers involved in the process. The student council is also very active in every efforts of the institution to keep the campus clean and green and free of plastics. They actively participate in sports and cultural programs of the college to make it successful. The students are the main stakeholders of the institution. It is as much their responsibility as all other stakeholders to keep up the reputations and the image of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

802

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

* No. Of Meetings 04 * A Workshop on " Campus to Corporate", organised by Alumni Association in collaboration with Infidea on 27.2.2020 * Reunion was postponed due to Covid 19 Pandemic

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College management is participatory and decentralized. The College Governing Body consisting of President, Principal as the Secretary, Teaching and Non-Teaching Representatives both from inside and outside control, and oversee the entire institution. For the participative decentralization the Institution follows a few strategies. One such is the Committee system. A report of activities is prepared at the end of every academic session for all academic and administrative purposes. Academic Sub Committee Academic subcommittee meetings are held regularly to discuss matters related to preparation of academic calendar of the institute that includes curricular, co-

curricular and extracurricular activities related to admission, routine, internal examinations, publication of results and other day to day academic activities of the college. Decisions of the meetings are communicated to the faculty members through Heads of the Departments. The institution adopted an effective strategy for providing operational autonomy to all academic departments to work towards decentralized Governance. Heads of the departments are authorized to conduct day to day functioning of the departments independently in consultation with all faculty members such as: Routine Sub Committee IQAC Coordinator as its Convener. It makes a master routine and distributes it to HODs. Routine subcommittee meetings are held regularly to discuss matters related to preparation of routine of the institute. Decisions of the meetings are communicated to the Heads of the Departments. All HODs prepare departmental routine after getting master routine and distributes it among faculty members.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	• Ours is predominantly an UG college affiliated to the University of Calcutta. Hence we have little opportunity towards curriculum development. However, the faculty members associated with the Board of Studies often individually contribute to this process. • Different skill development courses and certificate courses are introduced • In the PG courses we follow the syllabus of the University. However, the faculty members associated with the Board of Studies play important role in decision making process.
Teaching and Learning	• Classroom teaching includes traditional chalk and talk method along with modern ICT facility. Some departments also are equipped with smart board facility. • Departments like Computer Science, Commerce, Electronics, Geography, Journalism Mass Communication, Zoology, Physics, Micro-biology, Mathematics, Physics, Chemistry, Psychology, Statistics, Sociology etc. have their own computer laboratories. • All the lab-based subjects, like Electronics, Geography, Zoology, Physics, Microbiology, Mathematics, Physics, Chemistry, Psychology, Botany, Commerce etc. maintain separate laboratories as per requirements of the University curriculum. • Internet connectivity is available in the entire college through

	free Wi-Fi. • The Commerce laboratory has desktops with Tally ERP solution and FACT software as a part of teaching-learning process of our students based on the requirements of the syllabus • Journalism and Mass Communication department have installed Adobe Photoshop CS, various audio-visual software, 2D and 3D software as a part of teaching-learning process of our students based on the requirements of the syllabus. They also have started publishing a lab-based newsletter involving the students.
Examination and Evaluation	• The college has its internal examination structure framed in the academic committee meetings every year. • Centralized formative and summative examination structure is followed • Result is declared after each stage and guardians are made aware through annual parent-teacher meeting. • Mentor-mentee Group is formed. • Class-tests are organized in different departments also. • Tutorials are also arranged. • The college acts as centre for different University Examinations and the teaching and non-teaching members together help in conducting those examinations. • Several faculty members are involved in the University Examination process as paper-setters, moderators, examiners, head-examiners and coordinators. The college takes pride in acting as Zonal Centres for different subjects of the University Examinations. Checking and scrutinizing of university answer scripts are regular part of our teaching job here.
Research and Development	• Some faculty members act as the research guides in different Universities. • Different faculty members are engaged in research activities. • College provides financial assistance to the faculty members to participate and present papers in seminars/ conferences and workshops. • RD Cell of the College motivates the faculty members and students to make research publications.
Library, ICT and Physical Infrastructure / Instrumentation	• Library is equipped with Broadband connectivity and desktops with internet connection • KOHA —OPAC system enables the teachers and students to remain update about the library facility 24X7 • With UGC-INFLIBNET N-LIST facility wide range of learning resources are

