



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

BETHUNE COLLEGE

- Name of the Head of the institution **DR. ANUSHILA HAZRA BHATTACHARYA**
- Designation **OFFICER-IN-CHARGE, ASSOCIATE PROFESSOR IN ENGLISH**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03322411731**
- Mobile No: **8910083358**
- Registered e-mail **bethunecollege1879@gmail.com**
- Alternate e-mail **bethune.iqac@gmail.com**
- Address **181, BIDHAN SARANI**
- City/Town **KOLKATA**
- State/UT **WEST BENGAL**
- Pin Code **700006**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **UNIVERSITY OF CALCUTTA**
- Name of the IQAC Coordinator **DR. SUDESHNA MITRA**
- Phone No. **03322411731**
- Alternate phone No. **03322571712**
- Mobile **983623632**
- IQAC e-mail address **bethune.iqac@gmail.com**
- Alternate e-mail address **sudeshnaphilo@gmail.com**

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

<https://www.bethunecollege.ac.in/IQAC/AQAR/AQAR-2022-23-BethuneCollege.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://www.bethunecollege.ac.in/BethuneCollege-AcademicCalendar.htm>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	85.45	2006	21/05/2005	20/05/2011
Cycle 2	A	3.08	2015	03/03/2015	02/03/2020
Cycle 3	A+	3.26	2023	21/03/2023	20/03/2028

6. Date of Establishment of IQAC

29/11/2006

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
Bethune College	Development Grant	Govt. of West Bengal, Higher education department	2023-24 – 365 days	Rs. 3017395
Bethune College	State level workshop on NIRF	Govt. of West Bengal, Higher education department	2023- 365 days	Rs. 84679
Bethune College	Bethune College Hostel Security	Govt. of West Bengal, Higher education department	2023- 138 days (15.5.23 to 30.9.23)	Rs. 460995
Bethune College	Other Charges	Govt. of West Bengal, Higher education department	2023-24 – 365 days	Rs. 4818775

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

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

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any **No**

of the funding agency to support its activities during the year?

- If yes, mention the amount

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

* Under the able guidance of IQAC the college started its 4th cycle journey following NAAC recommendations * The College ranked 91st in NIRF 2024 in College Category thus keeping position within 100 6th time in a row * Several Seminars, Workshops etc. were organized as quality initiatives * Increase in number of Certificate courses * Feedback was conducted extensively this year involving Alumni, teachers, outgoing and existing batch of students; Analysis was done, action taken and uploaded to website.

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
Submission of AQAR and AISHE 2022-23	AISHE 2022-23 and AQAR 2022-23 was submitted in March 2024 and April 2024 respectively
Submission of NIRF data for 2024	The College ranked 91th in NIRF 2024 in College Category thus keeping position within 100, sixth time in a row
Implementation of NEP -CCF	In order to guide teachers regarding NEP (CCF) Special Seminars with expert resource persons on Summer internships of students and Compulsory Value added courses were organized which also involved faculty members from other colleges.
Arrangement of Students internship which was introduced as a compulsory component for all UG students under Credit and Curriculum Framework (CCF)	A committee was formed with Nodal officer to monitor internships of students. More than 75 students of Sem 2 CCF completed their internship successfully
Focus on Research and Publications	A research project of 2 years in the department of Economics funded by ICSSR is running. 19

	papers published by teachers in the Journals notified on UGC website during the year Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings by teachers during the year : 20
Digitisation of Students' fees was planned	This was implemented successfully
Career Advancement of Faculty Members	CAS during the session: II to III : 02 III to IV :03
To conduct training programme for non teaching staff members	Administrative training programme regarding Students' and financial database was organised
To conduct Annual feedback and SSS	Feedback was conducted extensively this year involving Alumni, teachers, outgoing and existing batch of students; Analysis was done, action taken and uploaded to website

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	22/01/2025

14. Whether institutional data submitted to AISHE

Part A

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Name	Date of meeting(s)
IQAC	22/01/2025
14.Whether institutional data submitted to AISHE	

Year	Date of Submission
2022-23	18/03/2024

15.Multidisciplinary / interdisciplinary

Bethune College, Kolkata has always tried to adopt multidisciplinary teaching learning process towards holistic development of women. Along with 17 Under Graduate Departments (16 major and 1 generic) and 6 Post Graduate Courses, the multidisciplinary approach to education is further nurtured through the generic course of Women's -Studies. The Women's Studies Centre of the college is a central place which involves faculties to carry out interdisciplinary research harping on gender issues. Bethune College is the first women's college in Asia, holding 91st Rank in college category in NIRF ranking 2024 The Institution tries to nurture the integration of humanities and science through three major disciplines like Women Studies, Psychology, Environmental studies. Multi Facility Centre for Science continues to facilitate exchange of resource among departments thereby promoting higher studies and research activities among students. The institution offers several flexible and innovative curricula in the areas of community engagement and service through NSS, environmental education, and value-based education. The 30 hours Ethics and Value education certificate course is multidisciplinary in nature catering to students of all streams. The institutional always encourages students to enjoy multidisciplinary flexible- curriculum at different years of their stay of undergraduate education, e.g , Computer-training, Yoga training, First aid training . The Credit and Curriculum Framework (CCF) has made provisions for multiple exits at the end of 2nd, 4th and 6th semester. Students are required to do one 3 credits Internship at the end of the 2nd, 4th, 6th sem. Several seminars, workshops and webinars are conducted by individual departments, IQAC, Women studies Centre, Students activity cell etc on regular intervals covering wide array of topics across disciplines. Faculties across departments give lecture at popular level in the "Tuesday Lecture series" promoting multidisciplinary education. The Institution has a dedicated NSS team through which the students take up projects of outreach and community service to the aged and orphans, Environmental awareness- drive (including plantation of saplings and banning plastic), The Human Rights Cell also works in the same tune. Moreover, the institution has a good record of exchange of content for pedagogical transaction is designed by the parent university as per the UGC guidelines. The institution

has made collaboration with different institution in rural and urban areas for exchange of faculty as an interdisciplinary approach to education. We anticipate all these drives will be very fruitful for implementing NEP 2020.

16.Academic bank of credits (ABC):

Our Affiliating University has discussed about the roadmap for the implementation of NEP-2020. Thus, we get more clarity regarding the academic bank of credits being proposed in the policy shape up. The faculty members proposed welcome for the change in the mindset of policy makers, which should help to create a framework for the smooth implementation of NEP-2020. We anticipate that this historic policy on education will yield positive results and too have pulled our socks to ensure its effective implementation. Our institution has a good record of persistent publishing in terms of books, journals, and the college magazines. Faculties are encouraged in book writing according to curricula and further advanced research. Students also prepare study materials for their own use and also for their juniors.

17.Skill development:

Considering the growing demand of Skilled work force in both public and private sector, affiliating university has framed curriculum accordingly. So, many skill-oriented courses are introduced in the curriculum. Need of the hour is to produce young generation who obtain degrees in their choice of subjects and additional skill courses that will help them to start their own entrepreneurship after leaving the college. Apart from usual skill development curriculum from parent university, our college has signed MOU with WEBEL, for apt computer training. Said training partner is providing training to our students to be effective Data Entry operator. An agreement was signed between the NSS Units of Women's Christian College, Kolkata and Bethune College, Kolkata to organize a 30 Hour Certificate Course in "Handicraft and Art Work" for the session 2022-23. The NSS Volunteers of the two colleges are eligible for the course. The focus of the course is on skill development and internship opportunities. Two Certificate courses , one on Art and Craft and the other on Communicative English have been initiated from 2023-24 Other good practices of the institution for skill development are through scientific workshop, as well as the athletic performances etc. The syllabus for each Subject is so designed that the students have to undertake application oriented compulsory modules (Skill Enhancement Course in Sem 3 and Sem 4)

which relates to skill formation, problem solving and analytical thinking which are core to STEM.

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

Our Institution has a legacy to ensure appropriate integration of Indian knowledge system by offering MIL(Modern Indian Languages) and core courses as per CBCS scheme set up by parent university. Languages like Hindi, Sanskrit, Bengali are offered to students as core subjects along with generic electives and skills. Subjects like Political science, History, Women studies are also offered in order to inculcate sense of national integration, love for art, culture, respect towards women community and civic sense among the student community. Teaching these courses through online mode during COVID pandemic was offered smoothly by the college. For appropriate integration of Indian knowledge, two languages, Sanskrit and Hindi are taught. Also for revival of neglected regional culture, a certificate course on Banglar Bratachari is conducted for willing students in blended mode. Historical research on 19th Century Women education is also a good practice of the institution.

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

Our institution offers four programmes with number of courses. Programmes include Bachelors in Arts, Bachelors in Science, Post graduate in Sciences and Post Graduate in Arts. After completion of their selected programme, a student is expected to have rational thought processes in several Social, Historical, Scientific, Economical, ideological and philosophical tradition related areas. 2. The programmes also empowers the graduates to appear in various competitive examinations or go for higher studies up to their choice. 3. All the Ignited minds, enough to think and act over solution of various issues prevailing in the human life to make this world a better place to live in. 4. Students are expected to acquire scientific and rational temper and approach a specially the science stream students. 5. Qualities of science observation, precision, analytical mind, logical thinking, clarity of thought and expression, systematic approach, qualitative and quantitative decision making. 6. Trains the learners to extract information, formulate and solve problems in a systematic and logical manner. Thus the institution takes concrete effort to make students ready for job market through specialised Industry-Academia interface sessions , and physical visit. Special classes on Communicative English make them more articulate and smart enough to face job- interview. Training on

Data science for all students make them able For being Future Data entry operator. Departments under DBT star college Scheme conducts different hands on training in line with STEM to make them worthy of future researchers.

20.Distance education/online education:

In our country several organizations are offering quality education through distance mode in PG courses. Our college has offered full support in their endeavour to provide education at the doorsteps of people living in remote parts of the state . specially our college is conducting contact classes and is providing information of enrolled students to their respective courses even at home. During COVID pandemic our college switched over to virtual mode of teaching through various applications viz ZOOM, Google Classroom, Google meet etc. During Heat wave in Summers classes are continued to be held in virtual mode.

Extended Profile

1.Programme

1.1	776
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1145
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	362
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	391
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	94
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	116
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	52
Total number of Classrooms and Seminar halls	
4.2	32.43 Lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	167
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution adheres to the centrally created routine for

undergraduate and post graduate classes for effective curriculum delivery and completion of syllabus within the stipulated period of a semester. The syllabus is distributed at the beginning of each semester and students are intimated accordingly. Academic Modules are meticulously maintained by teachers so as to keep a record of the time frame within which the topics allotted to individual teachers had been taught.

