Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**K.D. COLLEGE OF COMMERCE AND GENERAL STUDIES**
Name of the head of the Institution	**Dr. Dulal Chandra Das**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03222275836**
Mobile no.	**9775100112**
Registered Email	**kdccmid_westbengal@gmail.com**
Alternate Email	**kdcciqac@rediffmail.com**
Address	**KSHUDIRAM NAGAR**
City/Town	**Midnapore**
State/UT	**West Bengal**
Pincode	**721101**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**BIBEKANANDA DASMAHAPATRA**
Phone no/Alternate Phone no.	**03222275836**
Mobile no.	**9475257672**
Registered Email	**bibek_kdcc@rediffmail.com**
Alternate Email	**bibek.contai@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://kdcollege.ac.in/page.aspx?page_id=1088

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://kdcollege.ac.in/page.aspx?page_id=1048

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
2	**B+**	**2.51**	**2017**	**23-Jan-2017**	**22-Jan-2022**

6. Date of Establishment of IQAC

18-Feb-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Thalassaemia Detection	**01-Sep-2017**	**57**

Camp	1		
International Peace Day	15-Sep-2017 1		75
Awareness Programme on Dengue & Chikengunya	31-Oct-2017 1		98
AIDS Awareness	01-Dec-2017 1		106
Blood Donation Camp	09-Feb-2018 1		107

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department Research	MRP	UGC	2017 730	237140
Institution	Building	State Govt.	2017 365	500000
Institution	Furniture, Books and lab. equipment	State Govt.	2017 365	1000000
Department	Seminar	W.B.B.B	2017 1	30000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**

If yes, mention the amount	**300000**
Year	**2017**

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

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

Plan of Action	Achivements/Outcomes
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	**18-Sep-2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**16-Jan-2018**
17. Does the Institution have Management Information System ?	**No**

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

> 1.1 Curriculum Planning and Implementation 1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words The Teachers' Council of the college performs the activities of the Academic

Sub-committee and plays a very vibrant role for effective implementation of the curriculum. The institution follows the curriculum designed by the affiliating university, i.e. Vidyasagar University. The institution follows the academic calendar prepared by the university with a few changes as and when required. Prior to the beginning of a new session, the Routine Subcommittee, with the participation of the Heads of Departments, prepares a master-routine for all departments / programmes / courses. The routine is immediately approved in the Teachers' Council meeting for being effectively carried out in the coming year. The general framework of academic activities in the new session is also charted out by the Teachers' Council. The Heads of Departments in consultation with other teachers of the respective departments finalize the assignments of different teachers, lecture hours, topics to be taught, Internal Assessment schedule and other activities. Each department prepares unitized/modular teaching plan and follows the same throughout the year. Teachers recommend relevant books and learning resources in addition to class lectures for successful materialisation of the teaching plan. Answers to the model questions are discussed by the teachers for the benefit of students. The Heads of Department monitor the progress regularly and the same are reported in the meetings of the Teachers' Council for necessary strategic advices and help. Before the commencement of the University scheduled Internal Assessments in Honours and General papers, the Teachers' Council reviews the completion of the portion of the syllabus and takes necessary steps. The Headship is rotationally assigned to the teachers of a department for dynamic and fruitful implementation of the curriculum. After the publication of University results, meetings are called by the Teachers' Council to discuss the performance of students in each department and necessary guidelines are framed for ensuring the betterment of students' progress in the ensuing academic session. The Teachers' Council gives valuable suggestions to the Principal and the Governing Body of the college for effective implementation of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Geography	11/07/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	GEOGRAPHY	01/07/2017

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
FILM AND MEDIA STUDY	01/07/2017	12
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	BENGALI HONS.	65
BA	GEOGRAPHY (GENERAL)	10
BA	Environment Studies	306
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

