



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>K.D. COLLEGE OF COMMERCE AND GENERAL STUDIES</b>
• Name of the Head of the institution	<b>DR.DULAL CHANDRA DAS</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03222275836</b>
• Mobile No:	<b>9775100112</b>
• Registered e-mail	<b>kdccmid_westbengal@rediffmail.com</b>
• Alternate e-mail	<b>kdcciqac@rediffmail.com</b>
• Address	<b>KSHUDIRAM NAGAR</b>
• City/Town	<b>Midnapore</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>721101</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	Grants-in aid				
• Name of the Affiliating University	VIDYASAGAR UNIVERSITY				
• Name of the IQAC Coordinator	DR. UTTAM KUMAR JENA				
• Phone No.	03222275836				
• Alternate phone No.	7797319824				
• Mobile	7797319824				
• IQAC e-mail address	kdcciqac@rediffmail.com				
• Alternate e-mail address	ujkumar2018@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://kdcollege.ac.in/document/sub_page/20221220_165439.pdf">http://kdcollege.ac.in/document/sub_page/20221220_165439.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://kdcollege.ac.in/document/sub_page/20230113_154922.PDF">http://kdcollege.ac.in/document/sub_page/20230113_154922.PDF</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.51	2017	23/01/2017	22/01/2022
<b>6. Date of Establishment of IQAC</b>			18/02/2005		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Conducted Blood donation camp in the college campus involving a good no. of students and staff. 2. Conducted various awareness programmes and special lectures. 3. Initiative was taken to provide the students with adequate no. of Online classes. 4. Initiative was taken for acquisition of land for 2nd campus which is provided with.5. Placement of pass out students.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
To celebrate different programmes on the occasion of Azadi Ka Amrit Mahotsav	Celebrated with success
Infrastructural Maintenance	Maintenance of Building done.
Incremental & CAS benefits for staff members	Necessary papers submitted with the competent authority and successfully completed.
Special Lecture on various topics	successfully done
Allotment of sufficient online classes	successfully done with SACT and full-time teachers
Encourage faculty members to Pursue research activity	Faculty members published articles in various journals.
To achieve near total attendance in online/offline class	Achieved to a healthy proportion
To encourage students to pursue higher education	Good no of students went for higher education in different subjects.
To conduct Blood Donation camp	Successfully conducted
To conduct Awareness Programmes	Special lectures Successfully conducted.
To practice No-Vehicle Day	Successfully conducted
To conduct Parent- Teacher Meet	Successfully conducted
To create Yoga Awareness among the students for Physical & Psychological well being.	Successfully performed
To conduct Out reach programmes	Successfully Done
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	09/01/2023

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

Year	Date of Submission
2021-2022	05/01/2023

**15. Multidisciplinary / interdisciplinary****16. Academic bank of credits (ABC):**

Academic bank of credits is maintained

**17. Skill development:**

For the development of Skills such as entrepreneurship development ,communication and soft skill, dancing skill, handicraft, computing skill etc. MOUs with different organizations have been undertaken along with conducting certificate courses for the development of such skills.

**18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):****20. Distance education/online education:**

## Extended Profile

**1. Programme**

1.1 11

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

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**2.1 **2381**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **427**Number of seats earmarked for reserved category as per GOI/ State  
Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **520**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 **15**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **01**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1	<b>11</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	<b>2381</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>427</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>520</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	<b>15</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	01
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	235.6252
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	57
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

i)The institution follows the curriculum designed by the affiliating university, i.e. Vidyasagar University.

ii)Prior to the beginning of a new session, the Routine Sub-committee, prepares a master-routine.The routine is immediately approved in the Teachers' Council meeting for effective implementation.The general framework of academic activities (Institutional Academic Calendar) in the new session is also charted out by the Teachers' Council in parity with the University academic calendar.

iii)The Heads of Departments monitor the progress of the syllabus as per their respective lesson plansregularly and the same are reported in the meetings of the Teachers' Council.

iv)Before theInternal Assessmentsthe Teachers' Council reviews the completion of the portion of the syllabus.



v) Slow-Learners are identified by the departmental and necessary steps are taken for their development.

vi) Departments conduct project work and class presentation by the students.