Regular classes, Tutorials and Remedial Classes are conducted for the benefit of students. Invited lectures, Seminars/Webinars, Students' Seminars and Academic Tours were conducted to enrich the teaching-learning process. Guest teachers were invited by the department to ensure successful completion of the syllabus at the PG level. A system of Student Mentoring is followed to give individual attention to each student. Apart from the traditional/Chalk-and-Talk Method, audio visual aids, power point presentations, films are used for effective curriculum delivery. Students are also encouraged to actively participate in seminars/webinars related to their subject of study and inter-disciplinary topics and prepare wall magazines reflecting their understanding of a topic taught in class or having social relevance.

Academic audit is regularly conducted by IQAC to maintain standards of curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.bethunecollege.ac.in/routines/BethuneCollege-Master-Routine-Full-Session-2023-2024-wef-01Aug2023.pdf

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

The Academic Calendar, prepared by the academic committee, ensures a systematic routine for curricular and extracurricular activities throughout the year. The College is affiliated to the University of Calcutta and abides by the dates of examinations fixed by the University for the different Semesters. The Academic Calendar provides tentative dates for the commencement of sessions, internal and University examinations, holidays according to the Government of West Bengal Holiday List and institution-level events like

Bethune Day, Intra-College Fest, Annual Sports Day, Annual Fest, Annual Prize Day and so on. Vacations and session breaks are also mentioned in the Academic Calendar, especially for the benefit of outstation candidates. The College strives to adhere to the Academic Calendar with utmost sincerity so that students, teaching and non-teaching staff remain aware of upcoming events. The CIE consists of class tests, internal assessments and tutorial projects. Besides the assessments of the CBCS curriculum, individual teachers take revision tests and set assignments in order to evaluate the understanding of students on the topics taught. Remedial Classes and Mentoring classes also enable the teachers to clarify doubts, pay individual attention to students and assess their progress.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.bethunecollege.ac.in/downloads/2023/BethuneCollege-AcademicCalendar-2023-24.pdf

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

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

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	View File

1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

5

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

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

625

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

625

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

1.3 - Curriculum Enrichment

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

The teaching-learning process incorporates discourses on gender, issues of professional ethics, importance of conservation of environment and the need for sustainability. This is effectively done in two ways:

(a) Some departments offer CC, DSE and GE courses that address these issues directly as part of the CBCS curriculum.

English: Women's Writing and Women's Empowerment, Human Values.

Psychology: Psychology of Gender, Indian Gender Role&Identity, Environment&Environmental Psychology, Human Values/ Rights, Professional Ethics.

Philosophy: Human values, Environmental Philosophy, Feminist Philosophy.

Political Science: Gender and Politics.

Economics: Environmental Economics, Sustainability&Gender Issues.

Zoology: Environment&sustainability in courses on Ecology, Developmental Biology, Evolutionary Biology, Animal Behaviour and Chronobiology, Ecological Theories, Conservation biology, Environmental Biology, Toxicology, Wildlife&conservationbiology, Animal Behaviour, Evolutionary Biology, Perspectives of Environmental Science.

Botany: Environmental issues in courses on ecology, community ecology, biodiversity, phycology, mycology, plant ecology, ecosystem dynamics&environment pollution.

Sanskrit: Human Values&Ethics, Gender, Environment sustainability&Professional Ethics.

Women's Studies: GE course.

Compulsory course on Environmental Studies (AECC2) for all Sem2 students.

(b) Departments organize seminars/webinars, lectures, Ethics&ValueEducation Certificate courseand other co-curricular activities on these topics.

A Human Rights Cell also functions in the College which enable the students to know, understand and express their opinions on the issue of human values.

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	View File

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

14

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

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

25

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm#Feedback

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

775

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

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

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

143

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

2.2 - Catering to Student Diversity

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

In the Session 2023-24, mentoring classes were organized to facilitate interaction between students and teachers. For slow learners, remedial classes and doubt clearing sessions were arranged so that they could get proper scope of improvement. Issues regarding their progress and their difficulties were also discussed with their parents.

Advanced learners of various departments were given special reference texts, were encouraged to take part in webinars, internships, workshops and poster presentation. For enhancing their skill, they were guided and motivated to present their papers in student seminars and also to participate in science fair, quiz competitions and group discussions. They are mentored accordingly to contribute research articles to the College magazines.

File Description	Documents
Link for additional Information	https://www.bethunecollege.ac.in/routines/BethuneCollege-Master-Routine-Full-Session-2023-2024-wef-01Aug2023.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1145	92

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

Field trips, excursions and educational tours were regularly arranged by different departments for students' experiential learning. Teachers of Department of Zoology, in the session 2023-24, took their students to the Alipore Zoo Garden, to the poultry fair, Rabindra Sarovar Lake and Subhas Sarovar Park. Department of Botany arranged educational trip to Sikkim, visit to Plant Tissue Culture facility of Department of Botany, RKMVC, trip to AJC Bose Botanical Garden and Red Cow Factory, Jaugram. Department of History as part of their syllabus has organized an educational trip to museums and heritage sites of Serampore and Chandernagore.

For participative learning seminars, workshops, awareness programmes, poster presentations were organized. For example, systematic voters' education and electoral participation programme were jointly organized by College NSS unit and SAC in collaboration with Election Commission of India for the UG Sem 1 first time voters. NSS student volunteers distributed cloths among cancer affected children , orphanage and slum-dwellers. Dengue Awareness Drive was also taken along with stagnant water removal and poster distribution.

As the problem-solving methodologies, different tutorial projects, dissertation and students' presentations were organized. Students enthusiastically participated in Students' Week in January 2024 and Ethics related Yoga workshop on 21.3.2024.

<https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm>

<https://www.bethunecollege.ac.in/BethuneCollege-EVLecture2024.htm>

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Link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm https://www.bethunecollege.ac.in/BethuneCollege-EVLecture2024.htm

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

ICT enabled tools are regularly used by teachers of the College for making the teaching learning effective, interactive as well as interesting. In the session 2023-24, due to heat-wave in April 2024, someonline classes were taken by teachers using Google Meet, Zoom etc. Throughout the Session, teachers of various departments also shared e-books, online study- material through email, WhatsApp and Google Classroom which became very useful to the students. Videos from Open Educational Platform and different documentaries from online archives were shared with students and Youtube-assisted learning was also being practiced.

Besides this, in the entire session, classroom teaching assisted by ICT tools are held. Teachers used laptops and LCD projectors in classroom to make it easier for students to understand a subject. Smart classroom, smart board and microphone are used for teaching with the help of PPT. College library regularly provide students computers with internet facility for accessing e-journal, e-books. Well-equipped computer laboratories of this college also assist ICT based teaching. Students' seminars are also organized where powerpoint presentation are encouraged.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.bethunecollege.ac.in/BethuneCollege-ICT.htm

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

92

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

2.4 - Teacher Profile and Quality

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

92

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

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

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

60

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

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

2.4.3.1 - Total experience of full-time teachers

92

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

2.5 - Evaluation Process and Reforms

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

For the academic improvement of the students, class tests are conducted prior to the University Level Theory Exams. The results of these assessments were duly intimated to the examinees along with suggestions for improvement and doubt-clearing. Students were regularly made aware of their mistakes and were advised to rewrite answers and send them to the concerned teacher so that he /she is able to check whether the mistakes are properly understood and rectified by the students.

A regular, robust and transparent system of internal assessment for every course offered under CBCS is followed by the college adhering to the regulations of the University of Calcutta. At the commencement of academic session 2023-24, rules and regulations, schedule, duration, question pattern and marking system are explained to the students beforehand. If a student fails to appear in any internal examination for some valid and inadvertent causes,

necessary arrangements are made to conduct separate evaluation of an absentee candidate. Transparency and security of evaluation are ensured at every step of the process and the marks obtained in these assessments are reflected in the final mark sheets.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bethunecollege.ac.in/downloads/2023/BethuneCollege-AcademicCalendar-2023-24.pdf

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

In 2023-24 like previous years, Bethune College maintained a proper and efficient mechanism to deal with any kind of examination related grievance. The College has provided all necessary supports if a student wants to apply for review at University Level Examinations. Following the RTI Act, students under the aegis of University of Calcutta, can also apply for a self - evaluative scope of looking at the photocopy of answers- scripts. In case, any marked difference is found in students' class performance and exam results, teachers endeavour to find out the cause and discuss the matter. There is also a Grievance Redressal Cell where students' grievances can be reported and immediately taken care of. Principal of the College and Academic Committee also hold special meeting on results and discuss if any grievance is found. Feedback is also collected from students and parents and their suggestions are noted. Mentoring system has also been evolved where student- mentees are encouraged to share their problems with teacher- mentors to take proper measures to redress grievances.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-GrievanceCell.htm http://www.bethunecollege.ac.in/BethuneCollege-RTI.htm

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.

Both the teachers and students of the College are informed clearly about the programme outcomes, programme specific outcomes and course outcomes of the programmes offered. The clarity in understanding contents, scope and limitations (if any) of programme or course enables the faculty to plan for entire teaching process and to execute the lecture delivery in an efficient manner. In the Session 2023-24, like the previous years these outcomes were explained and communicated properly to the students, which helped them to comprehend what they are studying and what will be their final learning outcomes after completing the entire course.