Feedback, being an eye-opener, gives proper direction to the inner and outer growth of an institution. Hence, the college authority collects feedback from students and other stakeholders for overall development of the institution. Students' Feedback on curriculum is obtained by the college in a definite format every year. Generally the final year collegiate students give their feedback. The informal grievances, suggestions and requests on curriculum and teaching methods made by them throughout the year are also incorporated by the departments while framing Teaching Plans. This has a significant role in forcing the institution to go for innovative teaching methods along with conventional 'chalk and talk' method. Parents' Feedback on curriculum is also sought for by the college in a definite format every year. The Parent-Teacher/College Administration Meeting is held. Their suggestions come of a great help in formulating the general academic framework of the college. This also helps a lot to the various organs of the college like the NSS units, the Career and Counselling Cell, the Women Study Centre, etc. Opinions for overall development of the institution are also sought from the faculty members, non-teaching staff, representatives of the students' union, etc. in the meetings of different bodies like Teachers' Council, IQAC, Staff Council, etc. The Career and Counselling Cell of the college organises lecture programmes, career fair and campus interview for placement of students with job-oriented peer groups and different companies who give feedback on the curriculum and the overall development of the institution. Different community programmes/activities are undertaken by the institution mainly through the NSS units. The students and teachers get the scope for interacting Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page 2 directly with different members in the community where they get feedback on the curriculum and the overall development of the institution. The formal and informal suggestions and views thus gathered are discussed analytically in the Teachers' Council or IQAC or Staff Council meetings for taking appropriate measures. The important

recommendations/suggestions are utilised by the Governing Body, the highest policy-making body of the college, which ultimately takes final decision taking all other related matters into careful consideration. The resolutions based on feedback are also communicated to the affiliating university or other competent authorities as and when required.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	GEOGRAPHY HONS.	20	262	20
BCom	ACNH,MMH,& GENERAL	490	600	260
BA	BENGALI, ENGLISH HONS. & GENERAL	488	1300	468
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2302	0	16	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
16	16	5	4	4	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes, Students are divided in to groups and one teacher, both full time part time are assigned with one group. The teacher concerned meets the students as the mentor and listens to the various problems concerning them. The mentor also discusses with his/ her students various other issues from time to time, both on- campus and off-campus issues with regard to the students. The whole thing is monitor by the principal himself.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2302	16	1:144

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	10	2	0	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	NIL	Assistant Professor	NIL
2018	NIL	Principal	NIL
2018	NIL	Associate Professor	NIL
2018	NIL	Assistant Professor	NIL
2017	NIL	Principal	NIL
2017	NIL	Associate Professor	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	UG	SEMESTER	25/01/2018	05/03/2018
BCom	UG	YEAR	26/03/2018	15/06/2018
BA	UG	YEAR	26/03/2018	15/06/2018

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

As per the demand of the University question paper, to make the students aware about the question pattern, that type questions are set through which the thorough analytical ability of the student is encouraged assessed.

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

Go by the Academic Calendar of the affiliating University.

2.6 – Student Performance and Learning Outcomes

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

http://kdcollege.ac.in/page.aspx?page_id=1089

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	B.COM	160	122	76.25
UG	BA	ENGH,BNGH HONS. AND GENERAL	290	210	75.86
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2.7 – Student Satisfaction Survey

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

http://kdcollege.ac.in/page.aspx?page_id=1089

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NIL	0	0
International Projects	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0
Projects sponsored by the University	0	NIL	0	0
Industry sponsored Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Major Projects	0	NIL	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date

Climate Change: It's Consequences	Department of Botany, Ramnagar College and K.D. College of Commerce and General Studies.	06/03/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Accountancy	1	Nill
National	English	1	Nill
National	Bengali	3	Nill
International	Geography	7	4.51
International	English	1	Nill
International	Bengali	1	Nill

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

Department	Number of Publication
Geography	1
Bengali	3

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

Indirect tax reforms: A Focus on Good and Service Tax (GST)	Pandab Chandra Majee	Indian Journal of Research in Multidisciplinary Studies	2018	Nill	Nill	Nill
Tagore's 'The Wife's Letter': A Critique of the Nationalist	Amit Kumar Raul	Contemporary Discourse	2017	Nill	Nill	Nill
Contemporary Discourse	Amit Kumar Raul	Swarantar	2018	Nill	Nill	Nill
Factors Controlling Coping Strategies of Slum Dwellers of Midnapore Municipality, West Bengal	Bikash Dutta	International Journal of Scientific Research	2017	Nill	Nill	Nill
Analysis of controlling variables of coping strategies by Correlation Matrix: A study on slums of Midnapore Municipality, West Bengal	Bikash Dutta	International Journal of Physical Social Science	2017	Nill	Nill	Nill
Study on Causes of Poverty among the Slums of Midnapore Municipality, West Bengal	Bikash Dutta	International Journal for Scientific Research Development	2017	Nill	Nill	Nill
Demographic Facets of Urban	Bikash Dutta	International Journal of	2017	Nill	Nill	Nill

