



## **Brahmananda Keshab Chandra College**

(NAAC ACCREDITED GOVT. SPONSORED DEGREE COLLEGE FOR UG & PG)



## **GENDER AUDIT REPORT**

*Equal Opportunity Cell*

*Internal Complaints Committee (ICC)*

*and*

*Internal Quality Assurance Cell (IQAC)*

**(As per 2022-23 Data)**

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- 1. Introduction: About the College**
  - 2. Gender Audit : Concept and Methodologies**
  - 3. Gender Policies of the College**
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## **INTRODUCTION**

### **ABOUT THE COLLEGE**

Brahmananda Keshab Chandra College, named after the nineteenth century social reformer, Keshab Chandra Sen, has completed over fifty years of providing education to students who usually come from the underprivileged section of society. Popularly known as B.K.C College, the institution was set up with the aim of filling a vacuum in higher education in areas with influx of population from the East Pakistan and has always striven to excel in creating capable citizens of India. Alumni of the College have served the country in various fields. The College, a UGC registered college (under 2(f) & 12B), believes in the idea that education does not consist in mere learning, but involves fostering a sense of social responsibility among its students, the future pioneers of social change. It is with these aims that the college has been moving ahead, contributing to the cause of education and hopes to do so in the years to come.

This College is a Govt. of West Bengal Aided degree college affiliated to the West Bengal State University and upgraded from Bachelor's to Master's degree in the list of Colleges included u/s 2(f) and 12(b) of the UGC Act, 1956 vide UGC letter No. 8-104/2019(CPP-I/C) dated 17/12/2019. Currently the college is governed with 18 Under Graduate departments and three Post Graduate Departments. The institute is offering 3 years UG Programmes B. A. (Honours) in Bengali, Economics, English, History, Philosophy, Political Science, Sanskrit; B. A. (General) in Journalism & Mass Communication, Education; B. Sc. (Hons) in Botany, Chemistry, Economics, Industrial Fish & Fisheries, Mathematics, Physics, Zoology, B.Sc. (General) in Computer Science, Statistics & Molecular Biology. The institute offers two years Post Graduate Courses M.Sc in Botany, Mathematics & Physics.

The college has been moving ahead, contributing to the cause of education and hopes to do so in the years to come. Apart from academics, the students are always encouraged to nurture their hidden talents through various extra-curricular activities. For the holistic development of the youth of today, apart from building of their body and the mind amongst the eco-friendly sprawling green campus of the college over-viewing the Bon-Hooghly lake, we also encourage conservation of

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biodiversity through its sustainable development to save our Mother Nature. As our objective is advancement of learning accompanied by modern teaching aids, the campus is now Wi Fi enabled with digital classrooms. Also the library resources are enormous with a huge collection of books and journals. We are now ready to provide the well furnished hostel facility for the girl students residing at far-off places.

It is noteworthy to say that this College has a huge list of alumni well placed in various esteemed institutions throughout India as academicians, theatre personalities and also top level administrators. It has also a record set of excellent teachers who are well known for their scholarly activities and researches of international stature. The teachers as well as the extremely efficient non-teaching staff regularly cater to the needs of the students at any odd hour of the day. We are striving towards continuous improvement and application of quality benchmarks in various activities of the institution to ensure accountability to all our stakeholders. The vision of the college is to make higher education available to aspiring youth of the country.

The institution has zero tolerance for ragging and the role of the Anti-ragging cell as well as the administration and the Students' Council, ensures that the campus is free from any discriminatory practices. The Equal Opportunity Cell, Internal Complaints Committee function in unison to create a free and fair environment for holistic development of the students.

## **GENDER AUDIT : CONCEPT AND METHODOLOGIES**

### **What is Gender Audit?**

A gender audit in colleges is a process of assessing the college's policies, practices, and procedures to identify areas where gender bias or discrimination may exist, and develop strategies to address them.

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This Gender Audit tries to check the impact of its current & proposed policies on gender equality in the institution. All students' total personality development is always a priority at the college. Girls are given varied facilities and attention to maintain gender equality. Institution focuses to conduct gender awareness programmes and Counselling sessions with legal experts to educate the girls about their rights and to provide them with the knowledge of the bylaws. The Internal Complaints Committee for women (the Sexual Harassment Prevention, Prohibition, and Redressal at Workplace Committee; i.e., ICC) and the anti-ragging committee, all organise such talks every year.

Brahmananda Keshab Chandra College with the initiative of the Internal Complaints Cell (ICC) and Internal Quality Assurance Cell (IQAC) have compiled this Gender Audit.

### **OBJECTIVES OF GENDER AUDIT**

- To find out the areas where gender imbalance exists and the factors behind the gender imbalance.

- To establish good gender balance in decision-making processes in all areas of the college

activities.

- Make recommendations for overcoming the gender gap.
- To promote gender equality within the campus community.
- To observe the college's efforts and competence to prevent sexual harassment.

## **Methodology**

Although there is no standard approach for carrying out a gender audit, international organisations use two main approaches: *participatory gender audit* and the *gender integration framework*.

A gender audit usually includes two dimensions:

### **1. Internal audit**

This dimension refers to how much an organisation fosters gender equality internally within its organisational, managerial structure and internal work and whether these contribute to gender equality in the organisation. An internal gender audit monitors and assesses the relative progress made in gender mainstreaming, contributes to capacity building and collective organisational ownership for gender equality initiatives and sharpens organisational learning on gender.

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## 2. External audit

This dimension aims to assess to what extent an organisation mainstreams gender in its policies, programmes, projects and services in terms of content, delivery and evaluation. External gender audits evaluate to what extent gender integration fosters the inclusion of, and benefits to, women and men involved in or affected by the organisation's policies, programmes, projects or services provided.