In session 2023-24, each department of the college communicated the Programme Outcomes, Programme Specific Outcomes at the commencement of classes, and it is clearly displayed on college website. The individual course outcomes of all subjects are also properly stated on the college website and discussed in classes. Parents are also informed about PSOs at Parent- Teacher meetings. At the Orientation Programme and Principal's Address to 1st Semester students, Programme outcomes are also communicated. The college also motivated and sent teachers to attend special workshops, symposia on course development and programme outcome so that better result can be achieved.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.bethunecollege.ac.in/bethuneCollege/BethuneCollege-PSO-CO.htm
Upload COs for all courses (exemplars from Glossary)	View File

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

Detailed analysis of the attainment of program outcomes and course specific outcomes helps the college to evaluate whether the students are able to achieve their learning goals. Class tests, continuous internal assessments, tutorials, group discussions, students' seminars and viva voce are a few means of evaluating the attainment of learning outcomes. Remedial lectures are also provided so that students can keep pace with the expected outcome. Finally university level theory and practical examinations help in measuring the attainment level. Each department endeavors to

monitor if there is any marked difference in class test results and university level performance. Regular survey and analysis of students' placement, progression into higher education, qualifying in competitive examinations and taking admission in foreign universities for PG and PhD programs also enable the departments to measure the attainment of PO and CO. Teachers providing LORs for outgoing students also evaluate the PO and CO. College also takes feedbacks from students and parents. The college has an active Career Counselling Cell which organizes seminars, webinars, workshops on job opportunities and arranges campus placements. Subject specific career-counselling is conducted for better outcome of the programs. Mentoring of students is done for suitable placement in jobs and higher education.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.bethunecollege.ac.in/BethuneCollege-CareerCounsellingCell.htm https://www.bethunecollege.ac.in/IQAC/MentorMentee/2023-2024/Mentor-Mentee-List-UG-PG-2023-24.pdf

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

347

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.bethunecollege.ac.in/IQAC/annualReports/BethuneCollege-Annual-Report-2023-2024.pdf

2.7 - Student Satisfaction Survey

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

<https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm#SSS>

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)

8.5

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

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

24

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

11

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

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

The NSS Unit and Student Activity Cell of Bethune College have always been active and contributed to the development of the neighborhood significantly through different programmes. Volunteers visited the neighborhood to create awareness about social, legal as well as health related issues and sometimes they campaigned for maintenance of cleanliness, forestation etc. Volunteers also visited the slums situated in Goabagan to conduct developmental activities. Programmes like Health Checkup Camp and Eye Checkup Camp were arranged to help the needy people of the slum. Some of the members of the NSS Committee spent a day and shared precious moments with the children of an orphanage situated in Dumdum. During the famous festival of Durga puja clothes were presented to those children, also. The NSS Unit of Bethune College also emphasized on the literacy mission. Books and other necessary items were donated among the street children to facilitate their studies. Another notable measure adopted by it is distribution of clothes among the pavement dwellers. This programme is often arranged by the NSS Unit to extend support to the poor people living in the surroundings.

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm
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	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

26

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

948

File Description	Documents
Report of the event	View File
Any additional information	View File
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)	View File
Any additional information	View File

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

For effective teaching and learning, the college has well-ventilated and spacious classrooms, equipped with proper lighting, comfortable seating, smart boards, projectors, adequate library resources, well-maintained laboratories with necessary equipment, functional sanitation facilities, accessible water supply all provided by different Government grants ensuring a conducive learning environment for students. The central routine optimally utilizes the available physical infrastructure. MFC for Science continues to facilitate exchange of resource among departments thereby promoting higher studies and research activities among students. Two wings of the Central library (Arts & Science) fully automated, along-with departmental libraries have

a rich collection of Books and Journals. Department libraries are enabled to access OPAC with LAN. E-books and E journals are accessed through INFLIBNET-N-List Consortium both by students and teachers. Photocopying and browsing services are available in the libraries. The medicinal plant garden harbours about 40 important plants that are used by students of Undergraduate and Post Graduate courses in Botany. The other facilities include Hostel, Hostel-bus, Auditorium, NSS room, Sick room, gymnasium, Alumni room, water dispensers, Solar Power Panel (total 2 units), Lift, CCTV, Ramp for physically disabled, Canteen, Divyangyan Toilet. An Archive preserves century old books, documents, journals and monographs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/

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

With the goal of holistic development of the students the college organizes various sports, games, and cultural activities on campus regularly. The Centenary Hall in Kadambini Bhavan and the Auditorium hosts Seminars/Workshops, NSS activities, Bethune Day and Banmahotsav, Mini Book-fair, the annual event of the alumni called Anandamela, National Science Day and National Yoga Day. College has a gymnasium equipped with bi-cycle, agro meter, twister, chest expander, trade meal etc. a prayer hall for exercise and yoga for the students and Girls' Common Room. The Annual College Sports is held in January/ February every year in the sports ground. The college has a badminton court and two sports rooms equipped with carrom, chess, a table tennis board and other sports equipments. A dedicated Union Room for the apolitical Students' Committee of the college works in organizing various cultural and social activities. The college has seven clubs with Teachers and Students at the helm: Literary club, Photography club, Art and Crafts club, Quiz and Debate club, Film and Drama club, Cultural club and Science and Environment club carrying on activities throughout the year holding competitions and exhibitions, centenaries of stalwarts, culminating with the Fest and Annual Prize function.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-Activities.htm#Sports

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

52

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-ICT.htm
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)

3017395

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

4.2 - Library as a Learning Resource

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

Name of ILMS software: KOHA

- **Nature of automation (fully or partially):** Fully
- **Version:** Web Version 7.0
- **Year of Automation:** 2019

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.bethunecollege.ac.in/BethuneCollege-Library.htm

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

File Description	Documents
Upload any additional information	View File
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)

0.059

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

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

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

56

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

4.3 - IT Infrastructure

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

The Departments are connected with Broadband (BSNL) internet and are updated regularly. Presently the institution is equipped with 2 (two) internet connections updated to optical fiber (FTTH) network, one with speed 100 MBPS and the other with speed 40 MBPS. The easy access to the internet from every Department gives better opportunity in the teaching learning process. The existing Smart classrooms equipped with ICT facility and internet connection are in frequent use in the teaching learning process. The Office is using the updated facilities of technology to carry out the administrative works. The Wi-Fi facility is provided to the Administrative Building, the Science Library and the Centenary Hall. All computers are monitored through the AMC and are regularly updated as and when suggested by the attending personnel. The newly inaugurated Girls' hostel is also Wi-Fi enabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-Library.htm

4.3.2 - Number of Computers

167

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

3243643

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

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

Physical, academic and support facilities are maintained by respective departments with the help of in-house staff (teaching and non-teaching) on daily basis and periodically. Lab in-charge maintains and upgrades the laboratory with necessary equipment to cope with change in curriculum also verifying the dead stock of working/ non-working/ missing equipment. Central Library committee initiates procurement of books as per the requirement from different departments. Sports coordinator monitors sports facilities and issues equipment to the students as per the schedule of events. Individual departments as well as office keep track of students' progression through a database. IQAC frames Policy documents like E-governance policy document, Grievance redressal Policy Document, Annual Gender Sensitisation Action Plan, Divyangjan Policy, Code of Conduct etc. and organises activities and awareness programmes for Students and teachers. Career counselling regularly keep our students updated about possibilities in placement. A Girls' Hostel with a capacity of 250 students is for facilitating out station students. A WBSTC bus plies with students from hostel to college and back. 28 CCTV cameras including 2 in the library keeps surveillance. An air quality and noise monitoring sensor with digital display board installed in the campus makes the students aware of environmental health and pollution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/IQAC/campusMaintenance/AQAR-4_4_2-Campus-Maintenance-and-Support-2023-2024.pdf

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

583

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

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

34

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

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

A. All of the above

File Description	Documents
Link to institutional website	http://www.bethunecollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

928

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

928

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

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

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

5.2.2.1 - Number of outgoing student progression to higher education

193

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

26

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

5.3 - Student Participation and Activities

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

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

59

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Bethune College Students' Committee (BCSC) is formed in consultation with the Principal and Heads of Departments. The Students' Committee takes part in academic, administrative and other activities of the College. There are student representatives in administrative bodies like the Governing Body, Internal Complaints Committee (ICC), Backward Class Cell, IQAC, Anti-Ragging Cell. The Committee actively participates in the events like Annual Prize Distribution ceremony, Sports, Fest and Intra-college Competitions, Independence Day and Republic Day functions among others. It continuously maintains an effective liaison

between the teachers and the students. Student's Committee also organizes programmes like, Fresher's Welcome, Farewell for the Third Year students. BCSC organized several workshops in this session on subjects like multimedia, eastern dance, drama, photography, debate, filmmaking etc.

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-StudentsCommittee.htm
Upload any additional information	View File

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

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

196

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

5.4 - Alumni Engagement

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

Activities of Bethune College Sammilani during 2023-2024

1. Celebration of (i) Birthday of John Eliot Drink Water Bethune on 22.7.23,

(ii) Bethune Day with Bethune College on 12.8.2023

1. Organization of

(i) Anandamela on 2023, (ii) Mrinalini Emerson memorial lecture 2023

(iii) Annual picnic, 2023

1. Distribution of Memorial Prizes namely (a) Rupa Chakraborty to Arpita Ghose; (b) Aruna Mukhopadhyas to Sanghamitra Sen; (c) Dipti Tripathi to Chirashree Majumder and Parbati Ghosh; (c) Ishita Datta to Mita Siddhiki and Durba Ayen Das

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/alumni/bethuneCollege-Alumnae.htm
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is to provide:

- Value-based education to develop a sense of responsibility, patriotism, social

and environmental awareness amongst students and to create intellectually stimulated

, technologically trained and empathetic citizens,

- To identify the inherent potentials of students and enhance these competencies to

enable them to meet the challenges in their chosen field of work,

- To provide equal opportunities for good quality higher education at an affordable cost, especially to the underprivileged sections of society.

The mission of the institution is:

- To endow its learners with access to higher education that promotes capacity-building and holistic development through a quality teaching-learning process. Holistic education is one that emphasizes the importance of knowledge of a specific subject with equal amount of emphasis upon inculcation of ethical values is one of the main aims of the institution.
- The college always tries inculcate a creative, socially aware and ethically sensitive

self among the students by emphasizing on the co-curricular activities, focusing on

the mental health and well-being of the students.

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege.htm#:~:text=Vision,provides%20immortal%20bliss%27
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 Committees may broadly be divided into the following broad categories:

- **Academic Committees:** These include Academic Affairs Committee, Routine Committee, Class Record Committee, CBCS Committee, ENVS Committee, Ethics & Value Education Course Committee, Multi-Facility Centres for Arts & Science subjects.
- **Students' Section & Support:** These include Admission Committee, Anti-Ragging Cell, Career Counselling, Internal Examination & University Examination committees, Grievance Redressal Committee, Feedback Committees. These committees

act as the interface between students and the College administration.

- Scholarships & Funds: There are separate committees .
- .Students' Activity Cell: To give students the opportunity to hone their co-curricular and extra-curricular skills.
- NSS: The College has an extremely active NSS Cell .
- Maintenance & Administration:, The College has PWD, AISHE, Career Advancement, Central Purchase, Development & Finance Committee, Computer system, Data Management, Income Tax, Internal Audit, Pay Fixation and Arrear, Service Book, Physical Maintenance, Asset Management, Solar Power, Self-Appraisal committees.
- In addition to the above-mentioned committees, there are also Cells like the Human Rights Cell, Intellectual Property Rights Cell, Heritage Journal Committee, Magazine Committee, Sports Committee, Annual Fest and Annual Prize Committees .