vii) After the publication of University results, meetings are called by the Teachers' Council to discuss the performance of students and necessary guidelines are framed for ensuring the betterment of students' progress in the ensuing academic session.

viii) The Teachers' Council gives valuable suggestions to the Principal and the Governing Body of the college for effective implementation of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://kdcollege.ac.in/document/sub_page/2_0230113_154922.PDF">http://kdcollege.ac.in/document/sub_page/2_0230113_154922.PDF</a>

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

i) Following the academic calendar, 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.

ii) Each department prepares unitized/modular teaching plan and follows the same throughout the year.

iii) Before the commencement of the Internal Assessments, the departments review the completion of the portion of the syllabus and take necessary steps and the same are reported in the meetings of the Teachers' Council for necessary strategic advices and help.

iv) 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.

v) Weaker students are taken extra care with special classes and

**Internal Assessments.**

vi) The college tries its best to follow the academic calendar through out the session.

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

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.2 - Academic Flexibility**

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

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

07

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

26

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1943

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

1943

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 institution aims at all-round development of man and society. It is well aware of the inter-link among all things on and

above earth and acts accordingly within its limits. The following efforts are made by the institution to integrate the cross cutting issues such as Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum. The Women's Study Centre and the Disciplinary Sub-committee of the college are very sensitive to issues related to girl students and female staff members. The Women Study Cell creates awareness among girl students on various familial, social, economical and political issues and empowers them with right thoughts and the habit of thinking rationally. The compulsory Environmental Studies subject is taught to the 2nd Semester undergraduate students, The college has constituted the Grievance Redressal Cell and the Anti-Ragging Cell to cater to the issues regarding Human Rights violations. The IQAC Cell, the NSS units and the Career and Counselling Cell of the college also arrange lectures for the students on issues related to Gender, Climate Change, Environmental Education, Human Rights, tree plantation, etc. ICT has become a part and parcel of today's educational system.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

07

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

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

1063

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

**D. Any 1 of the above**

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://kdcollege.ac.in/document/sub_page/2_0230315_151125.pdf">http://kdcollege.ac.in/document/sub_page/2_0230315_151125.pdf</a>

**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**

**894**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**279**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Departments draw up the schedule for organizing extraclasses for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings .Teachers are able to give attention and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners participation may inhibit the others from voicing their problems. The departments use monitoring and mentoring to keep track of slow learners progress with periodic evaluation till success is ensured.Such students are provided with study metarials and notes according to their need.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2381	31

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

The College conducts various student centric activities throughout the year. The learning becomes more experimental, participatory

and socialistic by organizing various activities like field visit, industrial visit and publication of wall magazines .Students are also compulsarily asked to prepare Project Work on some of the papers..Class rooms seminars are organized. Some times students in a class are divided into two groups to debate over a Topic discuss by the teachers. Some times students are asked to frame questions for themselves and write the answers for themselves. All the Honours departments go for power point presentation by students as a part of internal evaluation.The college arganises co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all- round personality developments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Teachers use Information and Communication Technology (ICT) in education to support, enhance and optimize the delivery of education. Teachers are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped with on line search engines and websites to prepare effective presentations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://kdcollege.ac.in/document/sub_page/20220316_165706.pdf">http://kdcollege.ac.in/document/sub_page/20220316_165706.pdf</a> 2.3.3

**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**

30



File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 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

280

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college conducts two Internal Assessments in the major papers and one for Elective papers as per the direction of the university in each semester. Besides, faculty members take Assessments after the completion of each chapter assigned to them. The scripts of the Assessments are shown to the students after Evaluation to acquaint them with their mistakes. Students are also asked to prepare power point presentation and projects in some of the papers on various topics as a mode of Internal Assessment. Any doubt or query in this regard is clarified to them when scripts are shown and at the time of power point presentation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Any doubt, grievance or query with regard to Internal Assessment is clarified to the students when scripts are shown and at the time of power point presentation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

The course outcome is evaluated by the departments after the completion of each semester taking into consideration the result of the students. The programme outcome and its viability is evaluated after the completion of the programmes as per the students' progression and employment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The course outcome is evaluated by the respective departments and the programme outcome is also evaluated by the institution as a whole by the teachers council.