A. An **internal audit** will focus on the following areas:

- a) Staffing and human resource
- b) Leadership and decision making
- c) Organizational Culture
- d) Gender Policy
- e) Financial / Resource Commitment

### **B. External Audit**

External audits focus on projects, programs and services the organization may be offering to the community.

- The categories may be audited through the following methodologies depending on which information is required and available resources
- **Document Analysis**—This could involve an examination of existing policies, committee meeting minutes, memos to staff, budgets and other relevant documents the organization feels can support in the audit process
- **Student and Staff Survey** – For quantitative data, you may want to conduct a survey to capture the realities of as many staff members as possible.
- **Internal Consultation/Focus Group Discussions**—This allows for an in-depth discussion for issues being researched and creates room to adequately discuss gaps that may exist.

## **GENDER POLICY OF THE COLLEGE**

Gender policies are important for creating a more inclusive and equitable society and ensuring that people of all genders have equal opportunities to thrive. The College strives to set of guidelines, regulations, and practices that aim to promote gender equality, prevent discrimination, and ensure a safe and inclusive environment for people of all genders.

- **Education and training:** Awareness programs, seminars are held to raise awareness about gender issues and to promote gender-sensitive practices.

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- **Harassment and Violence:** *The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act and Rules, 2013 (“Law”)* mandates every Employer to “provide a safe working environment at the workplace which shall include safety into contact at the workplace” (Section 19 (a)). The College has a fully functional Internal Complaints Committee to address sexual harassment issues. The College also has an Anti Ragging Cell to address and prevent harassment and violence in campus.
  - **Gender Equality and Gender Inclusiveness :** The College promotes female representation at senior decision-making positions of the organization. The College also encourages equal participation of both male and female students in sports, cultural programmes, application of student aids. The College has a gym for participation of both male and female students. There is a Ladies’ Common room with ladies indoor games facilities.
  - **Safety and Security :** The College arranges effective measures for the safety and security of all gender. There are CCTV monitoring devices installed at different locations within the campus especially within the Library and major gates. The hostels for girls are secured with collapsible gates, 24 hours security personnel are deployed.
  - **Basic sanitation facility** in the form of separate toilets for the students and staff is provided in the Administrative office, the Departments and the Hostels.

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# **GENDER BALANCE WITHIN THE INSTITUTION**



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# **GENDER BALANCE AMONG THE STUDENTS**

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## STUDENTS PROFILE

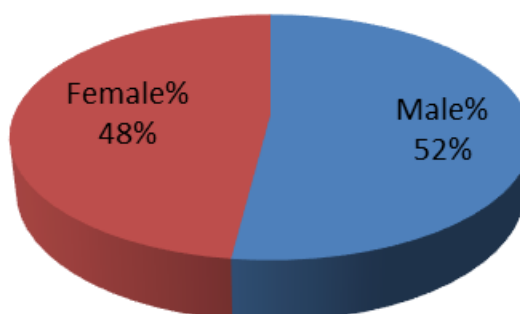
Gender balance means the existence of a fair ratio of male and female representation within the institution in terms of number of students as well as within the staff structure. Traditionally, women have lesser access to resources and opportunities due to the social structures which act as inhibitors in many cases. This results in lesser capability among women, producing a snowball effect on their empowerment and access to development initiatives. The gender distribution in Brahmananda Keshab Chandra College shows a fair distribution of male and female. The table below shows the Gender wise details of total students in the College in the year 2022-23.

**Table 1**

Year	Total	Male	Female	Male%	Female %
2022-23	559	290	269	52%	47%

**Source:** All India Survey of Higher Education (2022-23)

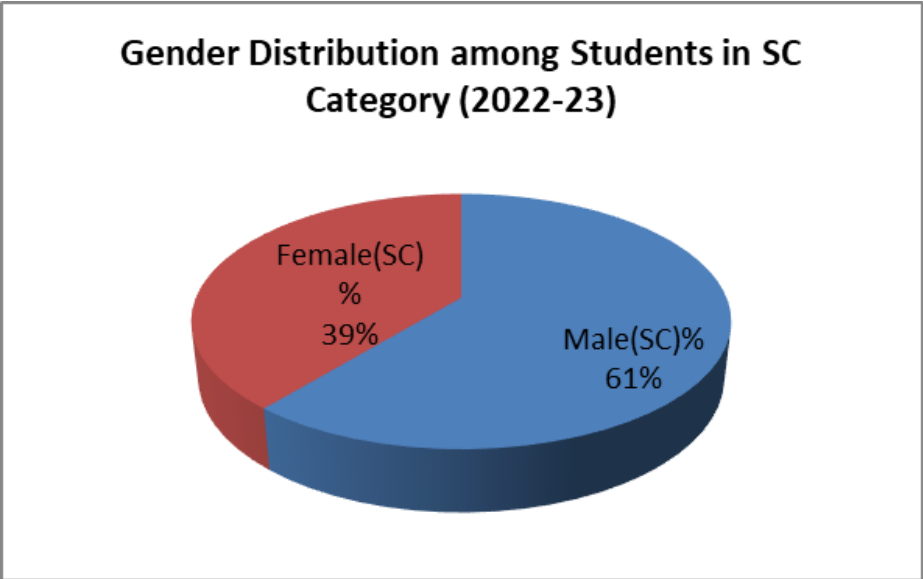
### Gender distribution among admitted students in College