Slum Poverty of Midnapore Municipality, West Bengal		Multidisciplinary Educational Research					
Lack of Basic Infrastructures among slums of Midnapore Municipality, West Bengal in compare to Indian Scenario	Bikash Dutta Sutapa Rath	International Journal of Creative Research Thoughts	2017	Nill	Nill	Nill	
Atomic family structure since second wave of demographic transition : Evidence from developed countries	Dr. Utpal Roy,Bikash Dutta,Indranil Maity ,	International Journal of Scientific Research and Education	2017	Nill	Nill	Nill	
Fertility Transition of Tribal Women using Fertility Transition Index (FTI): Study on Kankabati Gram Panchayat, Paschim Medinipur, West Bengal	Bikash Dutta and Md. Mahabat Alam	Journal of Emerging Technologies and Innovative Research (JETIR)	2017	Nill	Nill	Nill	
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2017	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	4	1	Nill
Presented papers	2	3	Nill	Nill
Resource persons	1	1	2	Nill

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	0	0

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

NIL	NIL	NIL	Nill	Nill	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
780000	769173

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Nill
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	19.3	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23010	2246419	640	168133	23650	2414552
Reference	0	0	0	0	0	0

Books						
e-Books	0	0	0	0	0	0
Journals	17	12136	18	12480	35	24616
Digital Database	0	0	0	0	0	0
CD & Video	69	0	0	0	69	0
Library Automation	4811	38488	2314	18512	7125	57000
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	0	0	0	0	0	0
[View File](#)						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	0	0	0	0	0	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

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

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NIL](#)

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

| 470000 | 455750 | 45000 | 44173 |

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

Each individual academic department was provided with internet connectivity for the benefit of both the teachers and the taught. Requisite furniture was also procured for the academic departments. Various instruments and equipments for the Departmental Laboratory as suggested by the Departmental Faculty members were procured for the Geography Department. A new computer Laboratory was established by furnishing one unused room adjacent to the existing computer Laboratory and necessary expenses were met from the General Fund of the College in consideration of the dire necessity to cope with the urgent class requirements due to introduction of new curricula under CBCS System. 640 nos. of books on different subjects were procured for the Central Library by incurring an expenditure of Rs.1,68,133 from the General Fund of the College.

http://kdcollege.ac.in/page.aspx?page_id=1089

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1.FEE CONCESSION 2.STUDENT AID FUND	68	32570
Financial Support from Other Sources			
a) National	S.RJ.S.S1	1	4200
b)International	N.A	0	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NONE	Nill	0	NIL
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	NIL	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

| 1 | 1 | 7 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
RESHMI GROUP OF COMPANIES	40	12	NONE	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	37	UG HONOURS COURSE	BENGALI (BNGH) ENGLISH (ENGH)	Vidyasagar University	M.A.
2017	39	UG HONOURS COURSE	BENGALI (BNGH)	Vidyasagar University,Midnapore College Kharagpur College	M.A. B.Ed.
2017	6	UG HONOURS COURSE	MARKETING MANAGEMENT (MMH)	Vidyasagar University	M.BA,M.COM
2017	17	UG HONOURS COURSE	ACCOUNTING FINANCE(ACNH)	Vidyasagar University	M.COM

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

Items	Number of students selected/ qualifying
NET	2
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0

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

Activity	Level	Number of Participants
Cultural Competition	Intra College	52
Sports and cultural activities	Intra College	43

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NONE	National	Nill	Nill	Nill	NIL
2017	NONE	International	Nill	Nill	Nill	NIL

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per Vidyasagar University rules, an elected student council (Union) is formed every year. Class representatives are elected by the students through a voting system (secret ballot) and these representatives then form the general student council and elect the four office bearer positions from among themselves. The student council (union) takes active participation in various administrative, sports games, cultural, literary and other activities of the college. The following academic and administrative bodies have students' representatives on them: 1. Governing Body [General Secretary, Students' Union] 2. Admission Committee [General Secretary, Students' Union] 3. Aid Fund Sub-Committee [One Representative, Students' Union] 4. Library Sub-committee [General Secretary, Students' Union] 5. Games Sports Sub-Committee [Two Representatives, Students' Union] 6. Vigyan Parishad [Two Representatives, Students' Union] 7. Magazine Sub-Committee [One Representative, Students' Union] 8. Cultural Sub-Committee [One Representative, Students' Union] 9. Anti Raging Cell [One Representative, Students' Union]

