# YEARLY STATUS REPORT - 2020-2021

## Part A

## Data of the Institution

**1.Name of the Institution**        **BIRPARA COLLEGE**

- Name of the Head of the institution    **DR. DIL KUMAR PRADHAN**

- Designation    **PRINCIPAL (IN-CHARGE)**

- Does the institution function from its own campus?    **Yes**

- Phone no./Alternate phone no.    **03563266217**

- Mobile No:    **9647702808**

- Registered e-mail    **birparacollege@gmail.com**

- Alternate e-mail    **birparacollege.iqac@gmail.com**

- Address    **P.O. & P.S. BIRPARA, DIST. ALIPURDUAR**

- City/Town    **BIRPARA**

- State/UT    **WEST BENGAL**

- Pin Code    **735204**

**2.Institutional status**

- Affiliated / Constitution Colleges    **AFFILIATED**

- Type of Institution    **Co-education**

- Location    **Rural**

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **UNIVERSITY OF NORTH BENGAL**
- Name of the IQAC Coordinator **DR. NIKHILESH BHATTACHARYA**
- Phone No. **08327690022**
- Alternate phone No.
- Mobile **08327690022**
- IQAC e-mail address **myshkinbhattacharya@gmail.com**
- Alternate e-mail address **myshkinbhattacharya@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)** https://birparacollege.ac.in/wp-content/uploads/2022/01/00-Birpara-College-AQAR-2019-2020.pdf

**4.Whether Academic Calendar prepared during the year?** **No**

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

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|-------|-------|------|-----------------------|---------------|-------------|
| Cycle 1 | B | 2.43 | 2016 | 05/11/2016 | 04/11/2021 |

**6.Date of Establishment of IQAC** **20/02/2014**

**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 |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| NA | NA | NA | NA | NA |

**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**   `02`

- 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   [View File]

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

- If yes, mention the amount

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

`1. Ensuring curriculum delivery through the COVID19 pandemic by encouraging teachers to take online classes and share learning resources and video lectures through whatsapp and Birpara College's inhouse app. 2. Taking a leading role in organising various online events, including an international webinar, in collaboration with a number of institutions. 3. Supporting the development of a dedicated website to maintain students records and collect fees from current students. 4. Ensuring continuation of administrative work even while the college remained closed during the pandemic.`

**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 |
|---|---|
| **Ensure academic activities continue while offline classes are suspended because of the COVID19 pandemic** | **Regular online classes held; learning resources shared with students through Birpara College app; online seminars, workshops and training programmes held for students, faculty and non-teaching staff** |
| **Upgrade online information management system of the college** | **Dedicated website developed to maintain record of existing students and collect fees from them** |
| **Ensure administrative activities continue even while college is closed because of the pandemic** | **Work on AQAR continued through the pandemic; other administrative works carried out from remote office** |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| **Governing Body** | **06/08/2022** |

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

| Part A |
|---|
| **Data of the Institution** |

| **1.Name of the Institution** | **BIRPARA COLLEGE** |
|---|---|
| • Name of the Head of the institution | **DR. DIL KUMAR PRADHAN** |
| • Designation | **PRINCIPAL (IN-CHARGE)** |
| • Does the institution function from its own campus? | **Yes** |
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| • Pin Code | **735204** |
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| • Name of the IQAC Coordinator | **DR. NIKHILESH BHATTACHARYA** |
| • Phone No. | **08327690022** |

| | | |
|---|---|---|
| • Alternate phone No. | | |
| • Mobile | **08327690022** | |
| • IQAC e-mail address | **myshkinbhattacharya@gmail.com** | |
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| | |
|---|---|
| **6.Date of Establishment of IQAC** | **20/02/2014** |

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| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **NA** | **NA** | **NA** | **NA** | **NA** |

| | | |
|---|---|---|
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| • Upload latest notification of formation of IQAC | View File | |
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| | |
|---|---|
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | [View File](#) |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 06/08/2022 |

## 14.Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---|---|
| Yes | 19/02/2022 |

## 15.Multidisciplinary / interdisciplinary

The College has taken due cognizance of the Draft New National Education Policy 2020 and would try to implement the same as guided by the University of North Bengal. The different social science and language-based departments of the College, in addition to the department of Commerce, try to apprise their respective faculty members with the mission and vision of the New Education Policy for the social and economic upliftment of the youth. With this end in view, the College tries to keep abreast with the latest developments in scientific breakthroughs in the fields of teaching and learning. This is evident in the use of ICT -based learning resources, smart class rooms and LCD projectors that are used by the faculty members. Students are likewise encouraged to follow the class room teachings using new technological and software based resources. The Social Science and Language-based departments, in addition to the department of Commerce, are especially suited to the task of optimal use of human and material resources, thereby ensuring an inter-disciplinary approach to all subjects under the CBCS curriculum.

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

The College has taken due cogizance of the Academic Bank of Credits under the Draft New National Education Policy, but could not implement the same as the University of North Bengal had not given any instruction in this regard. However, the College would implement the ABC as soon the affiliating University directs the College to do so.

## 17.Skill development:

The COVID Period was particularly challenging on account of the lack of access to physical infrastructure of the College both on

part of the teachers and students alike. Keeping in view the interests of the students, the faculty members from all departments utlized all available online resources and technology which included whatsapp, Google Meet, E-mail and uploaded study materials on You Tube. The students were also imparted training in soft skills and office management conducted by ANUDIP Foundation, jointly organised by NCFE and Birpara College. This was intended to maximise the employability of the youth in a backward locality such as Birpara and to provide them with some hands on training for competing in the job market.

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

The Draft New National Education Policy 2020 has placed right emphasis on the adoption and integration of the Indian Knowledge System in the curriculum of Higher Educational Institutions across India, keeping in mind the cultural ethos and aspirations of an ancient country like ours whose civilization goes back to at least five millennia. The humanities and language departments of Birpara College, namely, Hindi, Bengali and Nepali, have done their utmost to inculcate knowledge of Indian culture and traditions by drawing upon the lives of eminent seers, poets, musicians, philosophers and political economists within the broad purview of the syllabus of the CBCS curriculum.  Students were directed to specific websites and online resources to have a broader understanding of the Indian Knowledge System apart from the regular online lectures given by the faculty members during the Pandemic period. Every effort was made to make the syllabi and their contents comprehensive to cater to the requirements of the main recipients, namely the
students.

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

As the Draft New National Education Policy 2020 has focused more on improving the  overall quality and emphasizes on the holistic development of students, the College has taken every care to ensure the same through the preparation and implementation of lesson plans, along with the continuous internal assessment of the students through tutorials, viva voce, in addition to field trips for the learners to have a proper and comprehensive understanding of the subject through a mixture of theory and practice. This had been unfortunately stalled during the Pandemic period. Though the college is situated in a remote area and communication facilities are not too good, yet the faculty members always try their utmost to counsel the students on

academic and career related matters keeping in mind their academic and professional aspirations. Those lagging behind in their lessons have received special counselling, to the extent possible. Many students have been suitably placed in jobs and some even have gone for teaching. Infrastructural and logistical bottlenecks have so far not dented the will or the ambition of the faculty members and the students to overcome the hurdles and make it in terms of their career aspirations.

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

The COVID 19 Pandemic served as an eye-opener to students and teachers. The traditional chalk and talk method could not be conducted physically on account of the strict quarantine measures undertaken by the Central and State Governments. New methods of learning and teaching had to be resorted to and Teachers had to opt for ICT-based learning methodologies. This included taking classes in online mode via Whatsapp, Google Meet and the Internet. Faculty members of different departments of the college thereby opted for internet-based facilities to take their daily classes online as per schedule and likewise taking the attendance of students. Taking classes in virtual mode by the teachers and students attending the same equipped and habituated both stakeholders with the necessary skills required in learning to adopt and adapt to new methodologies in teaching and learning. As the Draft NEP 2020 envisaged and stressed on ICT-enabled techniques of teaching and learning, this trend of imparting instruction in online mode was in line with the changing trends in education. To supplement our undergraduate programme within the campus, we already have Study Centre of NSOU offering both UG and PG Courses in the distance mode, as well as Examination Centre of IGNOU.