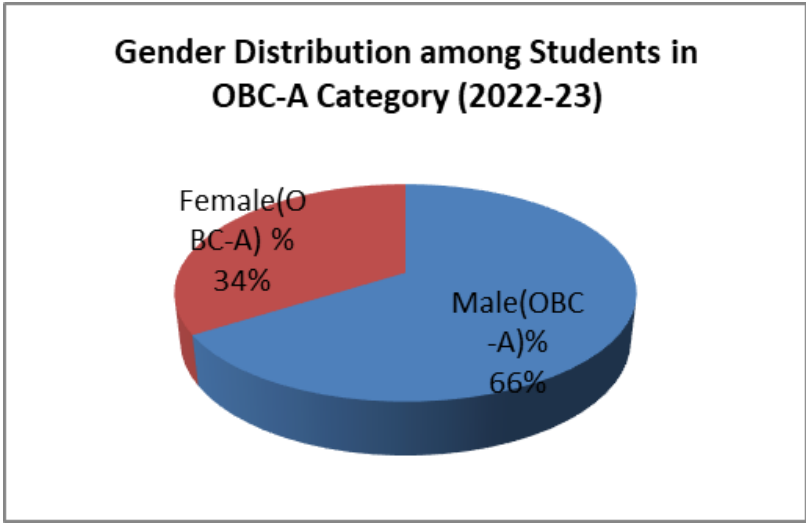
**CATEGORYWISE GENDER DISTRIBUTION AMONG STUDENTS**

**RESERVED CATEGORY**

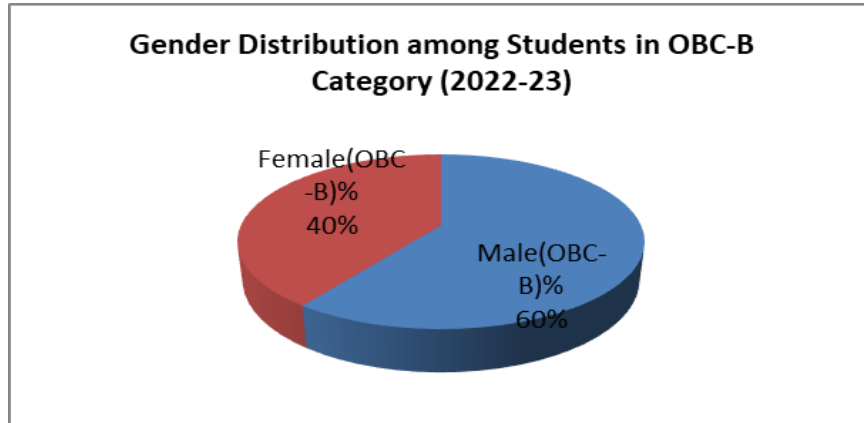
Total	Male(SC)	Female(SC)	Male(SC)%	Female(SC)%
64	39	25	61%	39%



Total	Male(OBC-A)	Female(OBC-A)	Male(OBC-A)%	Female(OBC-A) %
9	6	3	66%	34%



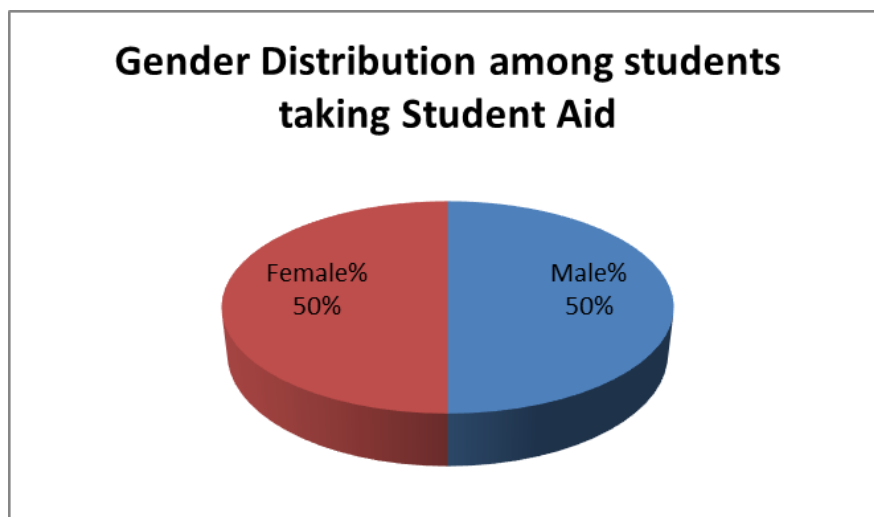
Total	Male(OBC-B)	Female(OBC-B)	Male(OBC-B)%	Female(OBC-B)%
23	14	9	60%	40%



### **STUDENTS SCHOLARSHIPS AND AID FUND**

The college plays an active role in facilitating students to get various scholarship schemes and grants provided by the Government.

The College has a Student Aid committee which provides Student Aid to economically underprivileged students



Of the 06 students who applied for Student Aid, 03 were female candidates and 03 male.

Under the Prohibition of Child Marriage Act 2006 (PCMA), Govt of West Bengal has introduced the Kanyashree Prakalpa which bagged an UN award in 2018, seeks to improve the status and

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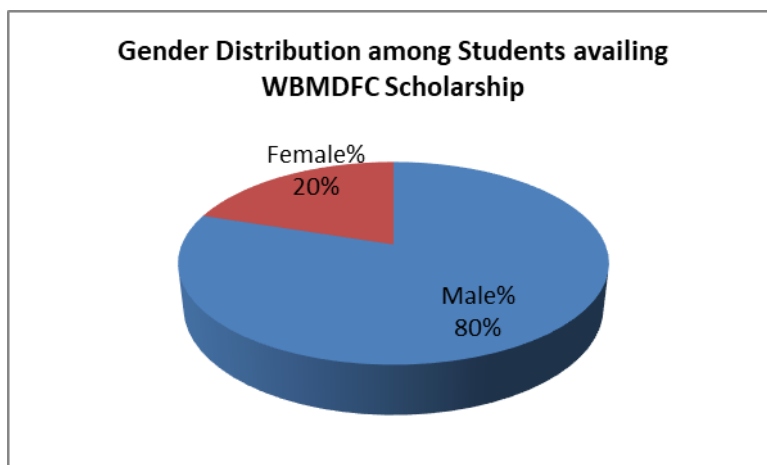
well being of girls, specifically those from socio-economically disadvantaged families through Conditional Cash Transfer. BKC College has endeavored to provide this benefit to girl students. The Kanyashree Committee has been functional for this purpose.