	make available to all • Audiovisual facilities in some rooms/e-classrooms are also available. Installation and use of with LCD Projector in some class-rooms • Broad Band connectivity and interactive smart board based tutorial system. The Commerce laboratory has desktops with Tally ERP solution and FACT software as a part of teaching-learning process of our students based on the requirements of the syllabus. • Classroom of the Mathematics Department is equipped with interactive smartboard and internet connectivity. • Journalism department is equipped with state-of-art teaching-learning facility All the departments of Science stream also use modernized instrumentation facilities .
Human Resource Management	• Decentralized process for Human Resource Management is followed. • Different committees and sub-committees formed at the Teachers' Council, ratified at the Governing Body • Students are also streamlined under Students' Union with a Teaching member at its apex • Grievance Cell is actively operating for redressal of any problem • Office Staff members also have their association to voice their demands • All the sectors try to work in association with each other to bring out the highest potential at every level • The Principal on her own supervises and coordinates the different segments
Industry Interaction / Collaboration	• West Bengal Human Rights Commission • USIS (United States Information Service) • West Bengal Commission for Women • Belur Vidyamandira • Women's Studies Research Centre, University of Calcutta • Ramakrishna Mission Residential College, Narendrapur • Bengal Institute of Politcal Science • Department of Statistics, All India Institute of Hygiene and Public Health
Admission of Students	• College follows the rules and regulations of University of Calcutta and the guidelines of the Education Department of West Bengal. • The admission procedure starts immediately after the publication of results of Higher Secondary Examination and its equivalent . • The admission criterion and other related information are put up in the website of college and in the college display board. • College has constituted an online admission

| | committee to oversee the procedure and ensure transparency in admission. • Collection of fees and other financial transaction are done through the branch of Canara Bank in the campus. |

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The Governing Body of the college has always aimed to promote e-governance wherever possible. As a Government sponsored college all salary and pension related works are managed through "wbifms". The college has received RUSA 2.0 grant for which the entire management and execution is being carried out through "wbetenders" of e-tendering by using Digital Signature Certificates and payment through 'PFMS' under the aegis of NIC.
Administration	The college has a web portal https://bkgc.in which has all requisite information like academic, administration, student corner, notices etc. Administrative work is carried out mostly held through mail and meetings are held in both online (secured platform) and offline mode.
Finance and Accounts	The accounts section of the office is completely computerized and customized college management system "bkgccms" is used by signing a contract with Right Brains Technology, Kolkata. The voucher entry, payroll generation, admission of students, cash memo generations are conducted through this system. Regular audit works both internal and statutory are conducted.
Student Admission and Support	The College has fully online mode of Student Admission and Support since 2016 by signing a contract with Right Brains Technology, Kolkata. Students used to visit college website and log in with their CU Registration Id to take online admission and make online payment. They can reach to college 247 by sending mail to college email id bkgc_howrah@yahoo.com or principal@bkgc.in.
Examination	As an affiliated college of Calcutta University examinations and evaluations are conducted as per their directive. Since 2018 the University has started online marks submission in all the streams.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.Papia Bag Samanta	Contemporary Bengali Thinkers in Philosophy, Value and Education	Surendranath College for Women	1000
2019	Dr. Karabi Mitra	Conference on Gender, Diaspora, Cultural Identity, Education, Islamic Studies	International Multisensory Research Forum	3500
2019	Dr.Sweta Guha	Seminar on Value Crisis and the Role of Women	East Calcutta Girls College	700
2019	Dr. Debjani Mitra	Seminar on Academic Audit in Higher Education: Importance and Implementation	Rabindra Bharati University	500
2019	Dr. Amit Majumder	Seminar on Academic Audit in Higher Education: Importance and Implementation	Rabindra Bharati University	500
2019	Dr.Sweta Guha	Seminar on Academic Audit in Higher Education: Importance and Implementation	Rabindra Bharati University	500
[View File](#)				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2019	Not Applicable	Training On Koha For Library Staff	08/08/2019	08/08/2019	0	6
2019	Not Applicable	Two days Workshop on Database Administration Office Management System	10/12/2019	11/12/2019	0	9

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course on Behavioural Science, UGC-HRDC, CU	2	10/02/2020	24/02/2020	13
115th Orientation Programme by UGC-HRDC, Pandit Rabishankar Shukla University, Haripur	3	11/09/2019	01/10/2019	21
Orientation Prgramme by UGC-HRDC, BU	1	08/08/2019	28/08/2019	21
116th Orientation Programme, UGC-HRDC, BU	1	14/11/2019	04/12/2019	21
Short term Course on Disability Studies by UGC-HRDC, JU	1	20/11/2019	26/11/2019	7
STC on Motivation and Leadership for Teachers by UGC-HRDC and RUSA	1	29/05/2020	03/06/2020	6
STC on Research in Culture and	1	17/10/2019	23/10/2019	7