File Description	Documents
Paste link for additional information	1. http://www.bethunecollege.ac.in/BethuneCollege.htm
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional Strategy stands on mainly three perspectives. First comes Curriculum Development. Following the rules and regulations of University of Calcutta Bethune College maintains a rigorous interactive class room teaching method within the framework of well designed timetable to ensure that the optimum teaching hours were allotted to each course. Cbcs & ccf syllabus is running in UG level according to the University regulations and at the P.G. level department follow the syllabi recommended by the concerned department of the University of Calcutta. Next comes Teaching and Learning. Class room teaching in offline mode is the best way for interaction between teacher and students. Students feedback & mentor mentor method is also helpful to fulfill the requirements of the students. Sometimes they also visit the research institute to be familiarized with research works & laboratories. Every six months the students finish a semester and they are evaluated. Now in this semester method according to University rules class

attendance becomes an important part for the students to qualify in Internal and Tutorial Examination.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bethunecollege.ac.in/default.htm
Upload any additional information	View File

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 administration of the college runs as per rules and regulations laid down by the Department of Higher Education, Government of West Bengal. The Governing Body is the highest decision-making body of the college, comprising of the Principal, teaching, non-teaching and student's representatives, government and university's nominees. Principal is the administrative, financial and academic head of the institution. Under her/his stewardship following bodies or cell work. Office of the Principal is engaged in different administrative and financial functions. There are 17 academic departments in the college engaged in the teaching-learning process. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees. There are some Special Duty Cells, mostly defined or suggested by the constitutional bodies like UGC, such as Students' Grievance Committee, Anti-ragging Cell etc. These cells are engaged in works beyond the regular activities of the college. Library plays a pivotal role in the academic sphere of the college. Students' Body acts as a students' mouthpiece

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/bethuneCollege/BethuneCollege-Organogram.htm
Link to Organogram of the Institution webpage	http://www.bethunecollege.ac.in/bethuneCollege/BethuneCollege-Organogram.htm
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

he teaching and non-teaching staff of the institution have access to all the welfare measures initiated and approved by the Higher Education Department, Government of West Bengal. The key welfare measures are:

1. General Provident Fund and Group Insurance
2. Pensionary benefits, Gratuity and Leave Encashment
3. Child Care Leave, Medical Leave besides Casual Leave, Ear n leave etc
4. Government quarters are provided to employees based on need and availability
5. LTC, twice during the service of the employee
6. Government Health Scheme for employee and his/her family
7. The teaching and non-teaching staff are also granted On-Duty

Leave to attend Professional Development and Administrative Training Programmes respectively.

8. There is a Performance Appraisal System for teaching staff through the annual Self-Appraisal Report (SAR) and a separate appraisal of the non-teaching staff by the DDO.

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/default.htm
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

55

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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)	View File

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

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Teaching Staff of the college face two-fold appraisal system. First, there is a self-appraisal system for the teachers. They prepare a self-appraisal document daily, stating all the administrative and academic duties performed and all the leaves

taken by them. The Principal prepares a consolidated report on the basis of those self-appraisal report every month and submits it to the Department of Higher Education. Secondly the teachers have to submit a detailed Self-Appraisal Report (SAR) online once every year. These reports are checked by Reporting Officer (Principal), verified by Reviewing Officer (DPI) and are accepted by the Accepting Officer (Principal Secretary). Annual Confidential Report of Teachers are prepared by Principal and sent to higher authority. This is required for Career Advancement of Teachers.

There is no such appraisal system for non-teaching staff of the college. But performance of the non-teaching staff posted in the different academic departments is reported by the head of the departments. Performance of the non-teaching staff working in the Principal's office is scrutinized by the head clerk regularly. An overall monitoring and assessment is done by the Principal. Annual Confidential Report of non-teaching staff are also prepared by Principal and sent to higher authority

File Description

File Description	Documents
Paste link for additional information	https://www.wbifms.gov.in/hrms-ess/employee/home.html
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 college conducts internal audits regularly. Internal audits are done for non-government funds. As the audit of the government funds are prerogative of the state government.

Internal Audit has been done on the expenditure of the PG departments

Internal Audit- was held on 11.12.2023 for period of 1.7.2022-3.06.23 (PG Departments) and 1.4.2022-31.3.2023

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm
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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution is financed entirely by the Government of West Bengal. There are two main sources of funds for the institution.

- State Government Allotment: These are utilized for:

1. Salary
2. Wages (Remuneration of State-Aided Contractual Teachers)
3. Allotment to West Bengal Health Scheme
4. Electricity Bill
5. Telephone Bill
6. Office expenses
7. Allotment to PWD (Civil and Electrical) for enhancement of infrastructure and Campus maintenance
8. Development Grant

- Central Government Allotment:

-

1. DBT STAR

The Head of the Institution calls for a meeting of the Purchase Committee (having the heads of all departments and the Chief Accountant as members) to discuss and finalize the requirements of these departments ranging from books and computers to laboratory equipment and chemicals, furniture etc. The Purchase Committee then prepares a budget which is scrutinized by the Principal and submitted to the Higher Education Department of the Government of West Bengal. The Go WB allots Development Grant to the College which is utilized to meet the needs of the College. The departments submit the bills and other documents of purchases made to the College Office.

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-DBTstar.htm
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has supervised the Value- Added Certificate Courses, like the 30 Hour Certificate Course in Ethics & Value Education and , Computer Training (WEBEL,) It has also facilitated inter-institutional collaborative initiatives for academic interest .IQAC organized Training programme for non teaching staff , seminar for CCC , NEP, CVAC . IQAC planned for a series of seminar Students Activity Cell are involving all academic departments. The topics of the seminars/ workshops covered multifarious dimensions organized by the departments of the college either jointly or individually and also by Women studies Centre/ NSS/ Career Counseling Cell /Human Rights Cell/ Psychological Counseling etc... Teachers use ICT tools in the form of PowerPoint presentations in classrooms. College library also provides students e-journals and e-books through INFLIBNET . Students' Satisfaction Survey, several meetings , Campus Maintenance report were done by IQAC. The Cell is responsible for regular submission of Annual Quality Assurance Report (AQAR) to NAAC. his Cell monitors the teaching, research and various departmental activities of each department. Feedback regarding teaching,

infrastructural facilities and other amenities of the College are collected from the students by this Cell. IQAC record the documentation of academic and research activities.

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm
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

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word seach

. The Internal Quality Assurance Cell (IQAC) keeps a vigilant eye on the quality of the teaching learning process. In doing so, the IQAC has taken the following essential steps:

- Constitution of academic committee that monitors and reviews the teaching-learning process, infrastructural facilities & methodologies of operations and learning outcomes at regular intervals.
- An Academic Committee has been constituted in order to monitor and review the teaching-learning process, infrastructural facilities and methodologies of operations and learning outcomes at regular intervals.
- Necessary steps and remedial measures have been taken by the individual teachers and academic departments on the basis of the students' feedback and recommendations made by the academic committee.
- It also plays an important role in collecting and analyzing feedback from students and guardians. These feedback reports are then analyzed to take necessary action on part of individual teaching/ non-teaching staff and Action Taken Reports are also monitored to mark necessary changes.

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/IOAC/BethuneCollege-IOAC.htm
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.bethunecollege.ac.in/IOAC/BethuneCollege-IOAC.htm
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Bethune College prioritizes gender sensitization through comprehensive action plans implemented across the institution. The Women's Studies Centre leads these efforts with impactful programming, including a cyber security awareness session in December 2023 and an international seminar featuring Prof. Emerita Geraldine Forbes in February 2024. They also partnered with the Institute of Sleep Science for an International Women's Day event

focusing on women's sleep health.

The college enriches academic discourse through distinguished lectures. Notable events included Professor Krishna Sen's discussion on ecofeminism, Professor Emerita Supriya Chaudhuri's exploration of space and gender, and Dr. Jayeeta Datta's examination of 19th-century Bengali womanhood.

Community engagement remains strong, exemplified by an awareness program on menstrual hygiene and PCOD featuring Dr. Shabana Roze Chowdhury, organized with Albert David and the Students' Activity Cell.

The institution maintains robust infrastructure for women's safety, including CCTV surveillance and dedicated security staff. Support systems encompass a Grievance Redressal Cell, psychological counseling, and anti-ragging measures. Career counselling and student activity cells further enhance the comprehensive support network, preparing students for their professional futures.

File Description	Documents
Annual gender sensitization action plan	https://www.bethunecollege.ac.in/IQAC/genderSensitization/Annual-Gender-Sensitization-ActionPlan-2023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.bethunecollege.ac.in/BethuneCollege-Infrastructure.htm

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institution has implemented a comprehensive waste management strategy, demonstrating environmental responsibility through methodical practices. Waste segregation is executed systematically, employing colour-coded bins to categorise materials based on biodegradability.

The National Service Scheme (NSS) volunteers of Bethune College substantiated the institution's environmental commitment through a strategic initiative at the Fest Stall on 22.12.23. Under the theme "Reduce, Reuse and Recycle", they generated funds for social work by creating and marketing plants and gift items fabricated from waste and eco-friendly materials.

Electronic waste disposal adheres strictly to governmental regulations, with a dedicated committee supervising the process. The building's basement serves as a temporary repository for obsolete equipment. Scientific departments, specifically chemistry, zoology, and botany, implement rigorous protocols for hazardous material management.

A strategically positioned underground pit, located remote from primary campus infrastructure, facilitates the secure disposal of chemical waste. This approach epitomises the institution's comprehensive framework for environmental friendliness, emphasising systematic waste management and ecological consciousness.

The institution's multifaceted approach demonstrates a formal, structured commitment to sustainable practices and environmental preservation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

D. Any 1 of the above

**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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Bethune College champions diversity and social responsibility

through strategic initiatives. The institution implements government reservation policies, ensuring equitable education access for students from varied socioeconomic backgrounds.

Through the National Service Scheme (NSS), volunteers conducted a comprehensive special camp at Goabagan slum, addressing mental health, literacy, skill development, and healthcare. On 20.01.2024, the NSS unit organized a 50m race for slum children during the college's Annual Sports event, demonstrating community engagement.