# Extended Profile

## 1.Programme

1.1                                                                          **11**

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

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 2.Student

2.1                                                            **2392**

Number of students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

2.2                                                            **1522**

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

| File Description | Documents |
|---|---|
| Data Template | View File |

2.3                                                            **514**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

3.1                                                            **44**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

3.2                                                            **19**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

| 1.1 <br><br> Number of courses offered by the institution across all programs during the year | **11** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

### 2.Student

| 2.1 <br><br> Number of students during the year | **2392** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

| 2.2 <br><br> Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **1522** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

| 2.3 <br><br> Number of outgoing/ final year students during the year | **514** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

### 3.Academic

| 3.1 <br><br> Number of full time teachers during the year | **44** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

| 3.2 Number of Sanctioned posts during the year | **19** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **26** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **8.17** |
| 4.3 Total number of computers on campus for academic purposes | **25** |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**Birpara College follows the guidelines and instructions as laid down by the University of North Bengal. With a view to imparting knowledge about the subject to the students, faculties of all the departments follow an Academic Calendar in keeping with the University guidelines and the syllabus is distributed among all faculty members through their respective lesson plans. During the Pandemic period, it was virtually impossible to take the classes physically as the institution was subjected to restrictions under the quarantine rules of both the State and Central Governments. Keeping the interest of the students in mind, and as per the guidlines issued by the Ministry of Human Resource and Development, the teachers prepared study materials and also delivered lectures on line. The prepared study materials were shared with the student groups via Whatsapp and E-mail. Attedance of students was also kept by all departments, to the extent possible. Thus proper documentation was maintained in so far as completion of the syllabus and effective delivery of**

**curriculum was concerned.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | **Nil** |

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

**Birpara College adheres strictly to the Academic Calendar under the instructions and guidelines of the University of North Bengal. Teachers of all departments (Arts, Science and Commerce) follow a process of continous internal evaluation through internal assessment, occasional field trips and student seminars. However, the Pandemic not only restricted the physical access to the College, but also stood in the way of direct continous assessment, deemed to be necessary under UGC norms and guidleines. As such, field works and surveys could not be effectively carried out. With a view to rectifying this bottleneck, teachers of all department resorted to online mode of teaching and learning sharing all available resources with the student groups. This included the holding of internal assessment exams on line and viva voce through Google Meet. Thus even during the Pandemic, the teachers as well as the students were continuously in touch via digital mode and academic exercises could be carried out through continuous internal evaluation, as far as circumstances allowed. There was no printed Academic Calendar during the Pandemic.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | **No File Uploaded** |
| Link for Additional information | **Nil** |

**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**

**A. All of the above**

**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**

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

## 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

15

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

### 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)

00

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template ) | No File Uploaded |

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

`00`

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

`00`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | **No File Uploaded** |

## 1.3 - Curriculum Enrichment

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

Birpara College has a dedicated body of teaching staff who are highly professional in their respective fields in so far as imparting instruction to the students are concerned. During the Pandemic period there were regular online classes on Google Meet, Whatsapp in addition to using the internet for sending study materials to the students. In catering to the academic requirements of the students, the faculty members demonstrated the highest possible dedication and integrity. Apart from academic pursuits, the teachers are also mindful of inculcating human values and social responsibility among the students. During the Covid situation, both the teaching as well as non-teaching staff had contributed personally towards the purchase of an oxygen cylinder for needy patients affected by the pandemic in the neighbourhood. The College has the highest number of female students compared to their male counterparts and so there is a favourable Gender Parity Index. There are seperate washrooms for male and female students, in addition to seperate facilities for male and female teaching and non-teaching staff. This proves that the campus is gender-sensitive. The college offers a clean and green campus that is maintained on a regular basis by the staff as well as the NSS Unit.

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

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

**00**

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

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

**00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | **No File Uploaded** |

## 1.4 - Feedback System

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

**B. Any 3 of the above**

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

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

**C. Feedback collected and analyzed**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | **Nil** |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

**2.1.1.1 - Number of sanctioned seats during the year**

**3254**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | <u>View File</u> |

**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**

**1034**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

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

**During the Pandemic the teachers of different departments imparted instructions to the students using ICT tools like Google Meet, Internet resources and Whatsapp. Besides special lectures were prepared and delivered live-streamed by uploading on You Tube. Besides regular classes, internal assessment exams were also held in online mode. The faculty members tried their utmost to cater to the requirements of a wide variety of students taking into account their mental aptitude and capacity to learn new concepts. After the lessons had been done, there had been regular teacher-student interaction that aimed at verifying the level of absorption of the lessons imparted to the students in a question and answer form. It helped in the assessment of the teaching and learning process, thereby enabling continuous internal assessment, for both advanced and slow learners. The teachers were equally benefitted through this academic exercise in online mode.This not only brought a kind of parity in the equitable distribution of lessons and the curriculum at large, taking into account the student diversity in a remote college like Birpara, but also accustomed both the educators and the learners with ICT-enabled tools of learning under the Pandemic.**

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| 1034 | 44 |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 2.3 - Teaching- Learning Process

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

**The College follows the curriculum guidelines as laid down by the University of North Bengal. During the pandemic as access to physical infrastructure of the College had been restricted on account of quarantine measures undertaken both by the state and central governments, the teachers of different departments engaged the students in various kinds of participative and experiential learning in online mode. This involved taking up various topics included in the CBCS Syllabus in course of the online lectures and thereafter asking the students to clarify their doubts on the subjects and topics taught. Apart from regular lectures, viva voce and internal assessment examinations were conducted as part of the participative and continuous learning process of the students. Projects done by the students were also received by the teachers via email. This helped the learners to have some idea regarding the subjects that were taught in the class at the practical level which greatly enhanced their learning capabilities and problem solving skills.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | [https://acrobat.adobe.com/id/urn:aaid:sc:AP:1a6e7475-a3dd-49c6-85da-a5e878030d3a](https://acrobat.adobe.com/id/urn:aaid:sc:AP:1a6e7475-a3dd-49c6-85da-a5e878030d3a) |

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

**During the Pandemic the teachers of different departments imparted instructions to the students using ICT tools like Google Meet, Internet resources and Whatsapp. Besides special lectures were prepared and delivered live-streamed by uploading on You Tube. Besides regular classes, internal assessment exams**

were also held in online mode.Various study materials in the form of PDF Files were shared in the student whatsapp groups created for the purpose. The teachers were equally benefitted through this academic exercise in online mode. The teaching faculty used various ICT-enabled tools like Lap tops, Desk tops, Smart phones and Tabs to offer the maximum possible curriculum-based lessons to the students. Student webinars were also conducted to acquaint the former with digital learning. This not only brought a kind of parity in the equitable distribution of lessons and the curriculum at large, taking into account the student diversity, in a remote college like Birpara, but also habituated both the educators and the learners with ICT-enabled tools of learning under the Pandemic as envisaged in the Draft New National Education Policy 2020.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | [https://meet.google.com/mtx-aoin-zdr](https://meet.google.com/mtx-aoin-zdr) |

**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**

44

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | No File Uploaded |

**2.4 - Teacher Profile and Quality**

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

44

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| 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) | No File Uploaded |

**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**

600

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

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

The College follows a regular and robust assessment method as per the guidelines made by the University of North Bengal. A roster of students is maintained appearing for examinations both at the college and university levels. However, under the Pandemic situation, teachers conducted all internal assessment tests online via Google Meet and distribution of Google Forms for maintaining transparency and proper documentation. Notwitstanding the constraints in terms of connectivity in a remote area, the teachers tried their utmost to convey all the lesson plans, the syllabus under CBCS, as well as suggestions for various examinations. A detailed attendance of all participating students was kept by the faculty members to keep tabs on regular attendance in the class in online mode. This faciliated transparency in terms of teaching and learning in a regular frequency, to the extent possible in the Pandemic situation.

| File Description | Documents |
|---|---|
| Any additional information | [View File]() |
| Link for additional information | https://youtu.be/6gjpKpRugIM |

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

On account of the remote location of Birpara College and the difficult terrain in the north-east, many students come from poor and under-privileged backgrounds. It so happens that some are unable to attend the internal assessment examinations on time on account of adverse weather conditions and poor communication facilities. Under such circumstances, and within the framework of the Statute under the University of North Bengal, the grievances of such students are received and duly forwarded to the affiliating university for speedy redressal of grievances, to the extent possible. The College treats all such cases with the utmost sympathy they deserve and students are updated with the developments for the fulfilment of their academic and professional aspirations. Thus the mechanism to deal with internal exam-related grievances is transparent, time-bound and efficient.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | C:\Users\BIRPARA COLLEGE\OneDrive\Desktop\Student Data |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

At the very outset, the College releases an Academic Calendar for the benefit of teachers and students alike. However, during the Pandemic situation, the affiliating University did not provide the College with any Academic Calendar as physical access of classes and rooms was not possible on account of quarantine measures. Teachers and students are however aware of the Programme and course outcomes of the Programmes offered by the Institutions. The Road Map towards creating awareness for the Programmes and course outcomes of the same could be given as hereunder:

The Programmes are meant to acquaint students with the necessary knowledge and skills in the respective field

To develop the creative and thinking faculties among the students

To develop professionalism among the teachers using proper teaching and learning methodolgies, especially ICT tools and smart classrooms.