Humanity				
STC on Gender Sensitization, UGC-HRDC, JU	2	12/03/2020	18/03/2020	7
STC on Time Series Analysis and Forecasting Using Python	1	24/06/2020	24/06/2020	1
STC on Health GIS (IIRS and ISROW Outreach Programme)	1	15/06/2020	19/06/2020	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Bijoy Krishna Girls' College Employees Credit Cooperative Society Ltd • Health Check up	• Bijoy Krishna Girls' College Employees Credit Cooperative LtdSociety • Health Check up	• Free studentship (based on family income) • Half-free studentship(based on Family Income) • Govt. Sponsored Kanyasri Govt. Sponsored Sports Aid Medical Camps • Donation by the faculty members for providing University Examination fees for the needy students • College funding for students participating in District State Level Sports Meet

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Governing Body of Bijoy Krishna Girls' College since 2015 has seriously taken up the ropes of financial management of the college. Sincere efforts for digitalization of all income and expenditure have been undertaken since then. An auditing firm Ghosh Ghosh has been appointed to conduct internal audit of the college. This audit firm regularly visits the college and works together with the Accounts Department of college and prepares internal audit reports each year. The Government of West Bengal assigns statutory auditor from time to time. D. Garodia Company has been assigned to the college to perform statutory audit for financial year 2018-19 and 2019-20. The internal audit report is thoroughly checked and verified by the Statutory Auditor. They submit the final Auditors Report to the College. This report is then placed and recommended by the Governing Body and submitted to the Higher Education Dept, West Bengal every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
P.C. Chandra Gyandhara	25000	Library Development
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Team consists of Principal, IQAC Coordinator and NAAC Coordinators
Administrative	No		Yes	Team consists of Principal, IQAC Coordinator and NAAC Coordinators

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Even though the Bijoy Krishna Girls College has no formal Parent-Teacher Association, regular Parent-Teacher meetings are being held by every departments and their suggestions are given serious consideration in formulating policies.

6.5.3 – Development programmes for support staff (at least three)

- Training On Koha For Library Staff on 08.8.19 • Two days Workshop on Database Administration Office Management System For Non Teaching Staff organised by IQAC ICA Edu Skills Pvt Ltd on 10.12. 19 11.12.19 • Training on Safety organised by Women Study Centre, B.K.G.C., Howrah in collaboration with USIS (United States Information Service) Duration : 18.11.19-22.11.19

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Women Study Centre has been established • New building has been constructed under RUSA 2.0 • Academic and Administrative Audit is conducted every year.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

2019	State Level Workshop on innovative Teaching Skill for Indian Classroom: Need of the Hour	29/07/2019	29/07/2019	30/07/2019	93
2019	Workshop on Sensitisation of Domestic Violence in Collaboration with West Bengal Commission for Women	17/08/2019	17/08/2019	17/08/2019	75
2019	50 years of Department of Commerce: Workshop on CV Writing and Online Computer Management	11/09/2020	11/09/2019	16/09/2019	245
2019	NAAC sponsored National Seminar on opportunity and Challenges: Role of IQAC in Governance, Leadership and Management	19/09/2019	19/09/2019	19/09/2019	217
2019	Workshop on Renewable Energy and Global Warming in Collaboration with Asian Youth Centre	27/09/2019	27/09/2019	27/09/2019	145
2019	Intellectual Property Rights: Issues and Challenges	27/11/2019	27/11/2019	27/11/2019	92
2019	Workshop on Database Adm	10/12/2019	10/12/2019	11/12/2019	8

2020	International Seminar on Human Rights: Context and Concerns in collaboration with West Bengal Human Rights Commission	17/01/2020	17/01/2020	18/01/2020	220
2020	Workshop on Campus to Corporate collaboration with INFIDEA	27/02/2020	27/02/2020	27/02/2020	127
2020	National Webinar on Environment, Society and COVID 19: Impact and Challenges	05/06/2020	05/06/2020	05/06/2020	577

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Certificate Course on Women's Studies organized by the Women Study Centre of Bijoy Krishna Girls' College in collaboration with Women's Studies Research Centre, University of Calcutta	16/08/2019	06/03/2020	30	0
Workshop on	17/08/2019	17/08/2019	75	0

Sensitization Of Domestic Violence organized by Department of Political Science in collaboration with West Bengal Commission for Women				
Training on Safety organised by Women Study Centre in collaboration with USIS (United States Information Service)	18/11/2019	22/11/2019	6	0
A Workshop on " Campus to Corporate", organised by Alumni Association in collaboration with Infidea	27/02/2020	27/02/2020	127	0
Webinar on " Cyber security Issues during Covid 19 Lockdown in India" Organised by Women study Centre & IQAC in collaboration with Women's Studies Research Centre, University of Calcutta	12/06/2020	12/06/2020	672	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• LED Lamps in class rooms and campus • Introduction of Solar Panel has reduced the electricity bill of the college by 20 .