9 students availed the Kanyashree Prakalpa in the session 2022-2023

**Name of the Scholarship: NSP2.0 - PG INDIRA GANDHI SCHOLARSHIP FOR SINGLE GIRL CHILD**

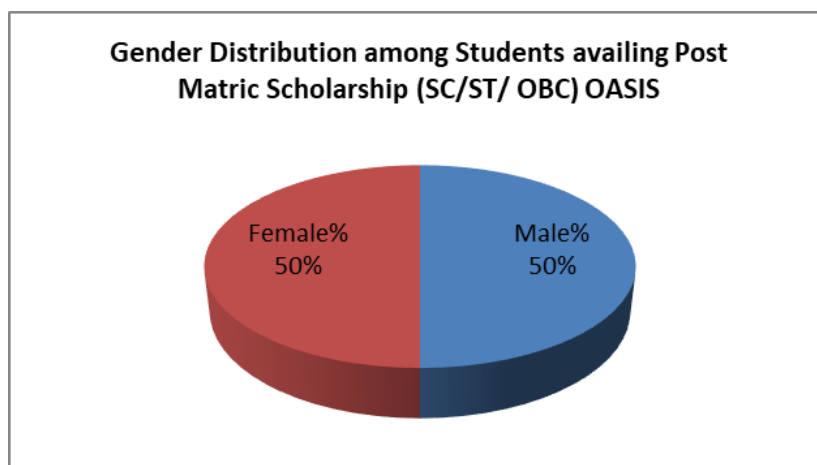
4 female students pursuing PG courses availed this scholarship in the session 2022-2023.

**Name Of The Scholarship: WEST BENGAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION (WBMDFC)**



Among the 05 students who applied for the West Bengal Minorities' Development and Finance Corporation - Scholarship, 04 were male candidates and 01 were female in the session 2022-2023.

**Name Of The Scholarship: POST MATRIC SCHOLARSHIP SC/ST/OBC (OASIS)**



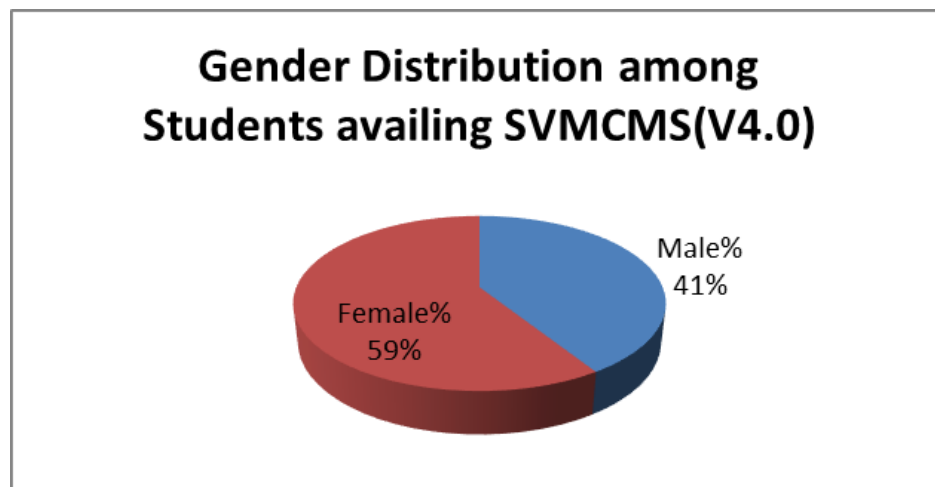
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Among the 18 students who applied for the Post Matric Scholarship (SC/ST/ OBC) OASIS Scholarship, 09 were male candidates and 09 were female in the session 2022-2023.

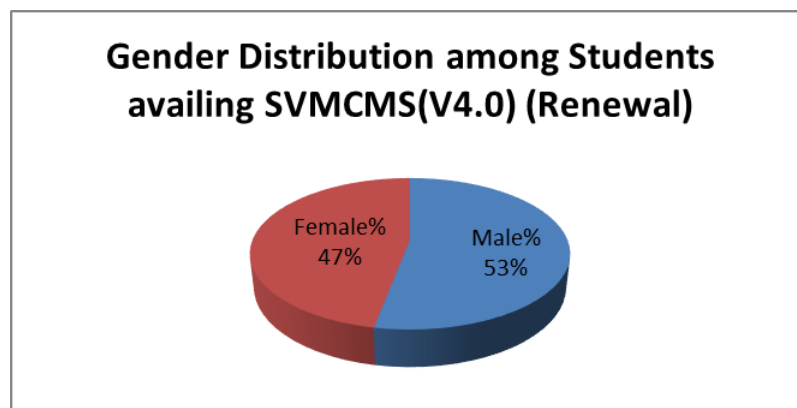
**Name of the Scholarship: SWAMI VIVEKANANDA MERIT-CUM-MEANS SCHOLARSHIP SCHEME (SVMCMS) For UG students**

On September 2, 2021, West Bengal Chief Minister Mamata Banerjee made an important announcement regarding the Swami Vivekananda Merit-cum-Means Scholarship Scheme. As per her announcement, those students who have secured 60% marks in the West Bengal board exams will be considered eligible for this scholarship scheme. The college takes active role to facilitate the students to obtain this **Scholarship**. There is a committee which not only receives fresh applications but also ensures that the scholarship are renewed each year.

Below is a chart that shows the number of girl students who have enrolled for this scholarship.