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02 MEETINGS. PARTICIPATION IN COLLEGE FOUNDATION DAY CELEBRATION, BLOOD DONATION CAMP, ROAD RALLY FROM COLLEGE CAMPUS TO VIDYASAGAR HALL TO COMMEMORATE

THE STAY OF RABINDRANATH TAGORE IN THE COLLEGE BUILDING IN THE YEAR 1939.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The vision of the institution is to educate the students with the spirit of cultural values and develop Human Resources in order to serve mankind in general and weaker sections in particular and to establish global peace and prosperity. Providing quality education with affordable cost by designing academic agenda in tune with the changing needs of the society, scanning the external environment through strategic planning, building faculty power in tune with the modern trend in teaching, interacting creatively with the Government and the civil society, promoting applied and action research on governance and community problems and establishing System Management. The vision of the institution is to evolve through collective leadership into a centre of academic excellence which while retaining its regional roots is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and co curricular responsibilities so that all stakeholders may benefit and students particularly, may develop to their fullest potential.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Research and Development	Departmental initiative for major/ minor research projects. Post DOC research inspired by College Authority and IQAC. Circulation of Guidelines of different funding Agencies. IQAC motivating teachers for undertaking research projects.
Library, ICT and Physical Infrastructure / Instrumentation	Library fully computerized. Digital Library established. Librarians attending. Librarians attending orientation Programmes. There are some E-Journals.
Human Resource Management	Teaching and Non-Teaching Staff engaged in various development activities as per their competency in the respective fields. Students involved in academic, cultural sports activities. Strong support of Alumni around the year and active involvement of our Stuff and Students
Industry Interaction / Collaboration	Industry Interaction through departments. Collaboration with the reputed Institutions by Teachers for various Project Work.

Admission of Students	Students' admission strictly on the basis of merit. Reservation Policy strictly adhered to as per Govt. rules. Online Admission Process. Admission information is available on the College Website. Counseling in different subjects. Help Desk for Students' Admission. Counseling Students for admission as per their limit, choice, and opportunities. Admission Fees payment through Net Banking.
Teaching and Learning	The conventional method of teaching with the use of Information Communication Technology. Field surveys. Academic tools. Documentary film show after class hours. Group discussions and quiz contests. Seminars arrange in the classrooms.
Examination and Evaluation	Internal examination with short questions and multiple-choice questions and long questions. Students made aware of their mistakes after evaluation. The suggestion offered for the betterment.

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

E-governace area	Details
Planning and Development	FULLY IMPLEMENTED
Administration	FULLY IMPLEMENTED
Finance and Accounts	FULLY IMPLEMENTED
Student Admission and Support	FULLY IMPLEMENTED
Examination	FULLY IMPLEMENTED

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	NIL	NIL	NIL	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	NIL	NIL	Nill	Nill	Nill	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course On Rehabilitation	1	18/05/2018	20/05/2018	2
Winter school	1	05/01/2018	25/01/2018	20
		View File		

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
00	00	00

6.4 – Financial Management and Resource Mobilization

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

Yes

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	VIDYASAGAR UNIVERSITY
Administrative	No	Nill	Yes	VIDYASAGAR UNIVERSITY

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

1. Parent-Teacher Association Meeting has been held with good suggestions from the parents. 2. The members of the association actively participate during the NAAC visit. 3. Promote the greenery of the College Campus by donating several

saplings and fancy plans.

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

1. Motivating the supporting staff to go to different training campus organised by other Institutes . 2. The Department of Commerce has organised various training programme, such as, training of Computer, Smart class and online class for greater excellence. 3. Stuff are engaged during Admission Process.

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

1. To introduce more academic programs. 2. To develop the infrastructure the second campus. 3. Initiative taken for instituting more MoUs.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Thalassaemia Detection Camp	01/09/2017	01/09/2017	01/09/2017	57
2017	International Peace Day	15/09/2017	15/09/2017	15/09/2017	75
2017	Awareness Programme on Dengue Chikengunya	31/10/2017	31/10/2017	31/10/2017	98
2017	AIDS Awareness	01/12/2017	01/12/2017	01/12/2017	106
Nill	Blood Donation Camp	09/02/2018	09/02/2018	09/02/2018	107
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness Programme on Women self Defence. Sri Somnath	11/11/2017	11/11/2017	42	0

Saha,Instructor of Karate Association, Paschim Medinipur provided some basic tips to the girl students.	