The college promoted cultural and linguistic inclusivity by celebrating International Mother Language Day on 21.02.2024. The Human Rights Cell sensitized students through a street play on 6.12.23 and published the 6th issue of Jagriti bulletin on 14th May 2024. During the college fest, Aalap, on 22.12.2023, the annual Pride event provided a safe space for LGBTQIA+ expression.

The institution's commitment to ethical values and social consciousness is evident through these multifaceted initiatives that foster understanding, respect, and inclusive community development. The institution's Code of Conduct underscores its commitment to ethical values, cultivating competent, compassionate, and socially conscious individuals.

Link to Jagriti: <https://www.bethunecollege.ac.in/hrc/jagriti/Jagriti-Awakening-6th-Issue-HumanRightsCell-May2024.pdf>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Bethune College diligently cultivates constitutional awareness through multifaceted approaches. The undergraduate curriculum in subjects like English, History, and Political Science integrates teachings about constitutional obligations, while regular observances of Independence Day and Republic Day serve as powerful reminders of national values.

On 15.08.2023, the college commemorated India's 76th Independence Day with a meaningful program themed "Mera Maati, Mera Desh". The event featured flag hoisting, sapling plantation by NSS volunteers in collaboration with the Rotary Club of Ganga Heritage, a Panch Pran Pledge, and yoga demonstrations.

The 74th Republic Day on January 26, 2024, was celebrated with similar reverence. Dr. Anushila Hazra Bhattacharya, the Officer-in-Charge, led the flag hoisting ceremony and addressed the assembly. Students performed a cultural program titled 'Projatontre 75', highlighting the republic's journey, followed by the National Anthem and State Song.

Bethune College's NSS Unit and Students' Activity Cell conducted a SVEEP program on 6th March, 2024, demonstrating electoral processes and raising voter awareness through live EVM presentation and street play.

Throughout the year, the institution conducts various programs to instill universal values, including a 30-hour Certificate Course on Ethics and Value Education, ensuring a comprehensive approach to nurturing socially responsible citizens

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

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

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Bethune College celebrated a vibrant academic year from 2023 to 2024, marked by diverse commemorative events. Bethune Day and Banomahotsav on August 12, 2023, honored the institution's legacy through lectures, exhibitions, and tributes to its founder.

National celebrations included the 76th Independence Day on August 15, 2023, featuring patriotic themes of "Mera Maati, Mera Desh", and the 74th Republic Day on January 26, 2024, with a cultural programme. The college commemorated birthdays of national figures like Vidyasagar and Sister Nivedita on 29.9.23 & 28.11.23 respectively.

Academic and social awareness programmes included a National Science Day event on 28.2.2024 with distinguished scientists, an Inter-college Street Play Competition on Human Rights Day on 6.12.23, and an International Women's Day health awareness camp on 7.3.24. The Annual Prize Day Ceremony on March 9, 2024, celebrated students' achievements, culminating in a mesmerizing dance drama performance, 'Mayar Khela.'

On World AIDS Day, the college collaborated with Surendranath College and SAATHII, Kolkata, forming a human chain to pledge support in fighting the disease on 1.12.2023.

Observance of International Mother Language Day (21.2.24) underscored the institution's commitment to holistic education and

cultural understanding.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I**EDUCATION FOR EVERYONE****Best Practice II**

Conservation and documentation of wild biodiversity in the College campus and establishment of medicinal plant garden within the College campus.

Best Practices as per NAAC format visit HEI Website

<http://www.bethunecollege.ac.in/BethuneCollege-distinctiveness.htm#BestPracticeI>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Bethune College Archives, is a repository of valuable and rare manuscripts, photographs, maps, coins, and archaeological remains

excavated from the campus. An Advisory Board was formed with members from the college and State and National Archives. Presently, the Archives holds 240 files out of which 145 are digitized, laminated and enlisted. The Archives contains rare documents dating to the inception of the college in 1879. Some of the rare documents in the Archives include Appointment of a Clerk for the college (1900), letters relating to Managing Committee and College Hostel (1911-1914), letters written by Pritilata Waddedar (1930s), documents relating to Kalpana Dutta and Simon Commission (1930). Pandit Ishwarchandra Vidyasagar's letter to Chandramukhi Basu, one of the first two women graduates of the University of Calcutta and Chandramukhi Basu's letter to the Government, are also part of the Archives. Some rare books in the college Archives dating from 1765 include A Journey from Persia to England, Interesting Historical Events, Memoirs of Central India and Indo Aryans. These documents are an invaluable source of information for mapping the history of women's education and empowerment. Visitors to the Archives include researchers from West Bengal and abroad working in this field.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution adheres to the centrally created routine for undergraduate and post graduate classes for effective curriculum delivery and completion of syllabus within the stipulated period of a semester. The syllabus is distributed at the beginning of each semester and students are intimated accordingly. Academic Modules are meticulously maintained by teachers so as to keep a record of the time frame within which the topics allotted to individual teachers had been taught.

Regular classes, Tutorials and Remedial Classes are conducted for the benefit of students. Invited lectures, Seminars/Webinars, Students' Seminars and Academic Tours were conducted to enrich the teaching-learning process. Guest teachers were invited by the department to ensure successful completion of the syllabus at the PG level. A system of Student Mentoring is followed to give individual attention to each student. Apart from the traditional/Chalk-and-Talk Method, audio visual aids, power point presentations, films are used for effective curriculum delivery. Students are also encouraged to actively participate in seminars/webinars related to their subject of study and inter-disciplinary topics and prepare wall magazines reflecting their understanding of a topic taught in class or having social relevance.

Academic audit is regularly conducted by IQAC to maintain standards of curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.bethunecollege.ac.in/routines/BethuneCollege-Master-Routine-Full-Session-2023-2024-wef-01Aug2023.pdf

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

The Academic Calendar, prepared by the academic committee, ensures a systematic routine for curricular and extracurricular activities throughout the year. The College is affiliated to the University of Calcutta and abides by the dates of examinations fixed by the University for the different Semesters. The Academic Calendar providestentative dates for the commencement of sessions, internal and University examinations, holidays according to the Government of West Bengal Holiday List and institution-level events like Bethune Day, Intra-College Fest, Annual Sports Day, Annual Fest, Annual Prize Day and so on. Vacations and session breaks are also mentioned in the Academic Calendar, especially for the benefit of outstation candidates. The College strives to adhere to the Academic Calendar with utmost sincerity so that students, teaching and non-teaching staffremain aware of upcoming events. The CIE consists of class tests, internal assessments and tutorial projects.Besides the assessments of the CBCS curriculum, individual teachers take revision tests and set assignments in order to evaluate the understanding of students on the topics taught. Remedial Classes and Mentoring classes also enable the teachers to clarify doubts, pay individual attention to students and assess their progress.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.bethunecollege.ac.in/downloads/2023/BethuneCollege-AcademicCalendar-2023-24.pdf

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

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	View File

1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

5

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

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

625

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

625

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

1.3 - Curriculum Enrichment

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

The teaching-learning process incorporates discourses on gender, issues of professional ethics, importance of conservation of environment and the need for sustainability. This is effectively done in two ways:

(a) Some departments offer CC, DSE and GE courses that address these issues directly as part of the CBCS curriculum.

English: Women's Writing and Women's Empowerment, Human Values.

Psychology: Psychology of Gender, Indian Gender Role&Identity, Environment&Environmental Psychology, Human Values/ Rights, Professional Ethics.

Philosophy: Human values, Environmental Philosophy, Feminist Philosophy.

Political Science: Gender and Politics.

Economics: Environmental Economics, Sustainability&Gender Issues.

Zoology: Environment&sustainability in courses on Ecology, Developmental Biology, Evolutionary Biology, Animal Behaviour and Chronobiology, Ecological Theories, Conservation biology, Environmental Biology, Toxicology, Wildlife&conservationbiology, Animal Behaviour, Evolutionary Biology, Perspectives of Environmental Science.

Botany: Environmental issues in courses on ecology, community ecology, biodiversity, phycology, mycology, plant ecology, ecosystem dynamics&environment pollution.

Sanskrit: Human Values&Ethics, Gender, Environment sustainability&Professional Ethics.

Women's Studies: GE course.

Compulsory course on Environmental Studies (AECC2) for all Sem2 students.

(b) Departments organize seminars/webinars, lectures, Ethics&ValueEducation Certificate courseand other co-curricular activities on these topics.

A Human Rights Cell also functions in the College which enablesthe students to know, understand and express their opinions on the issue of human values.

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	View File

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

14

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

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

25

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

1.4 - Feedback System

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

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm#Feedback

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

775

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

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

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

143

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

2.2 - Catering to Student Diversity

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

In the Session 2023-24, mentoring classes were organized to facilitate interaction between students and teachers. For slow learners, remedial classes and doubt clearing sessions were arranged so that they could get proper scope of improvement. Issues regarding their progress and their difficulties were also discussed with their parents.

Advanced learners of various departments were given special reference texts, were encouraged to take part in webinars, internships, workshops and poster presentation. For enhancing their skill, they were guided and motivated to present their papers in student seminars and also to participate in science fair, quiz competitions and group discussions. They are mentored accordingly to contribute research articles to the College magazines.

File Description	Documents
Link for additional Information	https://www.bethunecollege.ac.in/routines/BethuneCollege-Master-Routine-Full-Session-2023-2024-wef-01Aug2023.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1145	92

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

Field trips, excursions and educational tours were regularly arranged by different departments for students' experiential learning. Teachers of Department of Zoology, in the session 2023-24, took their students to the Alipore Zoo Garden, to the poultry fair, Rabindra Sarovar Lake and Subhas Sarovar Park. Department of Botany arranged educational trip to Sikkim, visit to Plant Tissue Culture facility of Department of Botany, RKMVC, trip to AJC Bose Botanical Garden and Red Cow Factory, Jaugram. Department of History as part of their syllabus has organized an educational trip to museums and heritage sites of Serampore and Chandernagore.

For participative learning seminars, workshops, awareness programmes, poster presentations were organized. For example, systematic voters' education and electoral participation programme were jointly organized by College NSS unit and SAC in collaboration with Election Commission of India for the UG Sem 1 first time voters. NSS student volunteers distributed cloths among cancer affected children , orphanage and slum-dwellers. Dengue Awareness Drive was also taken along with stagnant water removal and poster distribution.

As the problem-solving methodologies, different tutorial projects, dissertation and students' presentations were organized. Students enthusiastically participated in Students' Week in January 2024 and Ethics related Yoga workshop on 21.3.2024.