To encourage the students to be inquisitive and seek knowledge on theoretical and practical lines through field work and surveys.

To create capacity building among students and solve problems effectively.

The students were made aware of the CBCS Programme initiated way back in 2018 and it was made available to the faculty members and students alike.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The College evaluates the Programme Outcomes and Course Otcomes through regular internal assessment tests and viva-voce. Field works and surveys are conducted by the different departments to acquaint the students with the subjects both at the Theoretical and Practical levels. Heads of all depeartments usually meet with their respective departmental faculties to discuss about the results of the examination given by the students and suggest feedbacks and remedial measures for better performance. To encourage better performance by the students, the College has the provision of an Annual Toppers' Excellence Award that was started way back in 2016. However, under the Pandemic situation there had been certain restraints because the College could not operate in full capacity and classes were held mostly online.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| 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

514

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| 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://docs.google.com/document/d/182vLKbqey5RjgvakdkOowksbart6
mJRe_r9sjEhC22s/edit?usp=drive_link

## 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)**

0

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

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

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

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

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

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

0

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

**3.2 - Research Publications and Awards**

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

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

0

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

**3.2.2 - Number of books and chapters in edited volumes/books published and papers**

**published in national/ international conference proceedings per teacher during the year**

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

0

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

## 3.3 - Extension Activities

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

Birpara College is situated in a remote location of West Bengal adjacent to the North-Eastern states and thereby possesses a wide diversity of students coming from different communities and ethnic groups. Most students come from the tea gardens and are socially and economically underprivileged. The College takes due cognizance of the socio-economic ambience as part of belonging within a diverse social matrix. With this end in viewthe teachers are also mindful of inculcating human values and social responsibility among the students. Catering to the urgent needs of the community and the society at large is therefore one of the top priorities of the institution in addition to teaching and learning. During the Covid situation, both the teaching as well as non-teaching staff had contributed personally towards the purchase of an oxygen cylinder for needy patients affected by the pandemic in the neighbourhood.To enable the students to participate in various social programmes in order to create general awareness for inculcation of human values, the College has been able to conduct, except under the Pandemic, various social outreach and community-based programmes through NSS Special Camps like blood donation, gender issuesetc for the overall holistic development of the students.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

**0**

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

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

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

**2**

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

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

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

**12**

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

## 3.4 - Collaboration

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

1

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

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

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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**The College has adequate infrastructure and physical facilities with regard to teaching and learning. There are sufficient class rooms to cater to the academic needs of the students. The class rooms are large enough to accomodate more than fifty students at a time and some of the classrooms are big enough for the accomodation of over a hundred and fifty students. There are seminar halls and auditorium facilities for special lectures, workshops and seminars which are conducted both by resource persons from adjacent institutions as well as from other states. The Geography Department of Birpara College has laboratory facilities and so does the department of Physics and Computer Science. There are lap tops and desk tops owned by different departments to provide online materials to the students which had been especially useful during the Pandemic when the institutions were partly opened on state Government orders for teaching in blended mode both online and offline.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for additional information | **Nil** |

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

**In order to enable the students to participate in various cultural activities and sports and games, the College has a play ground and mini indoor stadium where there are provisions for badminton, table tennis and handball. However, during the Pandemic period when access to the physical infrastructure of the institution was restricted on account of the quarantime measures on the orders of both the state and central governments, no activity as such could be undertaken.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for additional information | **Nil** |

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

5

## 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

5.36

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | No File Uploaded |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

## 4.2 - Library as a Learning Resource

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

The College Library is automated using SOUL Software (2.0 version) and is under the Integrated Library Management System. It faciliates circulation of books and journals in addition to requistion. It serves as an effective database and digital tool in the distribution of books as well as dissemination of

knowldege. There is provision for OPAC (On line Public Access Catalogue) for searching books and journals thereby saving time and effort on the part of teachers and students alike. The Library is coonected to the national database of books and journals through INFLIBNET. Moreover, question papers of the University of North Bengal have been uploaded in the Birpara College website. The complete digitisation of the library is underway which was however restricted by the Pandemic quarantine measures.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | Nil |

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

A. Any 4 or more of the above

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

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

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

0

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

**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**

**33**

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

## 4.3 - IT Infrastructure

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

**The institution frequently updates its IT facilities including Wifi. This includes the installation of new soft ware, anti-viruses and software related to student management. The Quick Heal Anti-Virus is the standard anti-virus software that is used by the College which is periodically updated. The College has a Kolkata-based soft service provider INFONETICS that provides technical support for online admission and payment of fees for students.The College concluded an agreement with JIO Infocomm to provide high speed internet and Wifi facilities which was approved by the Governing Body of the College.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

## 4.3.2 - Number of Computers

**23**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | **No File Uploaded** |

### 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 | **No File Uploaded** |

## 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)

**5.36**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | **No File Uploaded** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

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

**The College has an established procedure for the maintenance and utlization of physical instructure including academic and support facilities. All purchases pertaining to the college academic and sports infrastructure have to pass through various well-placed committees like Finance and Purchase Committee. A proposal for purchase for any college equipment whether academic**

or otherwise have to be initially placed before the Finance Committee that subjects all such purchases under careful scrutiny of the members concerned. All budget estimates have to be placed before finance for study and thereafter all such proposals are placed at the disposal of the College Governing Body for final approval. Purchases costing INR of One Lakh and above have to go through E-Tender as per the rules of the West Bengal Government. Tenders are issued to three parties and preference is given to the lowest one which is eventually accepted. All purchases pertaining to laboratory, library, sports complex, computers, class rooms etc are done in a systematic and well-coordinated manner to assure the highest level of financial integrity and transparency. Moreover, there is compulsory provision of audit by an internal auditor, and also an external auditor, circumstances permitting, for accountability to the Government and the Stakeholders.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

## 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

2107

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | [View File](#) |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | No File Uploaded |

**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) | **No File Uploaded** |

**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**

**C. 2 of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | <u>View File</u> |
| Details of capability building and skills enhancement initiatives (Data Template) | **No File Uploaded** |

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

0

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

0

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

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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

**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**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |

**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**

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

**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**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

0

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

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

**The College facilitates students' representation and engagement in various administrative, co-curricular and and extracurricular activities. The NSS Units of Birpara College (Units I & II) undertake various activities to engage the students through field trips, special camps, environmental awareness programmes, voter awareness campaigns and so on and so forth. Students are engaged voluntarily as there is no official students' council in the college pending instructions from the State Government. During the COVID-19 situation, the College could not engage the students physically on account of quarantine measures of both the state and central governments.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 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

**0**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| 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) | **No File Uploaded** |

## 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

**There is a registered Alumni Association comprising of ex-students of Birpara College. It provides the College with moral support. There are also alumni associations at the departmental levels.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 5.4.2 - Alumni contribution during the year (INR in Lakhs)    **E. <1Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

**Birpara College had been founded way back in 1986 to provide the benefits of higher education in a remote and backward area. Since then the college has come a long way and has been able to**

fulfil the goals set by the founding fathers and well-wishers of the institution. The College has been a hub of educational and social activities of the people in the immediate neighbourhood as well as in the distant places. Most of the students come from underprivileged socio-economic groups, and the faculty members and other staff are fully aware of the enormous challenges they have to face in creating the future of the young aspirants. Seen in the long-term perspective, the College has tried its utmost, if not all, to cope with the aspirations of the young learners notwitstanding infrastructrual and financial constraints. The Vision and Mission of the College could be summarised accordingly:

Vision

1. To transform Birpara College into COPE (Centre with Potential for Excellence) involving all stake-holders.
2. To get full autonomy

Mission

1.All round social, economic and physical development of the adjacent areas with Birpara College as the hub.