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

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

520

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[http://kdcollege.ac.in/document/sub\\_page/20230225\\_174941.pdf](http://kdcollege.ac.in/document/sub_page/20230225_174941.pdf)

## 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)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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**

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

12

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

As it was COVID-19 Period, the COVID Warrior group helped Covid patients in the neighbourhood in many ways. Simultaneously, Webinars are also organized to sensitize the students as well as the staff members on psychological as well as health issues. After reopening of the college various awareness programmes were organized to sensitize the students for their holistic growth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

680

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

7

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

With the increase in the in-take capacity in compliance with the directives of the affiliating university, some class rooms have been newly constructed. A part from that some laboratories have also been established and the same also requires expansion to cater to the present needs. In utilization of the fund made available to the college under RUSA-2.0, a new class room block consisting of 4 large class rooms have been constructed recently. A hall has also been newly added for the accomodation of lage classes. The work of renovating the Computer laboratory is going on.



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

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

4.1.2- Though the college does not have a play ground of its own, for organising the inter- class outdoor games like cricket and football etc, we approach the neighbouring College to spare their ground for this purpose. For organising the Annual Athletic Meet, the District Sports Association, in acceptance of our request spares the Stadium in our favour. The College is having separate common rooms for boys and girls and the same are used while organizing indoor games competition. The College is having its Gymnasium and Yoga Centre and students are allowed access accordingly. However, the college authorities, in compliance of the recommendations of the NAAC Peer Team visiting the College in December, 2016, approached the State Government for allotment of suitable plots of land in the nearby area for play ground and satellite campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

9

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

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

.59817

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

- The Central Library is partially automated with the latest version of KOHA Integrated Library Management Software (ILMS) since 2015. All activities like book accumulation, spine label and barcoding of books, circulation of books, library user card generation, online access of catalogue (OPAC) etc. have been done through this software.
- The library users can check the availability of book in the library via OPAC.
- Barcode based circulation system is in practice in the library.

- The Library provides specialized services to the users like N-LIST user ID, e-document delivery service via e-mail.

- Keeping in the view of present social networking practice the library also created one library website

(URL:<https://librarykdcollege.org/> ) for dissemination of library information.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

0.169

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

40

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

### 4.3 - IT Infrastructure

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

The Administrative office, Central Library and each individual academic department have been provided with Desk-Top Computer, Printer and internet connectivity Wi- Fi facilities since 2016. Uninterrupted internet facilities are ensured for all the users by entering into an AMC with an outside agency which undertakes the responsibility of maintenance accordingly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

### 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)

1.75942

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

There are different sub-committees comprising of some selected stakeholders from different wings of the campus users. These committees take various types of decisions after review and analysis of different problems encountered. The committees also take decisions on introduction of various changes on support facilities as and when required . These policies are framed in consultation with different stakeholders and the same are uploaded on the college website with the help of a technical expert under the supervision of the chairman of the aforesaid committees.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

673

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**B. 3 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

25

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

25

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

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

**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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

55

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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 )

As per Vidyasagar University rules, a student council (Union) is elected by the students every year. Class representatives are elected by the students through a voting system (secret ballot) and these representatives constitute the general student council. These representatives then elect the four office bearer positions among themselves.

The student council (union) takes active participation in various administrative, sports & games, cultural, literary and other activities of the college. But presently no such Union exists in

the college.

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

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

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

314

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 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

The college is presently having a registered Alumni Association. It is named, 'K.D. COLLEGE PRAKTANEE ASSOCIATION' and is registered under the West Bengal Societies Registration Act, 1961 on 22nd December, 2021.

File Description	Documents
Paste link for additional information	<a href="http://kdcollege.ac.in/document/sub_page/20220614_171422.pdf">http://kdcollege.ac.in/document/sub_page/20220614_171422.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The vision of the institution is to imbibe in the students the spirit of philanthropy, cultural values and develop human resources in order to serve mankind in general and the weaker sections in particular to foster global peace and harmony. Providing quality education with affordable cost, scanning the external environment through strategic planning, building faculty power in tune with the modern trends in teaching, interacting creatively with the Government and the civil society, making aware of the community problems and establishing harmonious relationship with the society is the prime focus. 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The college goes by the Principle of decentralization of governance as well as participation of the stake holders for the smooth functioning as well as the future vision of the college. There are a number of committees and sub-committees to look after

the different activities of the college which is monitored by the Principal. The convenors of different committees and subcommittees call meetings of their respective committees for evaluation and analysis of their assignments. The Alumni Association is also kept in constant touch to discuss about various issues. A Bursar is also engaged from among the faculty members for the internal financial Audit of the college.