<https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm>

<https://www.bethunecollege.ac.in/BethuneCollege-EVLecture2024.htm>

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm https://www.bethunecollege.ac.in/BethuneCollege-EVLecture2024.htm

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

ICT enabled tools are regularly used by teachers of the College for making the teaching learning effective, interactive as well as interesting. In the session 2023-24, due to heat-wave in April 2024, someonline classes were taken by teachers using Google Meet, Zoom etc. Throughout the Session, teachers of various departments also shared e-books, online study- material through email, WhatsApp and Google Classroom which became very useful to the students. Videos from Open Educational Platform and different documentaries from online archives were shared with students and Youtube-assisted learning was also being practiced.

Besides this, in the entire session, classroom teaching assisted by ICT tools are held. Teachers used laptops and LCD projectors in classroom to make it easier for students to understand a subject. Smart classroom, smart board and microphone are used for teaching with the help of PPT. College library regularly provide students computers with internet facility for accessing e-journal, e-books. Well-equipped computer laboratories of this college also assist ICT based teaching. Students' seminars are also organized where powerpoint presentation are encouraged.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.bethunecollege.ac.in/BethuneCollege-ICT.htm

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

92

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

2.4 - Teacher Profile and Quality

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

92

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

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

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

60

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

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

2.4.3.1 - Total experience of full-time teachers

92

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

2.5 - Evaluation Process and Reforms

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

For the academic improvement of the students, class tests are conducted prior to the University Level Theory Exams. The results of these assessments were duly intimated to the examinees along with suggestions for improvement and doubt-clearing. Students were regularly made aware of their mistakes and were advised to rewrite answers and send them to the concerned teacher so that he /she is able to check whether the mistakes are properly understood and rectified by the students.

A regular, robust and transparent system of internal assessment for every course offered under CBCS is followed by the college adhering to the regulations of the University of Calcutta. At the commencement of academic session 2023-24, rules and regulations, schedule, duration, question pattern and marking system are explained to the students beforehand. If a student fails to appear in any internal examination for some valid and inadvertent causes, necessary arrangements are made to conduct separate evaluation of an absentee candidate. Transparency and security of evaluation are ensured at every step of the process and the marks obtained in these assessments are reflected in the final mark sheets.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bethunecollege.ac.in/downloads/2023/BethuneCollege-AcademicCalendar-2023-24.pdf

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

In 2023-24 like previous years, Bethune College maintained a proper and efficient mechanism to deal with any kind of examination related grievance. The College has provided all necessary supports if a student wants to apply for review at University Level Examinations. Following the RTI Act, students under the aegis of University of Calcutta, can also apply for a self - evaluative scope of looking at the photocopy of answerscripts. In case, any marked difference is found in students' class performance and exam results, teachers endeavour to find out the cause and discuss the matter. There is also a Grievance Redressal Cell where students' grievances can be reported and immediately taken care of. Principal of the College and Academic Committee also hold special meeting on results and discuss if any grievance is found. Feedback is also collected from students and parents and their suggestions are noted. Mentoring system has also been evolved where student- mentees are encouraged to share their problems with teacher- mentors to take proper measures to redress grievances.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-GrievanceCell.htm http://www.bethunecollege.ac.in/BethuneCollege-RTI.htm

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.

Both the teachers and students of the College are informed clearly about the programme outcomes, programme specific outcomes and course outcomes of the programmes offered. The clarity in understanding contents, scope and limitations (if any) of programme or course enables the faculty to plan for entire teaching process and to execute the lecture delivery in an efficient manner. In the Session 2023-24, like the previous years these outcomes were explained and communicated properly to the students, which helped them to comprehend what they are studying and what will be their final learning outcomes after completing the entire course.

In session 2023-24, each department of the college communicated

the Programme Outcomes, Programme Specific Outcomes at the commencement of classes, and it is clearly displayed on college website. The individual course outcomes of all subjects are also properly stated on the college website and discussed in classes. Parents are also informed about PSOs at Parent-Teacher meetings. At the Orientation Programme and Principal's Address to 1st Semester students, Programme outcomes are also communicated. The college also motivated and sent teachers to attend special workshops, symposia on course development and programme outcome so that better result can be achieved.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.bethunecollege.ac.in/bethuneCollege/BethuneCollege-PSO-CO.htm
Upload COs for all courses (exemplars from Glossary)	View File

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

Detailed analysis of the attainment of program outcomes and course specific outcomes helps the college to evaluate whether the students are able to achieve their learning goals. Class tests, continuous internal assessments, tutorials, group discussions, students' seminars and viva voce are a few means of evaluating the attainment of learning outcomes. Remedial lectures are also provided so that students can keep pace with the expected outcome. Finally university level theory and practical examinations help in measuring the attainment level. Each department endeavors to monitor if there is any marked difference in class test results and university level performance. Regular survey and analysis of students' placement, progression into higher education, qualifying in competitive examinations and taking admission in foreign universities for PG and PhD programs also enable the departments to measure the attainment of PO and CO. Teachers providing LORs for outgoing students also evaluate the PO and CO. College also takes feedbacks from students and parents. The college has an active Career Counselling Cell which organizes seminars, webinars, workshops on job opportunities and arranges campus placements. Subject specific career-counselling is conducted for better outcome of the programs. Mentoring of

students is done for suitable placement in jobs and higher education.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.bethunecollege.ac.in/BethuneCollege-CareerCounsellingCell.htm https://www.bethunecollege.ac.in/IOAC/MentorMentee/2023-2024/Mentor-Mentee-List-UG-PG-2023-24.pdf

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

347

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.bethunecollege.ac.in/IOAC/annualReports/BethuneCollege-Annual-Report-2023-2024.pdf

2.7 - Student Satisfaction Survey

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

<https://www.bethunecollege.ac.in/IOAC/BethuneCollege-IOAC.htm#SSS>

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)**8.5**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****01**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

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****24**

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

11

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The NSS Unit and Student Activity Cell of Bethune College have always been active and contributed to the development of the

neighborhood significantly through different programmes. Volunteers visited the neighborhood to create awareness about social, legal as well as health related issues and sometimes they campaigned for maintenance of cleanliness, forestation etc. Volunteers also visited the slums situated in Goabagan to conduct developmental activities. Programmes like Health Checkup Camp and Eye Checkup Camp were arranged to help the needy people of the slum. Some of the members of the NSS Committee spent a day and shared precious moments with the children of an orphanage situated in Dumdum. During the famous festival of Durga puja clothes were presented to those children, also. The NSS Unit of Bethune College also emphasized on the literacy mission. Books and other necessary items were donated among the street children to facilitate their studies. Another notable measure adopted by it is distribution of clothes among the pavement dwellers. This programme is often arranged by the NSS Unit to extend support to the poor people living in the surroundings.

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm
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	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

26

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

948

File Description	Documents
Report of the event	View File
Any additional information	View File
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)	View File
Any additional information	View File

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

For effective teaching and learning, the college has well-ventilated and spacious classrooms, equipped with proper lighting, comfortable seating, smart boards, projectors, adequate library resources, well-maintained laboratories with necessary equipment, functional sanitation facilities, accessible water supply all provided by different Government grants ensuring a conducive learning environment for students. The central routine optimally utilizes the available physical infrastructure. MFC for Science continues to facilitate exchange of resource among departments thereby promoting higher studies and research activities among students. Two wings of the Central library (Arts & Science) fully automated, along-with

departmental libraries have a rich collection of Books and Journals. Department libraries are enabled to access OPAC with LAN. E-books and E journals are accessed through INFLIBNET-N-List Consortium both by students and teachers. Photocopying and browsing services are available in the libraries. The medicinal plant garden harbours about 40 important plants that are used by students of Undergraduate and Post Graduate courses in Botany. The other facilities include Hostel, Hostel-bus, Auditorium, NSS room, Sick room, gymnasium, Alumni room, water dispensers, Solar Power Panel (total 2 units), Lift, CCTV, Ramp for physically disabled, Canteen, Divyangyan Toilet. An Archive preserves century old books, documents, journals and monographs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/

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

With the goal of holistic development of the students the college organizes various sports, games, and cultural activities on campus regularly. The Centenary Hall in Kadambini Bhavan and the Auditorium hosts Seminars/Workshops, NSS activities, Bethune Day and Banmahotsav, Mini Book-fair, the annual event of the alumni called Anandamela, National Science Day and National Yoga Day. College has a gymnasium equipped with bi-cycle, agro meter, twister, chest expander, trade meal etc. a prayer hall for exercise and yoga for the students and Girls' Common Room. The Annual College Sports is held in January/ February every year in the sports ground. The college has a badminton court and two sports rooms equipped with carrom, chess, a table tennis board and other sports equipments. A dedicated Union Room for the apolitical Students' Committee of the college works in organizing various cultural and social activities. The college has seven clubs with Teachers and Students at the helm: Literary club, Photography club, Art and Crafts club, Quiz and Debate club, Film and Drama club, Cultural club and Science and Environment club carrying on activities throughout the year holding competitions and exhibitions, centenaries of stalwarts, culminating with the Fest and Annual Prize function.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-Activities.htm#Sports

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

52

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/BethuneCollege-ICT.htm
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)

3017395

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Name of ILMS software: KOHA**

- **Nature of automation (fully or partially): Fully**
- **Version: Web Version 7.0**
- **Year of Automation: 2019**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.bethunecollege.ac.in/BethuneCollege-Library.htm

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	View File
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)**

0.059

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

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

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

56

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

4.3 - IT Infrastructure

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

The Departments are connected with Broadband (BSNL) internet and are updated regularly. Presently the institution is equipped with 2 (two) internet connections updated to optical fiber (FTTH) network, one with speed 100 MBPS and the other with speed 40 MBPS. The easy access to the internet from every Department gives better opportunity in the teaching learning process. The existing Smart classrooms equipped with ICT facility and internet connection are in frequent use in the teaching learning process. The Office is using the updated facilities of technology to carry out the administrative works. The Wi-Fi facility is provided to the Administrative Building, the Science Library and the Centenary Hall. All computers are monitored through the AMC and are regularly updated as and when suggested by the attending personnel. The newly inaugurated Girls' hostel is also Wi-Fi enabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-Library.htm

4.3.2 - Number of Computers**167**

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

4.3.3 - Bandwidth of internet connection in the Institution**B. 30 - 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****3243643**