2. To make the College self-sufficient through robust industry-academia collaboration.

3. To attain self-sufficiency

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

The College has de-centralized all its activities among the Teaching and Non-teaching staff to carry out various administrative and academic functions in a process of participative management. There are seperate committees and cells like the Admission Committee and Examination Committee in

addition to the Acaemic Council, to look after student admission and to conduct both college and university examinations. In addition to the UG courses within the College, there are also UG and PG courses being offered by Netaji Subhas Open University (NSOU) and Indira Gandhi National Open University (IGNOU) offering higher education in the distance mode. Coordinators of both Universities have been chosen from among the faculty members of the College by the respective universities.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has an enormous challenge to fulfil its long-term plans for the next decade. It should be holistic and sustainable with an objective towards achieving all round developent of the students as well all stake-holders of the college as a whole. It is the express aim of the college to open Post-Graduate Courses in Major disciplines and to make all class rooms ICT-enabled so that students could engage in participative and interactive learning. As the College is currently in possession of an APP, there is every possibilty of harnessing the power of artificial intelligence to expedite administrative and academic work to facilitate E-Governance. In future all power-based requirements of the College would be met through renewable energy resources like Solar Power and Wind Power that would reduce consumption of energy through conventional sources to the barest minimum.Keeping in view the socio-economic background of the students,the emphasis would primarily be on vocational education to ensure maximum employability of the youth and make them self-reliant in the highly competitive job market.The demographic dividend harnessed by the College would eventually pay off and would be a shining example to the rest of India.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

**The College has an effective and efficient mechanism to implement its policy decisions in the administrative and academic spheres. This is evident in various set-ups like the Governing Body of the College, various committees to carry forward the policy decisions like the Academic Council, Admission Committee, in addition to the Teachers' Council (Statutory Body). The Principal is the Head of the Instution and the supreme authority and decision maker in college-related matters. All policy decisions are placed by the Principal before the Governing Body for final approval. Every Department has its departmental head who decides upon the lesson plan and the overall curriculum as laid down by the regulations of the affiliating university. The Heads of Departments are to ensure that the syllabus is completed in time and there is enough room left for revision of the same. The Librarian is the custodian of books and journals and keeps accounts of the old issues as well as the newly added stocks. The IQAC is responsible for quality assessment of teaching and learning and works in tandem with the faculty members. All appointments to the college are made as per government rules and subjct to the approval of the Governing Body.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | View File |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance**     A. All of the above

**and Accounts Student Admission and
Support Examination**

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

## 6.3 - Faculty Empowerment Strategies

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

**During the Pandemic period, the teaching as well as the non-teaching staff of the College being acutely aware of their social responsibilities, purchased an oxygen cylinder to provide relief to Covid victims. The College also provides for ambulance services for seriouly ill staff of the College in cases of emergency.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

**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**

**0**

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

**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**

**4**

| 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 | <u>View File</u> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | **No File Uploaded** |

**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**

**4**

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

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

**The College has an Institutionalized mechanism of Performance Appraisal of the teaching and non-teaching staff according to UGC and state government rules. Teachers in substantive post have to fill up a specific format according to UGC guidelines and get all the supporting documents verified by the IQAC Coordinator of the College countersigned by the Principal. This is done prior to scrutiny by the subject expert of the affiliating university and the DPI nominee. Non-teaching staff have their promotions according to state government rules at specified periods according to work experience. Contractual Teachers, Guest Teachers and daily wage workers are remunerated by the college as per performance at the discretion of the Governing Body.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | <u>View File</u> |

## 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

**The institution conducts both internal and external audits for**

maintaining financial integrity and transparency on a regular basis. As tax payers' money are involved in the establishment and managment of educational institutions, so accountability and transparency in matters of all financial transactions are absolutely essential. With this end in view, the College has engaged the services of an internal auditor for checking and cross-checking the books and accounts of the Institution. Besides the internal auditor, the College has also sought the services of a Government -appointed auditor or external auditor, the reports submitted by whom are sent up to the Directorate of Higher Education, Government of West Bengal, at Bikash Bhavan.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

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

0

| File Description | Documents |
| --- | --- |
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

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

The College tries to mobilize all available financial resources at its disposal and makes optimum use of the same. All allocations are distributed according to College budget prepared by Finance Committee and subject to approval by the Governing Body. All purchases pertaining to administrative and academic matters are authenticated through vouchers and bills for the sake of audit both at the internal and external levels.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

## 6.5 - Internal Quality Assurance System

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

**The IQAC of Birpara College has contributed significantly towards the enhancement of teaching and learning, and has periodically held meetings with the faculty members of the college to work up strategies for quality assurance and overall progress. Under the Pandemic, as physical meetings were not possible on account of the quarantine measures, so IQAC Coordinator and Criteria members members of NAAC met online to discuss and suggest measures for improvement in academic and administrative performance of the College. The IQAC took due cognizance of the promotional aspects of the faculty members and prepared the necessary documents and papers required for the same. Besides, online seminars and webinars were also arranged by various departments in coordination with the IQAC for the upgradation of the College profile.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

**During the Covid period online classes were held by the faculty using various ICT-based tools like lap tops and desktops through Google Meet, Whatsapp and Email. This was done in accordance with the NBU guidelines and following meetings with the Academic Cell and the IQAC. As access to physical infrastrcuture was restricted due to quarantine measures, so the teaching faculty had to adjust to the new teaching methodology for instructing and guiding students on line. Projects were circulated in PDF**

and JPG via Email, and Viva Voce was conducted through Google
Meet. Google Form was also circulated in the students' group to
ensure regular attendance.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

## INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

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

The College has more female students than males which speaks
eloquently of a favourable Gender Parity Index. This phenomenon
of more female students getting admitted into a higher education
institution is in keeping with the requirements of the New
Education Policy. The College has a Girls' Common Room. There

**are seperate washrooms for male and female students in addition seperate toilet facilities for both male and female members of the teaching and non-teaching staff of the college.The College has a canteen run by a Womens' Self Help Group. It is run by a dedicated group of women volunteers who prepare wholesome and delicious food for the College Staff as well as for the students. The women's SHG was awarded by the Ministry of Rural Development, Government of India in 2018 for being a Best Performing SHG. It received a trophy, certificate as well as a cash prize amounting to Rs. One Lakh. The College also celebrates International Women's Day every year on March 8 in order to create awareness about the rights of women and maintaining gender equity per se.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| 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 | **Nil** |

**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**

**D. Any 1 of the above**

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

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

**In oder to tackle the problem of collecting waste and disposal of the same, the Collgee has numerous dustbins where the waste products are collected. Old computers and computer-related peripherals are usually dealt with in two ways. Those that are**

in more or less in good working condition are sent for repairs, and those that cannot be repaired are usually sold off. The College being located in a remote rural area is under the Gram Panchayat and lacks the Waste Management facilities of an urban metropolis.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

**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**

C. Any 2 of the above

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

B. Any 3 of the above

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

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment      5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen            reading**       D. Any 1 of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | **No File Uploaded** |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| 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).