File Description	Documents
Paste link for additional information	<a href="http://kdcollege.ac.in/document/sub_page/20230210_161911.pdf">http://kdcollege.ac.in/document/sub_page/20230210_161911.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- 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 contest. Seminars arranged in the class rooms and through online mode.

- Internal examination with short questions and multiple choice

questions and long questions. Students are made aware of their mistakes after evaluation. Suggestion offered for betterment.

- Departmental initiative for research projects. Post

DOC research inspired by College Authority and IQAC. IQAC motivating teachers for undertaking research projects as well as to publish papers in journals.

- Library fully computerised .

There are good no. of Text Books and Reference books. There are some E-resources through N-List and NDLI.

- Human Resource Management

Teaching and Non-Teaching Staff, Students,, Alumni are engaged in various development activities as per their competency in the respective fields.

- 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.

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

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

The policies, administrative setup, appointment and service rules, procedures, etc. are provided by the Government . However there are two statutory bodies ,viz.Governing Body and Teacher's Council for monitoring the administrative and academic affairs of the College.

File Description	Documents
Paste link for additional information	<a href="http://kdcollege.ac.in/document/sub_page/20230210_165242.PDF">http://kdcollege.ac.in/document/sub_page/20230210_165242.PDF</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in A. All of the above

**areas of operation Administration Finance  
and Accounts Student Admission and  
Support Examination**

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

### 6.3 - Faculty Empowerment Strategies

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

The College has an Employees' credit co-operative society to assist both teaching and non teaching permanent faculty members with financial help in the form of loan as and when needed by them. During COVID period the COVID warrior group also worked effectively helping the staff members of the college. Staff members are provided with free Health Check Ups at the time of Health Check up camps. Every year before Durga Puja employees are provided with festival advance whoever opts for it with 0% interest rate of reimbursement. Casual Staffs are gifted with some amount of Puja bonus.

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

02

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

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

**Performance Appraisal System is introduced.**

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

## 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

**Internal Financial Audit is conducted by the Bursar of the college. The external Audit is conducted by the Govt. appointed authority and any audit objection thus raised by the auditor is complied with**

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

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

#### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers



**during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution places its requirements before the State Government and the UGC in the form proposal for the development of the Institution. Any such fund received there after is used as per the rules and regulations of the funding agency.

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

**6.5 - Internal Quality Assurance System**

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

The IQAC of the college contributes significantly to assure the quality of the institution by incorporating various measures, like preparing an Annual plan in the beginning of the academic session and in a periodic manner evaluates the progress to achieve the desired end. The various issues relating to the different stake holders of the institution is taken care of in consultation with the Principal. Out side members of the IQAC from the Industry and Academic field are consulted regularly for suggestion and advice with regard to placement in different jobs and academic excellence.

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

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC. Regular meetings with the HODs of different departments in the presence of the Principal is conducted to take note of the teaching learning progress, effectiveness as well as upgradation. IQAC gives emphasis on using ICT, to conduct project work, identify slow learners, use of E-resources in the library for betterment.

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

1. Awareness programmes for creating awareness among the students about different safety as well as self defense mechanisms to ensure their individual safety both inside and outside the campus have been conducted.
2. Awareness programmes about gender equity have been organized.
3. Counseling sessions have been organized to develop sound physical as well as mental health of the students.
4. Improved the overall facilities of the girls' common room with special emphasis on hygienic aspect of the washrooms and toilets.
5. Number of cameras for a broader coverage of CCTV surveillance inside the campus have been increased to prevent the occurrence of untoward incidents with girls students.
6. Psychological counselling of a number of girls students has been done at the time of need.
7. ICC members enquire and counsel the students addressing their problems time to time
8. Separate Indoor Game is arrange for girls students.
9. Health Check up of girl students at regular intervals.