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

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

Physical, academic and support facilities are maintained by respective departments with the help of in-house staff (teaching and non-teaching) on daily basis and periodically. Lab in-charge maintains and upgrades the laboratory with necessary equipment to cope with change in curriculum also verifying the dead stock of working/ non-working/ missing equipment. Central Library committee initiates procurement of books as per the requirement from different departments. Sports coordinator monitors sports facilities and issues equipment to the students as per the schedule of events. Individual departments as well as office keep track of students' progression through a database. IQAC frames Policy documents like E-governance policy document, Grievance redressal Policy Document, Annual Gender Sensitisation Action Plan, Divyangjan Policy, Code of Conduct etc. and organises activities and awareness programmes for Students and teachers. Career counselling regularly keep our students updated about possibilities in placement. A Girls' Hostel with a capacity of 250 students is for facilitating out station students. A WBSTC bus plies with students from hostel to college and back. 28 CCTV cameras including 2 in the library keeps surveillance. An air quality and noise monitoring sensor with digital display board installed in the campus makes the students aware of environmental health and pollution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.bethunecollege.ac.in/IQAC/campusMaintenance/AQAR-4_4_2-Campus-Maintenance-and-Support-2023-2024.pdf

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

583

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

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

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

34

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	http://www.bethunecollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
928	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
928	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

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

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

5.2.2.1 - Number of outgoing student progression to higher education

193

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

26

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

5.3 - Student Participation and Activities

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

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

59

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Bethune College Students' Committee (BCSC) is formed in consultation with the Principal and Heads of Departments. The Students' Committee takes part in academic, administrative and other activities of the College. There are student representatives in administrative bodies like the Governing Body, Internal Complaints Committee (ICC), Backward Class Cell, IQAC, Anti-Ragging Cell. The Committee actively participates in the events like Annual Prize Distribution ceremony, Sports, Fest and Intra-college Competitions, Independence Day and Republic Day functions among others. It continuously maintains an effective liaison between the teachers and the students. Student's Committee also organizes programmes like, Fresher's Welcome, Farewell for the Third Year students. BCSC organized several workshops in this session on subjects like multimedia, eastern dance, drama, photography, debate, filmmaking etc.

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-StudentsCommittee.htm
Upload any additional information	View File

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

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

196

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

5.4 - Alumni Engagement

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

Activities of Bethune College Sammilani during 2023-2024

1. Celebration of (i) Birthday of John Eliot Drink Water Bethune on 22.7.23,

(ii) Bethune Day with Bethune College on 12.8.2023

1. Organization of

(i) Anandamela on 2023, (ii) Mrinalini Emerson memorial lecture 2023

(iii) Annual picnic, 2023

1. Distribution of Memorial Prizes namely (a) Rupa Chakraborty to Arpita Ghose; (b) Aruna Mukhopadhyas to Sanghamitra Sen; (c) Dipti Tripathi to Chirashree Majumder and Parbati Ghosh; (c) Ishita Datta to Mita Siddhiki and Durba Ayen Das

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/alumni/bethuneCollege-Alumnae.htm
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The vision of the institution is to provide:</p> <ul style="list-style-type: none"> Value-based education to develop a sense of responsibility, patriotism, social and environmental awareness amongst students and to create intellectually stimulated , technologically trained and empathetic citizens, To identify the inherent potentials of students and enhance these competencies to enable them to meet the challenges in their chosen field of work, To provide equal opportunities for good quality higher education at an affordable cost, especially to the underprivileged sections of society. <p>The mission of the institution is:</p> <ul style="list-style-type: none"> To endow its learners with access to higher education that promotes capacity-building and holistic development through a quality teaching-learning process. Holistic education is one that emphasizes the importance of knowledge of a specific subject with equal amount of emphasis upon inculcation of ethical values is one of the main aims of the institution. The college always tries inculcate a creative, socially aware and ethically sensitive 	

self among the students by emphasizing on the co-curricular activities, focusing on

the mental health and well-being of the students.

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege.htm#:~:text=Vision,provides%20immortal%20bliss%27 .
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 Committees may broadly be divided into the following broad categories:

- **Academic Committees:** These include Academic Affairs Committee, Routine Committee, Class Record Committee, CBCS Committee, ENVS Committee, Ethics & Value Education Course Committee, Multi-Facility Centres for Arts & Science subjects.
- **Students' Section & Support:** These include Admission Committee, Anti-Ragging Cell, Career Counselling, Internal Examination & University Examination committees, Grievance Redressal Committee, Feedback Committees. These committees act as the interface between students and the College administration.
- **Scholarships & Funds:** There are separate committees .
- **.Students' Activity Cell:** To give students the opportunity to hone their co-curricular and extra-curricular skills.
- **NSS:** The College has an extremely active NSS Cell .
- **Maintenance & Administration:**, The College has PWD, AISHE, Career Advancement, Central Purchase, Development & Finance Committee, Computer system, Data Management, Income Tax, Internal Audit, Pay Fixation and Arrear, Service Book, Physical Maintenance, Asset Management, Solar Power, Self- Appraisal committees.
- In addition to the above-mentioned committees, there are also Cells like the Human Rights Cell, Intellectual Property Rights Cell, Heritage Journal Committee, Magazine Committee, Sports Committee, Annual Fest and

Annual Prize Committees .

File Description	Documents
Paste link for additional information	1. http://www.bethunecollege.ac.in/BethuneCollege.htm
Upload any additional information	View File

6.2 - Strategy Development and Deployment**6.2.1 - The institutional Strategic/ perspective plan is effectively deployed**

Institutional Strategy stands on mainly three perspectives. First comes Curriculum Development. Following the rules and regulations of University of Calcutta Bethune College maintains a rigorous interactive class room teaching method within the framework of well designed timetable to ensure that the optimum teaching hours were allotted to each course. Cbcs & ccf syllabus is running in UG level according to the University regulations and at the P.G. level department follow the syllabi recommended by the concerned department of the University of Calcutta. Next comes Teaching and Learning. Class room teaching in offline mode is the best way for interaction between teacher and students. Students feedback & mentor mentor method is also helpful to fulfill the requirements of the students. Sometimes they also visit the research institute to be familiarized with research works & laboratories. Every six months the students finish a semester and they are evaluated. Now in this semester method according to University rules class attendance becomes an important part for the students to qualify in Internal and Tutorial Examination.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bethunecollege.ac.in/default.htm
Upload any additional information	View File

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 administration of the college runs as per rules and regulations laid down by the Department of Higher Education, Government of West Bengal. The Governing Body is the highest decision-making body of the college, comprising of the Principal, teaching, non-teaching and student's representatives, government and university's nominees. Principal is the administrative, financial and academic head of the institution. Under her/his stewardship following bodies or cell work. Office of the Principal is engaged in different administrative and financial functions. There are 17 academic departments in the college engaged in the teaching-learning process. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees. There are some Special Duty Cells, mostly defined or suggested by the constitutional bodies like UGC, such as Students' Grievance Committee, Anti-ragging Cell etc. These cells are engaged in works beyond the regular activities of the college. Library plays a pivotal role in the academic sphere of the college. Students' Body acts as a students' mouthpiece

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/bethuneCollege/BethuneCollege-Organogram.htm
Link to Organogram of the Institution webpage	http://www.bethunecollege.ac.in/bethuneCollege/BethuneCollege-Organogram.htm
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The teaching and non-teaching staff of the institution have access to all the welfare measures initiated and approved by the Higher Education Department, Government of West Bengal. The key welfare measures are:

1. General Provident Fund and Group Insurance
2. Pensionary benefits, Gratuity and Leave Encashment
3. Child Care Leave, Medical Leave besides Casual Leave, Earn leave etc
4. Government quarters are provided to employees based on need and availability
5. LTC, twice during the service of the employee
6. Government Health Scheme for employee and his/her family
7. The teaching and non-teaching staff are also granted On-Duty Leave to attend Professional Development and Administrative Training Programmes respectively.
8. There is a Performance Appraisal System for teaching staff through the annual Self-Appraisal Report (SAR) and a separate appraisal of the non-teaching staff by the DDO.

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/default.htm
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

55

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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)	View File

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

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Teaching Staff of the college face two-fold appraisal system. First, there is a self-appraisal system for the teachers. They prepare a self-appraisal document daily, stating all the administrative and academic duties performed and all the leaves taken by them. The Principal prepares a consolidated report on the basis of those self-appraisal report every month and submits it to the Department of Higher Education. Secondly the teachers have to submit a detailed Self-Appraisal Report (SAR) online once every year. These reports are checked by Reporting Officer (Principal), verified by Reviewing Officer (DPI) and are accepted by the Accepting Officer (Principal Secretary). Annual Confidential Report of Teachers are prepared by Principal and sent to higher authority. This is required for Career Advancement of Teachers.

There is no such appraisal system for non-teaching staff of the college. But performance of the non-teaching staff posted in the different academic departments is reported by the head of the departments. Performance of the non-teaching staff working in the Principal's office is scrutinized by the head clerk regularly. An overall monitoring and assessment is done by the Principal. Annual Confidential Report of non-teaching staff are also prepared by Principal and sent to higher authority

File Description

File Description	Documents
Paste link for additional information	https://www.wbifms.gov.in/hrms-ess/employee/home.html
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 college conducts internal audits regularly. Internal audits are done for non-government funds. As the audit of the government funds are prerogative of the state government.

Internal Audit has been done on the expenditure of the PG departments

Internal Audit- was held on 11.12.2023 for period of 1.7.2022-3.06.23 (PG Departments) and 1.4.2022-31.3.2023

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm
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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution is financed entirely by the Government of West Bengal. There are two main sources of funds for the institution.

- State Government Allotment: These are utilized for:

1. Salary
2. Wages (Remuneration of State-Aided Contractual Teachers)
3. Allotment to West Bengal Health Scheme
4. Electricity Bill
5. Telephone Bill
6. Office expenses
7. Allotment to PWD (Civil and Electrical) for enhancement of infrastructure and Campus maintenance
8. Development Grant

- Central Government Allotment:

-

1. DBT STAR

The Head of the Institution calls for a meeting of the Purchase Committee (having the heads of all departments and the Chief Accountant as members) to discuss and finalize the requirements of these departments ranging from books and computers to laboratory equipment and chemicals, furniture etc. The Purchase Committee then prepares a budget which is scrutinized by the Principal and submitted to the Higher Education Department of the Government of West Bengal. The Go WB allots Development Grant to the College which is utilized to meet the needs of the College. The departments submit the bills and other documents of purchases made to the College Office.