Among the 41 students who applied for the Swami Vivekananda Merit-cum-Means Scholarship Scheme, 17 were male candidates and 24 were female in the session 2022-2023.



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Among the 74 students who applied for the Swami Vivekananda Merit-cum-Means Scholarship (Renewal) Scheme, 39 were male candidates and 35 were female in the session 2022-2023.

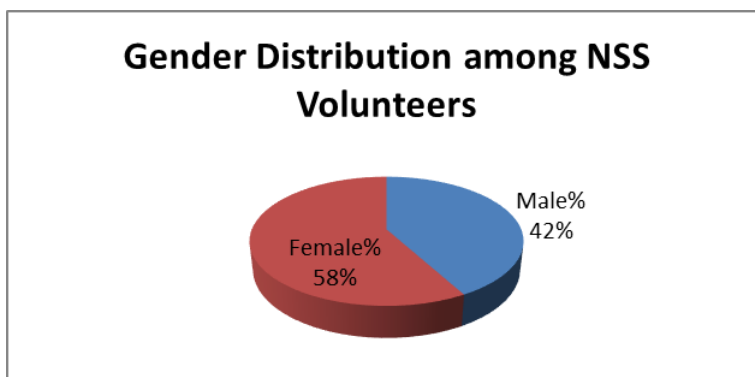
**Name Of The Scholarship: CHIEF MINISTER'S RELIEF FUND**

Among the 04 students who applied for the Chief Minister's Relief , 04 were female in the session 2022-2023.

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## **The National Service Scheme (NSS)**

In May 1969, a conference of student representatives (of universities and institutions of higher education) convened by the Ministry of Education and the University Grants Commission also unanimously agreed that a national-service scheme could be an instrument for national integration. Following the guidelines of the Ministry of Education, BKC College also has a NSS unit. The overall objective of NSS is “Personality development of the students through community service”. Selection of students for enrolling in NSS is voluntary. NSS volunteers participate in the regular social service activities like conducting blood donation camps, health awareness camp, environmental awareness camp, tree planting, creating awareness on *Clean India Campaign, campus cleaning, self employment programme, participation in dengue awareness programmes, visiting and donating goods to nearby slums.*



Among the 100 students who are serving as NSS volunteers, 58 are female and 42 are male in the session 2022-2023.

## **The Swachhata Action Plan Committee**

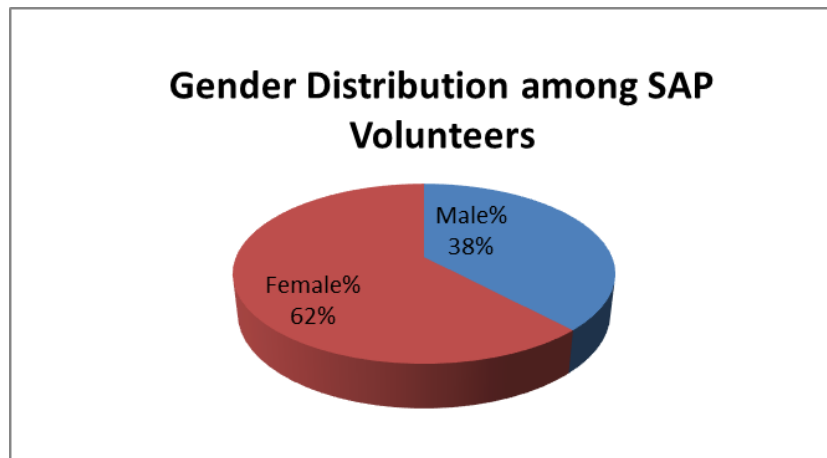
The Swachhata Action Plan is a comprehensive plan aimed at ensuring cleanliness and hygiene across the country. The College has been recognized for ‘District Green Champion Certificate’

- | The Swachh Bharat Abhiyan encourages the construction of separate toilets for boys and girls with proper sanitation and hygiene.
- | The College monitors proper waste management to maintain a clean and healthy college environment. It has separate bins for dry and wet waste, as well as regular collection and disposal
- | The College maintains regular cleanliness drives to promote cleanliness and hygiene among students and staff. These drives could include activities such as cleaning common areas, organizing awareness campaigns and competitions, and encouraging students to keep their surroundings clean.
- | In addition to physical infrastructure and cleanliness drives, it is important to promote behavioural change among students and staff towards cleanliness and hygiene. The



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- College organizes workshops, seminars, and other educational activities to raise awareness about the importance of cleanliness and how to maintain it.
  - I Green initiatives: Colleges can also incorporate green initiatives into their Swachhata Action Plan, such as promoting the use of eco-friendly products, encouraging recycling and reducing the use of plastic.
  - I The College uses Solar Energy as an alternative energy source and Solar panels have been installed in the terrace which generate electricity and cut down the carbon footprint

Many student volunteers are involved in implementing the SAP initiatives. Among the 44 volunteers, 17 are male and 27 are female.



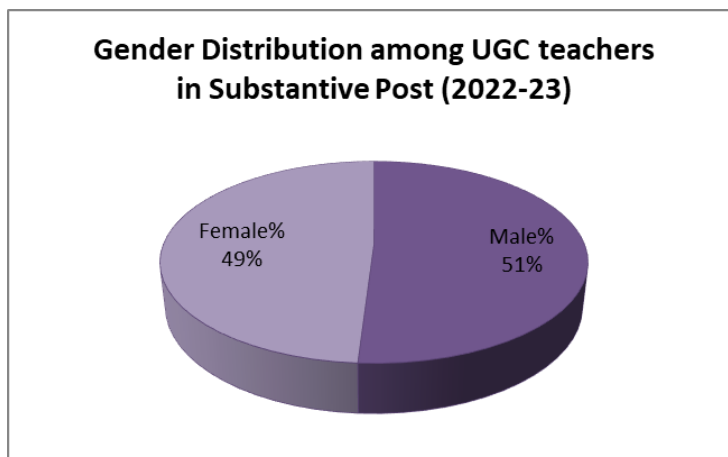
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# **GENDER BALANCE AMONG THE EMPLOYEES**

## **Gender Distribution among Teaching Staff**

Among the total 66 Teaching Members in Substantive Posts, 32 are female and 34 are male in session 2022-23.