**10. Sanitary Napkin Vending Machine has been installed.**

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The use of polythene packets is discouraged to avoid the problem of dealing with the non-degradable wastes. For managing the degradable wastes litterbins and vats are placed at different locations inside the campus for disposing off the wastes and ultimately the same are taken away by the local Municipal Authority for final disposal at their end. Drainage system inside the campus has been renovated and properly connected to the Municipal drains to ensure the free flow -out of the liquid waste. For the disposal of E-waste, the college is having an arrangement with HULLADEK, a Govt. approved agency engaged in recycling the E-wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** 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	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit** D. Any 1 of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The College takes special initiatives for the advancement of the students in different spheres beyond the stipulated course of**

studies. Every year, Cultural competition is organised, wall magazines are published by different academic departments and the students get an opportunity to prove their potentialities in the cultural and linguistic field. The College is having affiliation of four N.S.S.units having an enrolment of 100 student volunteer each and the student volunteers are always encouraged and inspired towards rendering commendable services under the guidance of the Programme Officers. Students are also encouraged to participate in the Inter-College cultural competition organised by the affiliating university and also in Youth Parliament competition at the District level organised by the State Government. The College organizes various awareness programmes on communal harmony, socioeconomic issues, gender sensitization and ethical values.

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

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

In the present socio-economic scenario, it is a challenge to each and every educational institution not only to educate the students literally but also to make them a responsible future citizen of the country by enriching the students with a sense of high level of ethics and dignity. It is the mission of the college to nurture the students by developing a perfect balance of traditional values and dynamic ideas in every walk of their lives so that they can contribute effectively towards building a strong nation. Parent-Teacher Meets are also organised and parents are urged to take proper care of their wards towards their moral and ethical development by inculcating good habits in their wards to fight against corruption and social decay. The Principal also sometimes calls for meetings to make the staff members aware of their duties and responsibilities whenever he marks any form of delinquency as his motto is that students should learn from staff members.

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

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

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Aranya Saptaha is observed in the adopted slums by undertaking the programme of planting saplings procured from the forest Department. Local people are convinced about the necessity and importance of plantation in the perspective of present ecological problem and they are entrusted with the charge of looking after the plants. Red letter days, like Independence Day and Republic Day are observed by hoisting of the National Flag in the College campus followed by the speeches of the Principal and some of the staff members. On the occasion of Swachh Bharat Avian, Students undertook a massive cleaning programme on 31st October, 2021. World



AIDS Day was observed by organizing a colourful Road Rally involving the N.S.S volunteers and general students of the college. The CMOH was invited as the Key-note speaker of a seminar on AIDS for creating awareness. World Environment day was observed on 5th June, 2022 and the campus users abstained from using pollution emitting fuel driven vehicles on that day. Yoga Day was also celebrated inviting a Yoga expert from outside.

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

## 7.2 - Best Practices

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

**A. Title of the practice : "Spraying of ecofriendly biopesticides to control the vectors of Malaria , Dengue, and Chikunguniadiseases. 1. The Context: The pathogens of these diseases are carried by mosquito as vector through human blood. 2. Objectives: To stop transmission of pathogens and to stop the Life cycle of Mosquito sprayed Swietenia macrophylla leaves extracts 3. The Practice :The aqueous extract sprayed on water bodies to kill the Mosquito eggs . 4. Obstacles:Biopesticides are less toxic,lack of awareness. 5. Impact: of the practice: Kills the larvae of Mosquito in the water bodies. 6. Resources required : Leaves extract, Sprayer, Mixer**

**B. Title of the practice :No Vehicle Day**

**1. The Context:Acute Environmental Crisis. 2. Objectives: To create Environmental awareness. 3. The Practice : Twice a year practised . Neither teachers nor students are allowed to entire to the campus with emission vehicles. 4. Obstacles: .To persuade the students to come to the college with Bi-cycles. 5. Impact: Some awareness is created among the students. 6. Resources required : Nil**

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 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

As the college building was blessed with the lotus feet of Kavi Guru Rabindranath Tagore who had passed two nights in its premises on 15th and 16th December 1939 during his visit to Midnapore, the vision of the college is firmly rooted in the philanthropic ideology of the great soul. As the bard had always aspired for compassion, tolerance and universal harmony, the college has always been striving to follow the paved path of the great poet. Our primary vision, along with imparting academic knowledge, is to inculcate among the students the ideology thus upheld by the bard. To inspire the students in accordance with the humanistic and compassionate ideology, the college organizes many activities to imprint in the hearts of the students basic human values—the motto of secularism, compassion and tolerance.