File Description	Documents
Paste link for additional information	http://www.bethunecollege.ac.in/BethuneCollege-DBTstar.htm
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has supervised the Value- Added Certificate Courses, like the 30 Hour Certificate Course in Ethics & Value Education and , Computer Training (WEBEL,) It has also facilitated inter-institutional collaborative initiatives for academic interest .IQAC organized Training programme for non teaching staff , seminar for CCC , NEP, CVAC . IQAC planned for a series of seminar Students Activity Cell are involving all academic departments. The topics of the seminars/ workshops covered multifarious dimensions organized by the departments of the college either jointly or individually and also by Women studies Centre/ NSS/ Career Counseling Cell /Human Rights Cell/ Psychological Counseling etc... Teachers use ICT tools in the form of PowerPoint presentations in classrooms. College library also provides students e-journals and e-books through INFLIBNET . Students' Satisfaction Survey, several meetings , Campus Maintenance report were done by IQAC. The Cell is responsible for regular submission of Annual Quality Assurance Report (AQAR) to NAAC. his Cell monitors the teaching, research and various departmental activities of each department. Feedback regarding teaching, infrastructural facilities and other amenities of the College are collected from the students by this Cell. IQAC record the documentation of academic and research activities.

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm
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

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word each

. The Internal Quality Assurance Cell (IQAC) keeps a vigilant eye on the quality of the teaching learning process. In doing so, the IQAC has taken the following essential steps:

- Constitution of academic committee that monitors and reviews the teaching-learning process, infrastructural facilities & methodologies of operations and learning outcomes at regular intervals.
- An Academic Committee has been constituted in order to monitor and review the teaching-learning process, infrastructural facilities and methodologies of operations and learning outcomes at regular intervals.
- Necessary steps and remedial measures have been taken by the individual teachers and academic departments on the basis of the students' feedback and recommendations made by the academic committee.
- It also plays an important role in collecting and analyzing feedback from students and guardians. These feedback reports are then analyzed to take necessary action on part of individual teaching/ non-teaching staff and Action Taken Reports are also monitored to mark necessary changes.
-

File Description	Documents
Paste link for additional information	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

B. Any 3 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.bethunecollege.ac.in/IQAC/BethuneCollege-IQAC.htm
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Bethune College prioritizes gender sensitization through comprehensive action plans implemented across the institution. The Women's Studies Centre leads these efforts with impactful programming, including a cyber security awareness session in December 2023 and an international seminar featuring Prof. Emerita Geraldine Forbes in February 2024. They also partnered with the Institute of Sleep Science for an International Women's Day event focusing on women's sleep health.

The college enriches academic discourse through distinguished lectures. Notable events included Professor Krishna Sen's discussion on ecofeminism, Professor Emerita Supriya Chaudhuri's exploration of space and gender, and Dr. Jayeeta Datta's examination of 19th-century Bengali womanhood.

Community engagement remains strong, exemplified by an awareness program on menstrual hygiene and PCOD featuring Dr. Shabana Roze Chowdhury, organized with Albert David and the Students' Activity Cell.

The institution maintains robust infrastructure for women's safety, including CCTV surveillance and dedicated security staff. Support systems encompass a Grievance Redressal Cell, psychological counseling, and anti-ragging measures. Career counselling and student activity cells further enhance the comprehensive support network, preparing students for their professional futures.

File Description	Documents
Annual gender sensitization action plan	https://www.bethunecollege.ac.in/IQAC/genderSensitization/Annual-Gender-Sensitization-ActionPlan-2023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.bethunecollege.ac.in/BethuneCollege-Infrastructure.htm

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institution has implemented a comprehensive waste

management strategy, demonstrating environmental responsibility through methodical practices. Waste segregation is executed systematically, employing colour-coded bins to categorise materials based on biodegradability.

The National Service Scheme (NSS) volunteers of Bethune College substantiated the institution's environmental commitment through a strategic initiative at the Fest Stall on 22.12.23. Under the theme "Reduce, Reuse and Recycle", they generated funds for social work by creating and marketing plants and gift items fabricated from waste and eco-friendly materials.

Electronic waste disposal adheres strictly to governmental regulations, with a dedicated committee supervising the process. The building's basement serves as a temporary repository for obsolete equipment. Scientific departments, specifically chemistry, zoology, and botany, implement rigorous protocols for hazardous material management.

A strategically positioned underground pit, located remote from primary campus infrastructure, facilitates the secure disposal of chemical waste. This approach epitomises the institution's comprehensive framework for environmental friendliness, emphasising systematic waste management and ecological consciousness.

The institution's multifaceted approach demonstrates a formal, structured commitment to sustainable practices and environmental preservation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.bethunecollege.ac.in/BethuneCollege-NSS.htm
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water

C. Any 2 of the above

bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
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 <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Bethune College champions diversity and social responsibility through strategic initiatives. The institution implements government reservation policies, ensuring equitable education access for students from varied socioeconomic backgrounds.

Through the National Service Scheme (NSS), volunteers conducted a comprehensive special camp at Goabagan slum, addressing mental health, literacy, skill development, and healthcare. On 20.01.2024, the NSS unit organized a 50m race for slum children during the college's Annual Sports event, demonstrating community engagement.

The college promoted cultural and linguistic inclusivity by celebrating International Mother Language Day on 21.02.2024. The Human Rights Cell sensitized students through a street play on 6.12.23 and published the 6th issue of Jagriti bulletin on 14th May 2024. During the college fest, Aalap, on 22.12.2023, the annual Pride event provided a safe space for LGBTQIA+ expression.

The institution's commitment to ethical values and social consciousness is evident through these multifaceted initiatives that foster understanding, respect, and inclusive community development. The institution's Code of Conduct underscores its commitment to ethical values, cultivating competent, compassionate, and socially conscious individuals.

Link to Jagriti: <https://www.bethunecollege.ac.in/hrc/jagriti/Jagriti-Awakening-6th-Issue-HumanRightsCell-May2024.pdf>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Bethune College diligently cultivates constitutional awareness through multifaceted approaches. The undergraduate curriculum in subjects like English, History, and Political Science integrates teachings about constitutional obligations, while regular observances of Independence Day and Republic Day serve as powerful reminders of national values.

On 15.08.2023, the college commemorated India's 76th Independence Day with a meaningful program themed "Mera Maati,

Mera Desh". The event featured flag hoisting, sapling plantation by NSS volunteers in collaboration with the Rotary Club of Ganga Heritage, a Panch Pran Pledge, and yoga demonstrations.

The 74th Republic Day on January 26, 2024, was celebrated with similar reverence. Dr. Anushila Hazra Bhattacharya, the Officer-in-Charge, led the flag hoisting ceremony and addressed the assembly. Students performed a cultural program titled 'Projatontr 75', highlighting the republic's journey, followed by the National Anthem and State Song.

Bethune College's NSS Unit and Students' Activity Cell conducted a SVEEP program on 6th March, 2024, demonstrating electoral processes and raising voter awareness through live EVM presentation and street play.

Throughout the year, the institution conducts various programs to instill universal values, including a 30-hour Certificate Course on Ethics and Value Education, ensuring a comprehensive approach to nurturing socially responsible citizens

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

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Bethune College celebrated a vibrant academic year from 2023 to 2024, marked by diverse commemorative events. Bethune Day and Banomahotsav on August 12, 2023, honored the institution's legacy through lectures, exhibitions, and tributes to its founder.

National celebrations included the 76th Independence Day on August 15, 2023, featuring patriotic themes of "Mera Maati, Mera Desh", and the 74th Republic Day on January 26, 2024, with a cultural programme. The college commemorated birthdays of national figures like Vidyasagar and Sister Nivedita on 29.9.23 & 28.11.23 respectively.

Academic and social awareness programmes included a National Science Day event on 28.2.2024 with distinguished scientists, an Inter-college Street Play Competition on Human Rights Day on 6.12.23, and an International Women's Day health awareness camp on 7.3.24. The Annual Prize Day Ceremony on March 9, 2024, celebrated students' achievements, culminating in a mesmerizing dance drama performance, 'Mayar Khela.'

On World AIDS Day, the college collaborated with Surendranath College and SAATHII, Kolkata, forming a human chain to pledge support in fighting the disease on 1.12.2023.

Observance of International Mother Language Day (21.2.24)

underscored the institution's commitment to holistic education and cultural understanding.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I

EDUCATION FOR EVERYONE

Best Practice II

Conservation and documentation of wild biodiversity in the College campus and establishment of medicinal plant garden within the College campus.

Best Practices as per NAAC format visit HEI Website

<http://www.bethunecollege.ac.in/BethuneCollege-distinctiveness.htm#BestPracticeI>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Bethune College Archives, is a repository of valuable and rare

manuscripts, photographs, maps, coins, and archaeological remains excavated from the campus. An Advisory Board was formed with members from the college and State and National Archives. Presently, the Archives holds 240 files out of which 145 are digitized, laminated and enlisted. The Archives contains rare documents dating to the inception of the college in 1879. Some of the rare documents in the Archives include Appointment of a Clerk for the college (1900), letters relating to Managing Committee and College Hostel (1911-1914), letters written by Pritilata Waddadar (1930s), documents relating to Kalpana Dutta and Simon Commission (1930). Pandit Ishwarchandra Vidyasagar's letter to Chandramukhi Basu, one of the first two women graduates of the University of Calcutta and Chandramukhi Basu's letter to the Government, are also part of the Archives. Some rare books in the college Archives dating from 1765 include A Journey from Persia to England, Interesting Historical Events, Memoirs of Central India and Indo Aryans. These documents are an invaluable source of information for mapping the history of women's education and empowerment. Visitors to the Archives include researchers from West Bengal and abroad working in this field.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- The planning of DSCC, SEC, CVAC, IDC etc. courses to be done in a foolproof structured way for students as per notification from University of Calcutta
- To create ABC id of students.
- Introducing more certificate and skill enhancement courses in collaboration with other institutions.
- Conducting Green audit and energy audits
- As per feedback given by Students, focusing more on mental well-being of students in addition to the psychological counselling provided
- To conduct more Administrative/ professional training programmes for Teaching and Non-teaching staff members
- To create more ICT enabled classrooms
- To create an inclusive and safe, barrier free environment
- To organize workshop on Internship for teachers and orientation for students regarding it. Arrangement of

Internship for Students also is required.

- Digitization of Students' fees is planned.
- Renovation of the Heritage Office building to be proposed to Government of Higher education
- Conveyance for hostel residents to be arranged.