**Birpara College is located in an ethnically diverse part of West Bengal and is very close to the North-East. Under the circumstances, students come from diverse socio-economic and ethnic backgrounds which renders the place into a "Mini India" of sorts. The College authority is mindful of this vast diversity of the student population and tries to cater to every section by offering them an inclusive environment through gender sensitisation, commemoration of the birth anniversaries of various eminent persons, celebration of International Mother Language Day, Teachers' Day, Yoga Day, Freshers' Welcome, College Social, Annual Sports Event-everything in short that provides for congenial surroundings for the promotion of tolerance and harmony among the teachers and students alike cutting across all class, caste and gender barriers.**

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

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

**Birpara College is ever mindful of inclucating constitutional and national values among the students through the observation of various days of national and international importance. It**

observes August 15 and January 26 through flag hositing and delivery of speeches on the part of the Principal and students regarding the importance of the events and thereby drawing attention to the significance of the national struggle struggle for freedom and the contributions of the founding fathers thereof. The College tries to impart democratic values through workshops and seminars regarding voting rights and creating awareness about fundamental rights and duties of citizenship. Students are taught to be responsible citizens of the country and to pursue both acacdemic excellence as well as contributing for the national cause of development and security. Army motivation and recruitment camps are also held for the benefit of the student community. However, such activities had to be restricted on account of the Pandemic situation.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [View File]() |
| Any other relevant information | No File Uploaded |

**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. Any 3 of the above

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

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

**The College tries to motivate, to reflect and act on commemorating the significant days and festivals in order to demonstrate gratitude to historical or present-day icons who have shaped our world. Annually, the main national and international events commemorated in Birpara College are listed below. However, in the Academic Session 2020-2021, a vast majority of the celebrations and commemorations could not be held in 2020-21 on account of the Pandemic restrictions:**

**1. 12th January: Youth Day**

**2. 25th January: Voter's Day**

**3. 26th January: Republic Day**

**4. 16th February: Basant Panchami**

**5. 22nd February: Bangla Bhasa Diwas**

**6. 8th March: International Women's Day**

**7. 29th March: Holi Celebration**

**8. 22nd April: Earth Day**

**9. 9th May: Rabindra Jayanti**

**10. 5th June: Environment Day**

**11. 21st June: International Yoga Day**

**12. 13th July: Bhanu Jayanti**

**13. 31st July: Munshi Prem Chand Jayanti**

**14. 15th August: Independence Day**

**15. 22nd August: Raksha Bandhan Utsav**

**16. 5th September: Teachers Day**

**17. 2nd October: Gandhi Jayanti**

**18. 8th October: College Foundation Day**

**19. 1st December: Red Ribbon Day**

**20. 10th December: Human Rights Day**

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

## 7.2 - Best Practices

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

**1. Title of the Practice:**

**Activity of the NSS Units, Birpara College, Units I & II**

**2. Objectives of the Practice:**

**The NSS units of Birpara College are actively involved in engaging student volunteers in various camps.**

**3. The Context**

**The College has a great diversity in terms of numerous communities harnessed by the NSS Unitsthrough mobilization of**

the maximum number of students.

**4. Practice**

The college has been able to put its NSS Units to optimum use for creating general awareness among students regarding various governemnt -sponsored welfare measures . Thus it has rendered community service by catering to the social and economic needs of the student population.

**5. Evidence of Success**

Participation in NSS programme infused the students with a sense of duty towards community service.

**6. Problems Encountered and Resources Required**

During COVID, NSS Programme Officers and student volunteers went on a mass awareness campaign drive at considerable risks to their personal well-being and safety.

**2. Title : Employment of digital tools for teaching and learning**

**Objectives: Encouragement of E-Learning**

**Context: Pandemic Situation**

**Practice: Use of online tools for COVID**

**Evidence of Success: Students got access to learning resources in online mode**

**Problems: Poor Connectivity of network**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **No File Uploaded** |
| Any other relevant information | [View File](#) |

## 7.3 - Institutional Distinctiveness

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

The College has a long-term plan keeping in view its vision and mission. Student Feedback mechanism, Performance-based Self Appraisal System by faculty members, Introduction of Teacher Training Programmes, Faculty Development Programmes, Academic Calendar, Lesson Plan, encouragement to teachers to take up research projects are given priority, for quality enhancement. The implications of the Draft NEP 2020 and the introduction of FYUGP have been taken due cognizance and have been inducted in the new curriculum. The vision of the College is clearly laid down in the Sanskrit motto of "Sa Vidya Ya Vimuktaye". This is reflective of the emancipatory nature of knowledge. The primary objective of Birpara College is to inculcate knowledge and wisdom among the students to emancipate them from ignorance as well as to enable the latter to pursue their vocations in life. The Library has digitized all its collections to facilitate access to on-line journals and books through INFLIBNET-NLIST. Students can access books and journals through requisition and are also accorded special facilities of "Seminar Libraries" attached to different departments at the discretion of HODs.Regular Educational Tours are organized as part of the curriculum inby all the departmentsfor the enrichment of the faculty and students alike.

# Part B

## CURRICULAR ASPECTS

## 1.1 - Curricular Planning and Implementation

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

Birpara College follows the guidelines and instructions as laid down by the University of North Bengal. With a view to imparting knowledge about the subject to the students, faculties of all the departments follow an Academic Calendar in keeping with the University guidelines and the syllabus is distributed among all faculty members through their respective lesson plans. During the Pandemic period, it was virtually impossible to take the classes physically as the institution was subjected to restrictions under the quarantine rules of both the State and Central Governments. Keeping the interest of the students in mind, and as per the guidlines issued by the Ministry of Human Resource and Development, the teachers prepared study materials and also delivered lectures on line. The prepared study materials were shared with the student groups via Whatsapp and E-mail. Attedance of students was also kept by all departments, to the extent possible. Thus proper documentation was maintained in so far as completion of the syllabus and effective delivery of curriculum was concerned.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

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

Birpara College adheres strictly to the Academic Calendar under the instructions and guidelines of the University of North Bengal. Teachers of all departments (Arts, Science and Commerce) follow a process of continous internal evaluation through internal assessment, occasional field trips and student seminars. However, the Pandemic not only restricted the physical access to the College, but also stood in the way of direct continous assessment, deemed to be necessary under

UGC norms and guidleines. As such, field works and surveys could not be effectively carried out. With a view to rectifying this bottleneck, teachers of all department resorted to online mode of teaching and learning sharing all available resources with the student groups. This included the holding of internal assessment exams on line and viva voce through Google Meet. Thus even during the Pandemic, the teachers as well as the students were continuously in touch via digital mode and academic exercises could be carried out through continuous internal evaluation, as far as circumstances allowed. There was no printed Academic Calendar during the Pandemic.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | No File Uploaded |
| Link for Additional information | Nil |

| | |
|---|---|
| **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 | [View File](#) |
| Any additional information | No File Uploaded |

## 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**

15

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

**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)**

00

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | **No File Uploaded** |

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

00

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

00

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | **No File Uploaded** |

**1.3 - Curriculum Enrichment**

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

Birpara College has a dedicated body of teaching staff who are highly professional in their respective fields in so far as imparting instruction to the students are concerned. During the Pandemic period there were regular online classes on Google Meet, Whatsapp in addition to using the internet for sending study materials to the students. In catering to the academic requirements of the students, the faculty members demonstrated the highest possible dedication and integrity. Apart from academic pursuits, the teachers are also mindful of inculcating human values and social responsibility among the students. During the Covid situation, both the teaching as well as non-teaching staff had contributed personally towards the purchase of an oxygen cylinder for needy patients affected by the pandemic in the neighbourhood. The College has the highest number of female students compared to their male counterparts and so there is a favourable Gender Parity Index. There are seperate washrooms for male and female students, in addition to seperate facilities for male and female teaching and non-teaching staff. This proves that the campus is gender-sensitive. The college offers a clean and green campus that is maintained on a regular basis by the staff as well as the NSS Unit.

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

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

00

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

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

**00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | **No File Uploaded** |

**1.4 - Feedback System**

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

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

| **1.4.2 - Feedback process of the Institution may be classified as follows** | **C. Feedback collected and analyzed** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | **Nil** |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

### 2.1.1.1 - Number of sanctioned seats during the year

**3254**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | [View File](#) |

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

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

**1034**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

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

**During the Pandemic the teachers of different departments imparted instructions to the students using ICT tools like Google Meet, Internet resources and Whatsapp. Besides special lectures were prepared and delivered live-streamed by uploading on You Tube. Besides regular classes, internal assessment exams were also held in online mode. The faculty members tried their utmost to cater to the requirements of a wide variety of students taking into account their mental aptitude and capacity to learn new concepts. After the lessons had been done, there had been regular teacher-student interaction that aimed at verifying the level of absorption of the lessons imparted to the students in a question and answer form. It helped in the assessment of the teaching and learning process, thereby enabling continuous internal assessment, for both advanced and slow learners. The teachers were equally benefitted through this academic exercise in online mode.This not only brought a kind of parity in the equitable distribution of lessons and the curriculum at large, taking into account the student diversity in a remote college like Birpara, but also accustomed both the educators and the learners with ICT-enabled tools of learning under the Pandemic.**