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	4
Ramp/Rails	Yes	4
Braille Software/facilities	Yes	2
Rest Rooms	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	0	1	25/07/2019	01	Awareness of slum people	Sanitation and Solid waste Management	27
2019	0	1	26/07/2019	01	Awareness	Door to Door Awareness in Slum Area	29
2019	0	1	02/08/2019	01	Local Health Centre visit	Blood Pressure, Blood Sugar check up	14
2019	0	1	03/08/2019	01	Slum Area Visit	Children Health awareness	17
2019	0	1	05/08/2019	01	Visit slum area	Consumer awareness programme	14
2019	0	1	06/08/2019	01	Visit Howrah station	Swachh Bharat Abhiyan	33
2019	0	1	20/08/2019	01	Manglahat Visit	Cleaning Program	51
2019	0	1	06/09/2019	01	Awareness programme	Road Safety	225
2019	0	1	26/09/2019	01	Adoption of Village	Awareness Program	33
2020	0	1	06/06/2020	01	Relief Camp At Amphan affected area of Sunderban	Relief	2

					for distribution of food to distressed people	

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook on Human Values and Professional Ethics Code of Conduct of Bijoy Krishna Girls College, Howrah	16/07/2019	Bijoy Krishna Girls College has a tradition to upload the information of Human Values and Professional Ethics and Code of Conducts for all stakeholders in college website and follow up regularly by active surveillance of the Principal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Certificate Course on Human Value and Professional Ethics	28/08/2019	06/03/2020	27

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- No Plastic Zone • No Smoking Zone • Tree Plantation every year (Bon Mohatsov) • Students and staff are motivated to use jute bags or cotton bags • Solar panels were installed in the campus in 2016 to reduce regular energy consumption and the college has immensely benefited from the reduced electricity bill

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 : Environment Consciousness Objective of The Practice In the changing global scenario every citizen and every stakeholder needs to be made aware about sustainable development with preservation of the qualities of mother earth. Context Practice ? Situated in the heart of the city of Howrah, Bijoy Krishna Girls College, Howrah, boasts of a splendid campus with lots of green and a small water body. The shades of the spreading branches of the large Peepal and Mango trees keep the campus cool. ? Every year on the occasion of Brikshyaropan in July students and staff plant saplings as a part of tree plantation programme organized by the institution through the NSS wing and all these trees are taken care of and maintained by the gardeners of the institution. The institution has a system for green-auditing of its facilities which is carried out informally by the National Service Scheme and the students of Department of Botany. Every winter blooming seasonal flowering plants becomes a colourful spectacle and the students and staff and visitors are seen taking pictures in front of them. ? Solar panels were installed in the campus in 2016 to reduce regular energy consumption and the college has immensely benefitted from the reduced electricity bill. Also care is taken to ensure that