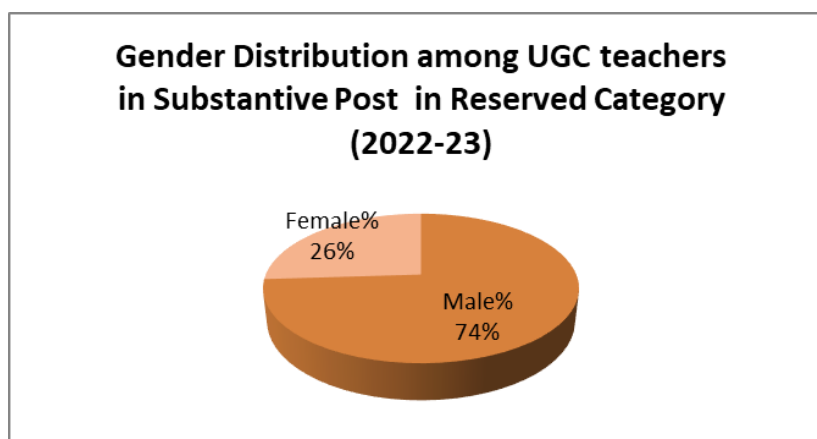
Total	Male	Female	Male%	Female%
66	34	32	51%	49%



## **Gender Distribution among Teaching Staff**

Among the total 27 Teaching Members in Reserved Category, 07 are female and 20 are male in session 2022-23..

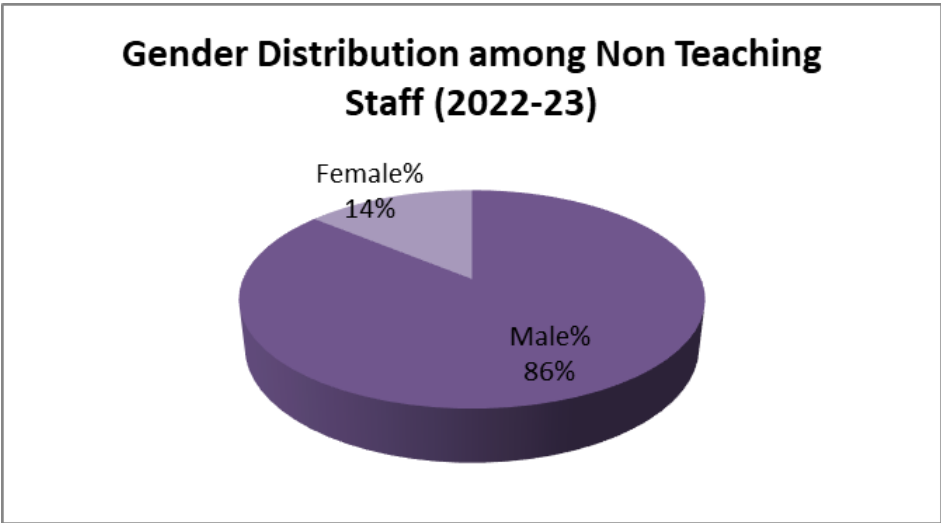
Total	Male	Female	Male%	Female%
27	20	7	74%	26%





**GENDER DISTRIBUTION AMONG NON TEACHING STAFF**

Total	Male	Female	Male%	Female%
15	13	2	86%	14%



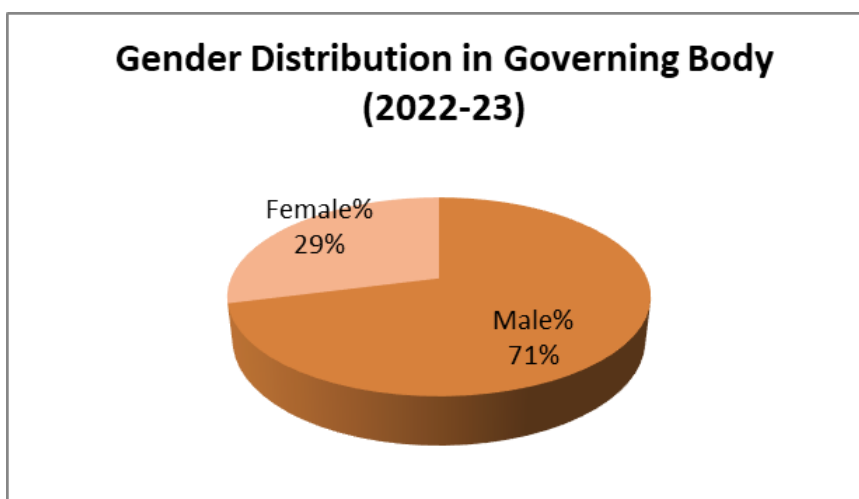
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## **GENDER BALANCE AS HEADS OF OFFICES AND STATUTORY**

### **BODIES AND DIFFERENT COMMITTEES**

To begin with, the college the administration encourages the faculty members to participate various Faculty Development Programme, Seminars, Workshops and various other academic activities and participation of the female teachers is indeed praiseworthy. In many administrative and teachers' council committees, female employees act as conveners. Numerous departments are headed by the female faculty members. The college takes utmost care that the female teachers could get their various leave benefits like Maternity Leave and the Child care leave.