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| **1034** | **44** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 2.3 - Teaching- Learning Process

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

**The College follows the curriculum guidelines as laid down by the University of North Bengal. During the pandemic as access to physical infrastructure of the College had been restricted on account of quarantine measures undertaken both by the state and central governments, the teachers of different departments engaged the students in various kinds of participative and experiential learning in online mode. This involved taking up various topics included in the CBCS Syllabus in course of the online lectures and thereafter asking the students to clarify their doubts on the subjects and topics taught. Apart from regular lectures, viva voce and internal assessment examinations were conducted as part of the participative and continuous learning process of the students. Projects done by the students were also received by the teachers via email. This helped the learners to have some idea regarding the subjects that were taught in the class at the practical level which greatly enhanced their learning capabilities and problem solving skills.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | [https://acrobat.adobe.com/id/urn:aaid:sc:AP:1a6e7475-a3dd-49c6-85da-a5e878030d3a](https://acrobat.adobe.com/id/urn:aaid:sc:AP:1a6e7475-a3dd-49c6-85da-a5e878030d3a) |

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

**During the Pandemic the teachers of different departments imparted instructions to the students using ICT tools like Google Meet, Internet resources and Whatsapp. Besides special lectures were prepared and delivered live-streamed by uploading on You Tube. Besides regular classes, internal assessment exams were also held in online mode.Various study materials in the form of PDF Files were shared in the student**

whatsapp groups created for the purpose. The teachers were equally benefitted through this academic exercise in online mode. The teaching faculty used various ICT-enabled tools like Lap tops, Desk tops, Smart phones and Tabs to offer the maximum possible curriculum-based lessons to the students. Student webinars were also conducted to acquaint the former with digital learning. This not only brought a kind of parity in the equitable distribution of lessons and the curriculum at large, taking into account the student diversity, in a remote college like Birpara, but also habituated both the educators and the learners with ICT-enabled tools of learning under the Pandemic as envisaged in the Draft New National Education Policy 2020.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | [https://meet.google.com/mtx-aoin-zdr](https://meet.google.com/mtx-aoin-zdr) |

## 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

**44**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | No File Uploaded |

## 2.4 - Teacher Profile and Quality

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

**44**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| 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) | **No File Uploaded** |

**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**

600

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

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

The College follows a regular and robust assessment method as per the guidelines made by the University of North Bengal. A roster of students is maintained appearing for examinations both at the college and university levels. However, under the Pandemic situation, teachers conducted all internal assessment tests online via Google Meet and distribution of Google Forms for maintaining transparency and proper documentation. Notwitstanding the constraints in terms of connectivity in a remote area, the teachers tried their utmost to convey all the lesson plans, the syllabus under CBCS, as well as suggestions for various examinations. A detailed attendance of all participating students was kept by the faculty members to keep tabs on regular attendance in the class in online mode. This faciliated transparency in terms of teaching and learning in a regular frequency, to the extent possible in the Pandemic situation.

| File Description | Documents |
|---|---|
| Any additional information | [View File]() |
| Link for additional information | https://youtu.be/6gjpKpRugIM |

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

On account of the remote location of Birpara College and the difficult terrain in the north-east, many students come from poor and under-privileged backgrounds. It so happens that some are unable to attend the internal assessment examinations on time on account of adverse weather conditions and poor communication facilities. Under such circumstances, and within the framework of the Statute under the University of North Bengal, the grievances of such students are received and duly forwarded to the affiliating university for speedy redressal of grievances, to the extent possible. The College treats all such cases with the utmost sympathy they deserve and students are updated with the developments for the fulfilment of their academic and professional aspirations. Thus the mechanism to deal with internal exam-related grievances is transparent, time-bound and efficient.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | C:\Users\BIRPARA COLLEGE\OneDrive\Desktop\Student Data |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

At the very outset, the College releases an Academic Calendar for the benefit of teachers and students alike. However, during the Pandemic situation, the affiliating University did not provide the College with any Academic Calendar as physical access of classes and rooms was not possible on account of quarantine measures. Teachers and students are however aware of the Programme and course outcomes of the Programmes offered by the Institutions. The Road Map towards creating awareness for the Programmes and course outcomes of the same could be given as hereunder:

The Programmes are meant to acquaint students with the necessary knowledge and skills in the respective field

To develop the creative and thinking faculties among the students

To develop professionalism among the teachers using proper teaching and learning methodolgies, especially ICT tools and smart classrooms.

To encourage the students to be inquisitive and seek knowledge on theoretical and practical lines through field work and surveys.

To create capacity building among students and solve problems effectively.

The students were made aware of the CBCS Programme initiated way back in 2018 and it was made available to the faculty members and students alike.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The College evaluates the Programme Outcomes and Course Otcomes through regular internal assessment tests and viva-voce. Field works and surveys are conducted by the different departments to acquaint the students with the subjects both at the Theoretical and Practical levels. Heads of all depeartments usually meet with their respective departmental faculties to discuss about the results of the examination given by the students and suggest feedbacks and remedial measures for better performance. To encourage better performance by the students, the College has the provision of an Annual Toppers' Excellence Award that was started way back in 2016. However, under the Pandemic situation there had been certain restraints because the College could not operate in full capacity and classes were held mostly online.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| 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**

514

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| 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://docs.google.com/document/d/182vLKbqey5RjqvakdkOowksbart6mJRe_r9sjEhC22s/edit?usp=drive_link

**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)**

0

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

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

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

```
0
```

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

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

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

```
0
```

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

**3.2 - Research Publications and Awards**

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

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

```
0
```

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

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

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

0

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

## 3.3 - Extension Activities

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

Birpara College is situated in a remote location of West Bengal adjacent to the North-Eastern states and thereby possesses a wide diversity of students coming from different communities and ethnic groups. Most students come from the tea gardens and are socially and economically underprivileged. The College takes due cognizance of the socio-economic ambience as part of belonging within a diverse social matrix. With this end in viewthe teachers are also mindful of inculcating human values and social responsibility among the students. Catering to the urgent needs of the community and the society at large is therefore one of the top priorities of the institution in addition to teaching and learning. During the Covid situation, both the teaching as well as non-teaching staff had contributed personally towards the purchase of an oxygen cylinder for needy patients affected by the pandemic in the neighbourhood.To enable the students to participate in various social programmes in order to create general awareness for inculcation of human values, the College has been able to conduct, except under the Pandemic, various social outreach and community-based programmes through NSS Special Camps like blood donation, gender issuesetc for the overall holistic development of the students.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

0

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

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

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

2

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

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

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

**12**

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

**3.4 - Collaboration**

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

**1**

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

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

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

**1**

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**The College has adequate infrastructure and physical facilities with regard to teaching and learning. There are sufficient class rooms to cater to the academic needs of the students. The class rooms are large enough to accomodate more than fifty students at a time and some of the classrooms are big enough for the accomodation of over a hundred and fifty students. There are seminar halls and auditorium facilities for special lectures, workshops and seminars which are conducted both by resource persons from adjacent institutions as well as from other states. The Geography Department of Birpara College has laboratory facilities and so does the department of Physics and Computer Science. There are lap tops and desk tops owned by different departments to provide online materials to the students which had been especially useful during the Pandemic when the institutions were partly opened on state Government orders for teaching in blended mode both online and offline.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for additional information | **Nil** |

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

In order to enable the students to participate in various cultural activities and sports and games, the College has a play ground and mini indoor stadium where there are provisions for badminton, table tennis and handball. However, during the Pandemic period when access to the physical infrastructure of the institution was restricted on account of the quarantime measures on the orders of both the state and central governments, no activity as such could be undertaken.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

5

## 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

5.36

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | **No File Uploaded** |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

## 4.2 - Library as a Learning Resource

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

**The College Library is automated using SOUL Software (2.0 version) and is under the Integrated Library Management System. It faciliates circulation of books and journals in addition to requistion. It serves as an effective database and digital tool in the distribution of books as well as dissemination of knowldege. There is provision for OPAC (On line Public Access Catalogue) for searching books and journals thereby saving time and effort on the part of teachers and students alike. The Library is coonected to the national database of books and journals through INFLIBNET. Moreover, question papers of the University of North Bengal have been uploaded in the Birpara College website. The complete digitisation of the library is underway which was however restricted by the Pandemic quarantine measures.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | **Nil** |