the college environment has low levels of carbon emission and low pollution levels so that the campus is healthy for all. The College conducts awareness programmes on energy conservation and adopts measures to ensure that energy is conserved wherever possible. Every department follows a policy of switching on power only when required and switching off when not in use. All electrical and electronic gadgets are constantly monitored to keep them in satisfactory working condition so that there is no energy wastage. Almost all the computer monitors in use are either LED, LCD or TFT types to ensure minimum usage of electricity and also to reduce the level of radiation. ? The use of plastic bags is avoided in the campus and the authority is planning to declare the entire campus as "No Plastic Zone". ? Students and staff are motivated to use jute bags or cotton bags ? The college is declared as 'No Smoking Zone' Evidence of Success a. Banmahotsav performed every year b. Campaigning for No Plastic Zone by both staff and students c. All models of electrical lights and other gadgets are power saving models d. Solar panel installed as an alternative energy source Problems Encountered Resources Required The college having very old structure and electrical system, initially it was an uphill task to replace it with environment friendly gadgets. Since use of plastic has become a widespread practice, it took all stakeholders a long time to change their mind set and practice. # Best Practice 2: Academic And Administrative Audit (AAA) Objective of The Practice Academic and Administrative Audit (AAA) is a system to control and maintain high standards in the field of Higher Education. It is playing a vital role in providing quality education to the learners all over the country. It is a continuous process of self-introspection for the better growth of the institution. AAA is in fact a very essential monitoring system in the present day globalized Indian academia. Bijoy Krishna Girls College , Howrah has adopted AAA practice as a affirmative action towards development of the institution through its IQAC. Context Practice Every year since 2018 AAA is carried out in the college after formal notification by the Principal. An internal AAA committee is constituted with the Principal as the Ex- Officio Chairman, IQAC Coordinator and NAAC Coordinator. The AAA committee visits all departments, Library, sports section, Science Laboratories, Computer Laboratories, Laboratory of Geography, NSS office, office of the college and other offices. The faculty members make PPT presentation about the performance about their respective departments and the members of the AAA Committee interact with them to assess the academic and administrative performance. The AAA Committee interacts with all stakeholders namely students, teachers, non- teaching staff and support staff to assess the academic and administrative performance of the department. Other general facilities like drinking water, wash rooms, class rooms, ventilation and lighting are also inspected. Evidence of Success Teaching faculty of the college forms a strong backbone of teaching, learning, research, publication and over all academic development. A sincere effort has been made by everyone in documenting the status of their department and identifying the strong points and the weaknesses. Many of them have undertaken research activities and availed of major and minor research projects. Some of the faculty have been associated with literary, cultural and social organizations and contributed in their own way to make their identity felt by others. All of them are committed and working as a team to achieve the academic excellence. The administrative body of the college is overwhelmingly supportive of the progress of the college. The AAA report are placed in the Governing Body where a complete SWOT analysis is done. Departments are ranked according to their performance. Measures are adopted to rectify all lacunae that exists at different levels. AAA has in fact paved the way for a continuous quality upgradation for the institute and excellence per se. Problems Encountered Resources Required ? ICT training was needed before any progress could be made ? Training was also needed for documentation process and record keeping

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://bkgc.in/site/container_page/85

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Bijoy Krishna Girls College, Howrah, is known for transforming and empowering the girl students who come from diverse backgrounds ranging from underprivileged sections to affluent ones and both urban and rural. This college was established by a wise visionary , Sri Bijoy Krishna Bhattacharya with a mission to empower the girls' students and to help them to find their place in this diverse world. The college believes that growing within is the way to uplift oneself. Nurturing the potential of students, enabling them, empowering them to carve their unique paths is the motto behind all the activities performed within the . Every co-curricular and extra- curricular activity carried out for the students help to facilitate self-growth, self-worth and actualization of potential through myriad ways of empowerment and competence building. Over the years there has been a conscious effort on the part of all involved to attain an outlook that is an ideal mix of tradition and modernity, discipline and freedom, acceptance and resistance that is essential for the holistic development of the girls students. Following this trend the college has organised some outstanding programmes that it believes will act as props for the students in their path of development. Nowadays along with regular education women need to learn how to be intellectually simulative , assertive and socially matured. Considering the need of the hour the governing authorities of the college has opened a Women Study Centre in collaboration with WSRC, University of Calcutta. This is a skill development course as it equips the learners to achieve skill in job market, such as NGOs, further studies in the fields of social work, developmental studies in several research organizations, human rights, law, cyber crime, clinical counsellors etc. In addition to this , a few selective students were sent for Workshop to recruit women undergraduate to pursue studies in STEM , organised by U.S Department of State at the US Consulate in Kolkata. These trained girls in turn interacted with all girls of Science Stream of the college to make them aware of the concept of STEM. Workshop on Women's safety in collaboration with Infidea is organised by the college. Teachers and student attended the Workshop on Self Defence in collaboration with US Consulate General, Kolkata, in Association with Kolkata Police and Academy of Aikido . World Yoga Day was celebrated. All these programmes were organised with the purpose of bolstering Women Empowerment.

Provide the weblink of the institution
https://bkgc.in/site/container_page/1

8.Future Plans of Actions for Next Academic Year

Future Plans Of The Institution For The Year 2020-2021 • The college aims to fully digitalise its Central Library • The college also aims to build up skill among all its teaching and non-teaching staff in ICT • The college will take up the issue of creating both teaching and non-teaching posts with proper authorities • The college plans to maintain a database on students progression. • The IQAC plans to establish linkages with the industry and arrange for internship. • The college proposes to enter into more collaborative activities with other colleges, universities, research institutes and industry. • The college aims to complete all its RUSA projects and related infrastructural projects within the next year • To install RFID enabled attendance system for

students • To undertake External Academic Audit by University of Calcutta • To take up Green Audit to be done by external expert team