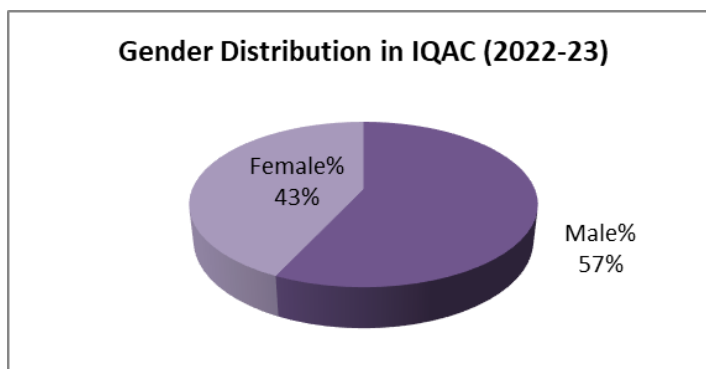
### **REPRESENTATION IN THE GOVERNING BODY**



The Governing Body of the College comprises of 14 members including GB president, Principal Secretary, DPI Nominee, University Nominee, Teacher Representative, Non Teaching Staff Representative, Student Representatives; 04 are female members and 10 are male members.

### **REPRESENTATION IN ADMINISTRATIVE COMMITTEES**

#### **IQAC**

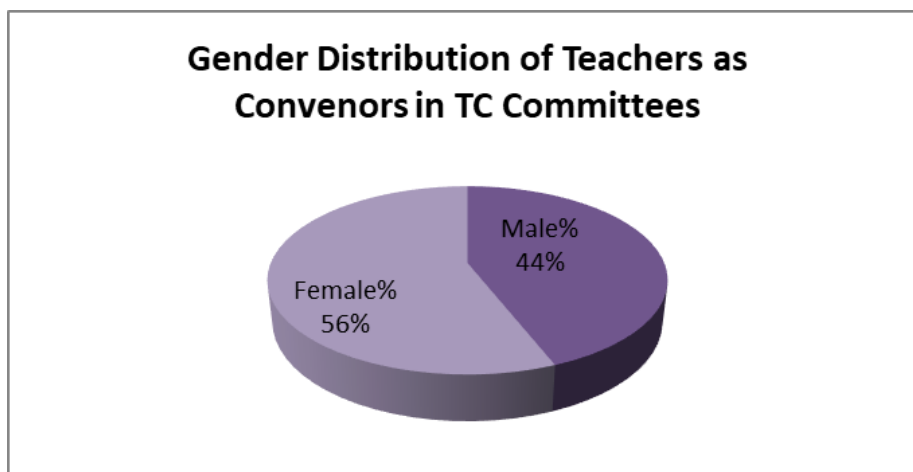


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Among the 14 members in IQAC which include Principal, Teaching Member, Non Teaching Member, Non Teaching Administrative Member, Student Member, 08 are male members and 06 are female members.

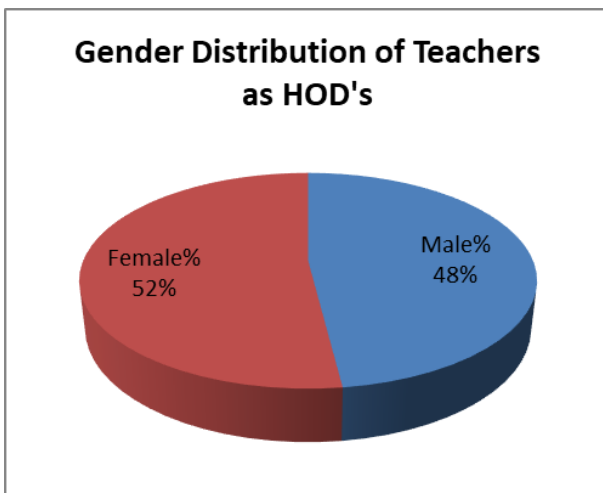
Percentage Distribution of all stakeholders in Administrative Bodies of the College: IQAC Co-ordinator, Bursar, Nodal Officer for AISHE, Secretary Teachers' Council. The post of Bursar and Teachers' Council Secretary is held by Female Faculty Member.

### **TEACHERS IN A LEADERSHIP ROLE / CONVENERS IN THE TC**



The College comprises of 22 TC subcommittees of which 27 have single/joint male and female Conveners : 12 are male Conveners and 15 are female Conveners.

### **TEACHERS IN A LEADERSHIP ROLE - HODs**



Out of 18 departments, 8 of the HOD's are female

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## **GENDER SENSITIZATION INITIATIVES**

### **BEST PRACTICES**

Gender sensitization is carried out in campuses through various activities like debates, discussions, seminars, theatrical performances and other forms of arts. This can also be done through the gender sensitizing cells, gender sensitization committees and redressal forum, compulsory courses in the syllabus on gender sensitization at all levels, organization of Workshops and seminars etc.

The College has provided support to organize programmes on gender issues. Initially a Sexual Harassment Redressal Cell was set up. Later, in the year 2018, it was renamed Internal Complaints Committee whose function was to redress the problems coming under the purview of Sexual harassment at workplace Act, 2013. The committee after its inception during the assessment period received two complaints and has disposed them off favorably and delivered justice to the affected individuals within the stipulated 3 months time. Gender Awareness Campaigns and Workshops are regularly carried out.