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

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

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

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

**0**

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

**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**

**33**

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

**4.3 - IT Infrastructure**

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

**The institution frequently updates its IT facilities including Wifi. This includes the installation of new soft ware, anti-viruses and software related to student**

management. The Quick Heal Anti-Virus is the standard anti-virus software that is used by the College which is periodically updated. The College has a Kolkata-based soft service provider INFONETICS that provides technical support for online admission and payment of fees for students.The College concluded an agreement with JIO Infocomm to provide high speed internet and Wifi facilities which was approved by the Governing Body of the College.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

## 4.3.2 - Number of Computers

23

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | No File Uploaded |

| 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 | No File Uploaded |

## 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)

5.36

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | **No File Uploaded** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

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

**The College has an established procedure for the maintenance and utlization of physical instructure including academic and support facilities. All purchases pertaining to the college academic and sports infrastructure have to pass through various well-placed committees like Finance and Purchase Committee. A proposal for purchase for any college equipment whether academic or otherwise have to be initially placed before the Finance Committee that subjects all such purchases under careful scrutiny of the members concerned. All budget estimates have to be placed before finance for study and thereafter all such proposals are placed at the disposal of the College Governing Body for final approval. Purchases costing INR of One Lakh and above have to go through E-Tender as per the rules of the West Bengal Government. Tenders are issued to three parties and preference is given to the lowest one which is eventually accepted. All purchases pertaining to laboratory, library, sports complex, computers, class rooms etc are done in a systematic and well-coordinated manner to assure the highest level of financial integrity and transparency. Moreover, there is compulsory provision of audit by an internal auditor, and also an external auditor, circumstances permitting, for accountability to the Government and the Stakeholders.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

**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**

**2107**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | No File Uploaded |

**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) | No File Uploaded |

| | |
|---|---|
| **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** | C. 2 of the above |

**and hygiene) ICT/computing skills**

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | <u>View File</u> |
| Details of capability building and skills enhancement initiatives (Data Template) | **No File Uploaded** |

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

0

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

0

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

| | |
|---|---|
| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

**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**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |

**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**

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

**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**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

**0**

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

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

**The College facilitates students' representation and engagement in various administrative, co-curricular and and extracurricular activities. The NSS Units of Birpara College (Units I & II) undertake various activities to engage the students through field trips, special camps, environmental awareness programmes, voter awareness campaigns and so on and so forth. Students are engaged voluntarily as there is no official students' council in the college pending instructions from the State Government. During the COVID-19 situation, the College could not engage the students**

**physically on account of quarantine measures of both the state and central governments.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 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

**0**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| 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) | **No File Uploaded** |

## 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

**There is a registered Alumni Association comprising of ex-students of Birpara College. It provides the College with moral support. There are also alumni associations at the departmental levels.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Birpara College had been founded way back in 1986 to provide the benefits of higher education in a remote and backward area. Since then the college has come a long way and has been able to fulfil the goals set by the founding fathers and well-wishers of the institution. The College has been a hub of educational and social activities of the people in the immediate neighbourhood as well as in the distant places. Most of the students come from underprivileged socio-economic groups, and the faculty members and other staff are fully aware of the enormous challenges they have to face in creating the future of the young aspirants. Seen in the long-term perspective, the College has tried its utmost, if not all, to cope with the aspirations of the young learners notwitstanding infrastructrual and financial constraints. The Vision and Mission of the College could be summarised accordingly:

Vision

1. To transform Birpara College into COPE (Centre with Potential for Excellence) involving all stake-holders.
2. To get full autonomy

Mission

1.All round social, economic and physical development of the adjacent areas with Birpara College as the hub.

2. To make the College self-sufficient through robust industry-academia collaboration.

3. To attain self-sufficiency

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

**The College has de-centralized all its activities among the Teaching and Non-teaching staff to carry out various administrative and academic functions in a process of participative management. There are seperate committees and cells like the Admission Committee and Examination Committee in addition to the Acaemic Council, to look after student admission and to conduct both college and university examinations. In addition to the UG courses within the College, there are also UG and PG courses being offered by Netaji Subhas Open University (NSOU) and Indira Gandhi National Open University (IGNOU) offering higher education in the distance mode. Coordinators of both Universities have been chosen from among the faculty members of the College by the respective universities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**The College has an enormous challenge to fulfil its long-term plans for the next decade. It should be holistic and sustainable with an objective towards achieving all round developent of the students as well all stake-holders of the college as a whole. It is the express aim of the college to open Post-Graduate Courses in Major disciplines and to make all class rooms ICT-enabled so that students could engage in participative and interactive learning. As the College is currently in possession of an APP, there is every possibilty**

of harnessing the power of artificial intelligence to expedite administrative and academic work to facilitate E-Governance. In future all power-based requirements of the College would be met through renewable energy resources like Solar Power and Wind Power that would reduce consumption of energy through conventional sources to the barest minimum.Keeping in view the socio-economic background of the students,the emphasis would primarily be on vocational education to ensure maximum employability of the youth and make them self-reliant in the highly competitive job market.The demographic dividend harnessed by the College would eventually pay off and would be a shining example to the rest of India.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

The College has an effective and efficient mechanism to implement its policy decisions in the administrative and academic spheres. This is evident in various set-ups like the Governing Body of the College, various committees to carry forward the policy decisions like the Academic Council, Admission Committee, in addition to the Teachers' Council (Statutory Body). The Principal is the Head of the Instution and the supreme authority and decision maker in college-related matters. All policy decisions are placed by the Principal before the Governing Body for final approval. Every Department has its departmental head who decides upon the lesson plan and the overall curriculum as laid down by the regulations of the affiliating university. The Heads of Departments are to ensure that the syllabus is completed in time and there is enough room left for revision of the same. The Librarian is the custodian of books and journals and keeps accounts of the old issues as well as the newly added

stocks. The IQAC is responsible for quality assessment of teaching and learning and works in tandem with the faculty members. All appointments to the college are made as per government rules and subjct to the approval of the Governing Body.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | View File |

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

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

## 6.3 - Faculty Empowerment Strategies

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

During the Pandemic period, the teaching as well as the non-teaching staff of the College being acutely aware of their social responsibilities, purchased an oxygen cylinder to provide relief to Covid victims. The College also provides for ambulance services for seriouly ill staff of the College in cases of emergency.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

**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**

**0**

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

**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**

**4**

| 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 | [View File](#) |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | **No File Uploaded** |

**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**

**4**

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

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

**The College has an Institutionalized mechanism of Performance Appraisal of the teaching and non-teaching staff according to UGC and state government rules. Teachers in substantive post**

**have to fill up a specific format according to UGC guidelines and get all the supporting documents verified by the IQAC Coordinator of the College countersigned by the Principal. This is done prior to scrutiny by the subject expert of the affiliating university and the DPI nominee. Non-teaching staff have their promotions according to state government rules at specified periods according to work experience. Contractual Teachers, Guest Teachers and daily wage workers are remunerated by the college as per performance at the discretion of the Governing Body.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 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

**The institution conducts both internal and external audits for maintaining financial integrity and transparency on a regular basis. As tax payers' money are involved in the establishment and managment of educational institutions, so accountability and transparency in matters of all financial transactions are absolutely essential. With this end in view, the College has engaged the services of an internal auditor for checking and cross-checking the books and accounts of the Institution. Besides the internal auditor, the College has also sought the services of a Government -appointed auditor or external auditor, the reports submitted by whom are sent up to the Directorate of Higher Education, Government of West Bengal, at Bikash Bhavan.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

0

| File Description | Documents |
|---|---|
| Annual statements of accounts | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | **No File Uploaded** |

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

**The College tries to mobilize all available financial resources at its disposal and makes optimum use of the same. All allocations are distributed according to College budget prepared by Finance Committee and subject to approval by the Governing Body. All purchases pertaining to administrative and academic matters are authenticated through vouchers and bills for the sake of audit both at the internal and external levels.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