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

Percentage of power requirement of the University met by the renewable energy sources
Two solar lights were installed - one at the front side of the main building and the other one at the backside to keep the campus lighted throughout the night without consuming electricity. Apart from that two inverters were installed –one in the General Office and the other one in the Central Library to ensure uninterrupted power supply during the period of power cut beyond the normal class hours without using the Diesel Generator Set.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	Nill	20/08/2017	1	HEALTH AWARENESS AMONG UNDER PRIVILEGEDS	Combating the out break of Epidemics	127
				View File			

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A special lecture programme was arranged by inviting the President Maharaj of the Midnapore Ramakrishna Mission on the Yuva Divas, the birthday of the National Hero,Swami Vivekananda to inculcate the sense of ethics and morality in every walk of life	12/01/2018	12/01/2018	395

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

1. Campus cleaning programme is organised by every month. 2. Students are entrusted with the charge of cleaning their respective class rooms once a week. 3. Dust bins have been installed at different locations of the entire building for maintaining cleanliness. 4. Maintenance of Herbal garden. 5. Special drive is taken up to maintain a plastic-free campus and the College Canteen serves foods by using paper plates and glasses.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link 1.Title of the Practice: 'SERVE SOCIETY – SERVE GOD' 2.Goal: Making each and every student a responsible future citizen of India. 3.The Context: Mere bookish knowledge is not just our motto. We are interested to find our students well placed in the society by making them a 'complete man' in the true sense of the term. 4.The Practice: The motto of social responsibility is mostly taken up by the N.S.S. Units of the College through various social services such as Blood donation camps, Medical camps, Plantation drives,cleanliness programmes and various other awareness campaigns throughout the year. Very often lectures are arranged for students to make them aware on various issues of concern. • Cleanliness campaign of college campus and adjoining areas including the approach road to the College. • Health and Hygiene Awareness programmes advising people about the high iron-level of the region and precautionary measures against polluted water. AIDS awareness drives are undertaken on World AIDS Day (1st December) every year. • Voluntary blood donation is actively encouraged. Blood Donation camps are held with the technical collaboration of Midnapore Medical College Hospital • Environmental Awareness programmes including awareness drives and planting of saplings both in the College premises and adopted villages. 5.Evidence of Success: Commendable success has been achieved through the years as it has always been seen that quite a good number of students come forward during Blood donation camps and Clealiness drives and other campaigns 6.Resources Required: In case of organizing Medical camps, patients often demand requisite medicines and the same are not always made available to them. 7.Problems Encountered and Sometimes the guardians of the students do not allow their wards for such

activities. B : 1. Title of the Practice – NO POLYTHENE CAMPUS 2. Goal – The college aims at creating awareness among the students about the hazards of using polythene carry bags. 3. The Context – Rampant disposal of used polythene carry bags is a great hazard threatening the ecological balance and creating disparity in underground water level and the drainage system both in rural and urban areas. 4. The Practice- Awareness lectures in attendance of invited speakers are arranged and students are motivated to avoid the use of polythene bags and inspire others in their respective localities not to go for the practice. Anyone found carrying polythene bags was brought to the book as and when marked. A good number of Posters were placed around the campus with preventive captions. 5.Evidence of Success- A positive response was marked in the campus which made a really polythene free campus zone. 6. Resources Required -Some financial resources required for undertaking massive campaigning programmes to create awareness among the mass. 7.Problems encountered– Being an easy and convenient mode of carrying, initially, students were found with this malpractice. But gradually such practice was shunned by them.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://kdcollege.ac.in/page.aspx?page_id=1089

7.3 – Institutional Distinctiveness

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

Our college stresses on providing quality education especially to underprivileged sections of the society. We strive in this direction relentlessly in creating a conducive atmosphere in attaining knowledge as well as imbibing moral and ethical values. The Principal and faculty strive hard for this goalwith unity. Apart from the academic excellence the main goal of our college is to groom the students in to better human beings.The College also undertakes Outreach programmes by sending the Faculty members to different schools for taking classes with a view to making a strong base of the students in different subjects with a view to having better students for admission to different courses offered by this College.

Provide the weblink of the institution
http://kdcollege.ac.in/page.aspx?page_id=1089

8.Future Plans of Actions for Next Academic Year

1.To further develop the academic excellence of the institution. 2.To engaged temporary staff for the smooth running of the college. 3.To encouraged Staff Members for caring on with research work. 4.To appeal for a grant from the State Govt. for the infrastructural development of the College. 5.To orient staff member for the proper handling of computer software for academic and administrative purposes,