Here are some practices the college has adopted :

1. Training and Workshops: The College conducts training and workshops for students, faculty, and staff to raise awareness about gender issues and promote gender sensitivity. These sessions cover topics such as gender-based violence, LGBTQ+ rights, and unconscious bias.
2. Gender-Neutral Facilities: The College provides gender-neutral common rooms, changing rooms, and housing options for students who do not identify as male or female. This can help create a more inclusive environment and reduce gender discrimination.
3. Gender-Specific Facilities: The College also provides separate common rooms for girl students, washrooms.
4. Anti-Sexual Harassment Policies: The College has enforced clear policies and procedures to prevent and address sexual harassment and other forms of gender-based violence. This can include setting up a dedicated committee to handle complaints and providing support to victims.
5. The College has maintained a gender segregated data on most of the issues related to the students and staff.
6. Scholarships and Students concessions are availed of by boys and girls alike.
7. The College has actively functioning Anti-Ragging, Equal Opportunity, Internal Complaint and Grievance Redressal Cells that are committed to provide a free and fair environment to the students in the College.
8. The College administration has regularly supported employees in terms of granting maternity and child care leave.
9. Various gender sensitization programmes are organized by different committees in the college to bring out the overall development of girls and boys and thereby to mould a

better society with equality.Emphasis is given to the sensitive Third Gender and the concept of inclusiveness and equality among all the stakeholders of the College.



# SOME INFRASTRUCTURAL FACILITIES

## CCTV



## **Sanitary Pad vending machine/ Ladies Toilet**



## LADIES GAMES ROOM



## SPORTS



## STUDENTS CULTURAL PROGRAMME



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## Some Visual Representation of Activities of NSS,ICC and SAP



NSS SPECIAL CAMP 2023 [24-30March,2023] Theme- Health and Social Welfare Day 1[ 24.3.2023] The inaugural day began with Eye Screening test for BKC Staff, NSS Volunteers and students. The optometrist provided eye power test to the beneficiaries with the help of refractometer. A total of 79 Student and staff and 14 NSS volunteers participated on the first day.



On 13th August 2022 an Awareness Campaign regarding Indian Flag was carried out by volunteers of BKCC NSS Unit among the children of Dunlop-Parking Slum.

# SAP ACTIVITIES



E waste disposal activity : E- Wastes of different departments, college office and library were segregated and disposed of in collaboration with Hulladec pvt, Ltd an authorised recycling Company.



## ICC ACTIVITIES



A Seminar was organized on 2nd December, 2022 . Professor Swati Ghosh, Department of Economics, Director of the Women's Studies Centre, Rabindra Bharati University delivered a Lecture on : “Gender Equality or Equity:A contemporary Issue” .



International Women’s Day Celebration was done on 10/03/2023 by the ICC Committee

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## **Website Links to College Activities**

1. Ladies Hostel : [https://bkcc.ac.in/index.php?option=com\\_content&view=article&id=135&Itemid=0](https://bkcc.ac.in/index.php?option=com_content&view=article&id=135&Itemid=0)

2. Infrastructural Facilities :

[https://bkcc.ac.in/index.php?option=com\\_content&view=article&id=330&Itemid=0](https://bkcc.ac.in/index.php?option=com_content&view=article&id=330&Itemid=0)

3. NSS Activities

[https://bkcc.ac.in/index.php?option=com\\_content&view=article&id=314&Itemid=0](https://bkcc.ac.in/index.php?option=com_content&view=article&id=314&Itemid=0)

4. SAP Activities

[https://bkcc.ac.in/index.php?option=com\\_content&view=article&id=310&Itemid=0](https://bkcc.ac.in/index.php?option=com_content&view=article&id=310&Itemid=0)

5. ICC Activities

[https://bkcc.ac.in/index.php?option=com\\_content&view=article&id=305&Itemid=0](https://bkcc.ac.in/index.php?option=com_content&view=article&id=305&Itemid=0)

6. Important Cells and Committees

<https://bkcc.ac.in/home.php>



**MAJOR FINDINGS**

**SUGGESTIONS**

**CONCLUSION**

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## **MAJOR FINDINGS**

The Gender audit conducted indicated that both men and women students as well as the staff felt that the campus was generally gender sensitive

### **Best practices**

1. The College has maintained gender segregated data on most of the issues especially those related to the students which is a good practice.
2. The College authority has supported the seminar and workshops conducted by the various Departments and ICC on women's issues.
3. The College has regularly supported women employees in terms of granting them maternity leave or child care leave.

### **Policy Recommendations**

The gender audit team after going through the exercise considers the following as the major recommendations to be made to the University.

#### **For the Administration**

- The College authority should actively integrate the gender concerns within its policy, programmes and action.
- All the Departments should be encouraged to maintain a gender segregated data.

## **SUGGESTIONS**

### **Gender sensitive Facilities**

- Drinking water facilities have to be regularly checked.
- The Toilet facilities need to be regularly hygienically cleaned.
- Need for a Counsellor to address mental issues among students
- Board or Signage properly mentioning the functionalities and composition of the Grievance Cell and Internal Committee needs to be installed.
- A proper Notice Board regarding the Current News on Gender issues needs to be identified.





## MANAGEMENT SYSTEM CONSULTANCY

Service Provided: Green, Safety, Fire, Environment, Energy Audit and ISO, Information Security, Automotive, NABL, NABH, CSR, Food, Medical Certification and Training  
Govt.Reg.No.200252020048281, MSME Reg.No.UDYAM-WB-14-0014572, GST No. 19FIIPM3803A1ZH

### Conclusion

The Gender Audit throws light on the role played by the important bodies, committees and cells of the college during the period 2022-23. The report lists the progress and achievements made by the students and teachers alike. The audit identifies the need to improve facilities in certain areas. Efforts on the part of the authority are in progress to fulfill the current needs within the campus.

The institution should regularly upgrade its policies, practices, facilities and, focus on implementing strategies with recommended changes and monitor and evaluate the progress over time. Thus, the institution can promote a safer and more equitable environment and create a more inclusive and diverse environment that promotes a holistic excellence for its faculty, staff and students.

*Amallesh Kr. Mandal*



*Amallesh Kumar Mandal*

### Chief Consultant/Auditor from Management System Consultancy

Authorization:

Certified from United Nations Institute for Training and Research on:

1. Gender Equality and Human Rights in Climate Action and Renewable Energy
2. Sustainable Development in Practice
3. Green Economy