**6.5 - Internal Quality Assurance System**

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

**The IQAC of Birpara College has contributed significantly towards the enhancement of teaching and learning, and has periodically held meetings with the faculty members of the**

college to work up strategies for quality assurance and overall progress. Under the Pandemic, as physical meetings were not possible on account of the quarantine measures, so IQAC Coordinator and Criteria members members of NAAC met online to discuss and suggest measures for improvement in academic and administrative performance of the College. The IQAC took due cognizance of the promotional aspects of the faculty members and prepared the necessary documents and papers required for the same. Besides, online seminars and webinars were also arranged by various departments in coordination with the IQAC for the upgradation of the College profile.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

During the Covid period online classes were held by the faculty using various ICT-based tools like lap tops and desktops through Google Meet, Whatsapp and Email. This was done in accordance with the NBU guidelines and following meetings with the Academic Cell and the IQAC. As access to physical infrastrcuture was restricted due to quarantine measures, so the teaching faculty had to adjust to the new teaching methodology for instructing and guiding students on line. Projects were circulated in PDF and JPG via Email, and Viva Voce was conducted through Google Meet. Google Form was also circulated in the students' group to ensure regular attendance.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of | B. Any 3 of the above |
|---|---|

**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)**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The College has more female students than males which speaks eloquently of a favourable Gender Parity Index. This phenomenon of more female students getting admitted into a higher education institution is in keeping with the requirements of the New Education Policy. The College has a Girls' Common Room. There are seperate washrooms for male and female students in addition seperate toilet facilities for both male and female members of the teaching and non-teaching staff of the college.The College has a canteen run by a Womens' Self Help Group. It is run by a dedicated group of women volunteers who prepare wholesome and delicious food for the College Staff as well as for the students. The women's SHG was awarded by the Ministry of Rural Development, Government of India in 2018 for being a Best Performing SHG. It received a trophy, certificate as well as a cash prize amounting to Rs. One Lakh. The College also celebrates International Women's Day every year on March 8 in order to

**create awareness about the rights of women and maintaining gender equity per se.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| 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 | **Nil** |

| **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** | **D. Any 1 of the above** |
|---|---|

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

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

**In oder to tackle the problem of collecting waste and disposal of the same, the Collgee has numerous dustbins where the waste products are collected. Old computers and computer-related peripherals are usually dealt with in two ways. Those that are in more or less in good working condition are sent for repairs, and those that cannot be repaired are usually sold off. The College being located in a remote rural area is under the Gram Panchayat and lacks the Waste Management facilities of an urban metropolis.**

| File Description | Documents |
| --- | --- |
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

**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**

C. Any 2 of the above

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

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

B. Any 3 of the above

| File Description | Documents |
| --- | --- |
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

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

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | **No File Uploaded** |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| 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).

**Birpara College is located in an ethnically diverse part of West Bengal and is very close to the North-East. Under the circumstances, students come from diverse socio-economic and ethnic backgrounds which renders the place into a "Mini India" of sorts. The College authority is mindful of this vast diversity of the student population and tries to cater to every section by offering them an inclusive environment through gender sensitisation, commemoration of the birth anniversaries of various eminent persons, celebration of International Mother Language Day, Teachers' Day, Yoga Day, Freshers' Welcome, College Social, Annual Sports Event-everything in short that provides for congenial surroundings for the promotion of tolerance and harmony among the teachers and students alike cutting across all class, caste and gender barriers.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | <u>View File</u> |

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

Birpara College is ever mindful of inclucating constitutional and national values among the students through the observation of various days of national and international importance. It observes August 15 and January 26 through flag hositing and delivery of speeches on the part of the Principal and students regarding the importance of the events and thereby drawing attention to the significance of the national struggle struggle for freedom and the contributions of the founding fathers thereof. The College tries to impart democratic values through workshops and seminars regarding voting rights and creating awareness about fundamental rights and duties of citizenship. Students are taught to be responsible citizens of the country and to pursue both acacdemic excellence as well as contributing for the national cause of development and security. Army motivation and recruitment camps are also held for the benefit of the student community. However, such activities had to be restricted on account of the Pandemic situation.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

**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. Any 3 of the above

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

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

**The College tries to motivate, to reflect and act on commemorating the significant days and festivals in order to demonstrate gratitude to historical or present-day icons who have shaped our world. Annually, the main national and international events commemorated in Birpara College are listed below. However, in the Academic Session 2020-2021, a vast majority of the celebrations and commemorations could not be held in 2020-21 on account of the Pandemic restrictions:**

**1. 12th January: Youth Day**

**2. 25th January: Voter's Day**

**3. 26th January: Republic Day**

**4. 16th February: Basant Panchami**

**5. 22nd February: Bangla Bhasa Diwas**

**6. 8th March: International Women's Day**

**7. 29th March: Holi Celebration**

**8. 22nd April: Earth Day**

**9. 9th May: Rabindra Jayanti**

10. 5th June: Environment Day

11. 21st June: International Yoga Day

12. 13th July: Bhanu Jayanti

13. 31st July: Munshi Prem Chand Jayanti

14. 15th August: Independence Day

15. 22nd August: Raksha Bandhan Utsav

16. 5th September: Teachers Day

17. 2nd October: Gandhi Jayanti

18. 8th October: College Foundation Day

19. 1st December: Red Ribbon Day

20. 10th December: Human Rights Day

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

## 7.2 - Best Practices

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

1. Title of the Practice:

Activity of the NSS Units, Birpara College, Units I & II

2. Objectives of the Practice:

The NSS units of Birpara College are actively involved in engaging student volunteers in various camps.

3. The Context

The College has a great diversity in terms of numerous communities harnessed by the NSS Unitsthrough mobilization of the maximum number of students.

4. Practice

The college has been able to put its NSS Units to optimum use for creating general awareness among students regarding various governemnt -sponsored welfare measures . Thus it has rendered community service by catering to the social and economic needs of the student population.

5. Evidence of Success

Participation in NSS programme infused the students with a sense of duty towards community service.

6. Problems Encountered and Resources Required

During COVID, NSS Programme Officers and student volunteers went on a mass awareness campaign drive at considerable risks to their personal well-being and safety.

2. Title : Employment of digital tools for teaching and learning

Objectives: Encouragement of E-Learning

Context: Pandemic Situation

Practice: Use of online tools for COVID

Evidence of Success: Students got access to learning resources in online mode

Problems: Poor Connectivity of network

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **No File Uploaded** |
| Any other relevant information | <u>View File</u> |

## 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

**The College has a long-term plan keeping in view its vision and mission. Student Feedback mechanism, Performance-based Self Appraisal System by faculty members, Introduction of Teacher Training Programmes, Faculty Development Programmes, Academic Calendar, Lesson Plan, encouragement to teachers to take up research projects are given priority, for quality enhancement. The implications of the Draft NEP 2020 and the introduction of FYUGP have been taken due cognizance and have been inducted in the new curriculum. The vision of the College is clearly laid down in the Sanskrit motto of "Sa Vidya Ya Vimuktaye". This is reflective of the emancipatory nature of knowledge. The primary objective of Birpara College is to inculcate knowledge and wisdom among the students to emancipate them from ignorance as well as to enable the latter to pursue their vocations in life. The Library has digitized all its collections to facilitate access to on-line journals and books through INFLIBNET-NLIST. Students can access books and journals through requisition and are also accorded special facilities of "Seminar Libraries" attached to different departments at the discretion of HODs.Regular Educational Tours are organized as part of the curriculum inby all the departmentsfor the enrichment of the faculty and students alike.**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

- **To enhance the quality of education through the introduction of new subjects.**

- To introduce Post-Graduate Courses initially in the Humanities and Language groups
- To conduct MOUs with more colleges and other educational institutions.
- Up-gradation of all academic facilities.
- To promote tolerance and harmony within the campus.
- A carbon free and plastic free campus through the introduction of recycling methods and machinery.
- To introduce NCC.
- Gender -sensitization programme within the college campus to prevent discrimination against the Girl Child.
- To have a full-fledged Computer Lab to impart training in computer literacy and thereby create conditions for the larger employability of the youth in order to reap the demographic dividend from Young India.
- For the Holistic development ofstudents extracurricular and cultural activities are organized.
- Annual Sports events are held to encourage the students to excel in their respective sporting capabilities and most importantly to encourage them to participate in group activities and aim high irrespective of the result.
- Teacher-Student interactions are held at regular intervals in a free and fair atmosphere where the students freely share their experiences and are encouraged to speak up without fear or favour. Teachers are always helpful in their approach towards meeting various needs of students.