## 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

i)The institution follows the curriculum designed by the affiliating university, i.e. Vidyasagar University.

ii)Prior to the beginning of a new session, the Routine Sub-committee, prepares a master-routine.The routine is immediately approved in the Teachers' Council meeting for effective implementation.The general framework of academic activities (Institutional Academic Calendar) in the new session is also charted out by the Teachers' Council in parity with the University academic calendar.

iii)The Heads of Departments monitor the progress of the syllabus as per their respective lesson plansregularly and the same are reported in the meetings of the Teachers' Council.

iv)Before theInternal Assessmentsthe Teachers' Council reviews the completion of the portion of the syllabus.

v) Slow-Learners are identified by the departmental and necessary steps are taken for their development.

vi)Departments conduct project work and class presentation by the students.

vii)After the publication of University results, meetings are called by the Teachers' Council to discuss the performance of students and necessary guidelines are framed for ensuring the betterment of students' progress in the ensuing academic session.

viii)The Teachers' Council gives valuable suggestions to the Principal and the Governing Body of the college for effective implementation of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://kdcollege.ac.in/document/sub_page/20230113_154922.PDF">http://kdcollege.ac.in/document/sub_page/20230113_154922.PDF</a>

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

i) Following the academic calendar, 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.

ii) Each department prepares unitized/modular teaching plan and follows the same throughout the year.

iii) Before the commencement of the Internal Assessments, the departments review the completion of the portion of the syllabus and take necessary steps and the same are reported in the meetings of the Teachers' Council for necessary strategic advices and help.

iv) 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.

v) Weaker students are taken extra care with special classes and Internal Assessments.

vi) The college tries its best to follow the academic calendar through out the session.

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

**1.1.3 - Teachers of the Institution participate in following activities related to**

**B. Any 3 of the above**

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

07

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

26

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1943

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

1943

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 institution aims at all-round development of man and society. It is well aware of the inter-link among all things on and above earth and acts accordingly within its limits. The following efforts are made by the institution to integrate the cross cutting issues such as Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum. The Women's Study Centre and the Disciplinary Sub-committee of the college are very sensitive to issues related to girl students and female staff members. The Women Study Cell creates awareness among girl students on various familial, social, economical and political issues and empowers them with right thoughts and the habit of thinking rationally. The compulsory Environmental Studies subject is taught to the 2nd Semester undergraduate students, The college has constituted the Grievance Redressal Cell and the Anti-Ragging Cell to cater to the issues regarding Human Rights violations. The IQAC Cell,

the NSS units and the Career and Counselling Cell of the college also arrange lectures for the students on issues related to Gender, Climate Change, Environmental Education, Human Rights, tree plantation, etc. ICT has become a part and parcel of today's educational system.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

07

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

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

1063

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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**

D. Any 1 of the above

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://kdcollege.ac.in/document/sub_page/20230315_151125.pdf">http://kdcollege.ac.in/document/sub_page/20230315_151125.pdf</a>

#### 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**

894

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

279

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

Departments draw up the schedule for organizing extraclasses for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings .Teachers are able to give attention and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners participation may inhibit the others from voicing their problems. The departments use monitoring and mentoring to keep track of slow learners progress with periodic evaluation till success is ensured.Such students are provided with study metarials and notes according to their need.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2381	31

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

The College conducts various student centric activities throughout the year. The learning becomes more experimental, participatory and socialistic by organizing various activities like field visit, industrial visit and publication of wall magazines .Students are also compulsarily asked to prpare Project Work on some of the papers..Class rooms seminars are organized. Some times students in a class are divided into two groups to debate over a Topic discuss by the teachers. Some times students are asked to frame questions for themselves and write the answers for themselves. All the Honours departments go for power point presentation by students as a part of internal evaluation.The college arganises co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all- round personality developments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Teachers use Information and Communication Technology (ICT) in education to support, enhance and optimize the delivery of education. Teachers are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped with on line search engines and websites to prepare effective presentations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://kdcollege.ac.in/document/sub_page/2_0220316_165706.pdf">http://kdcollege.ac.in/document/sub_page/2_0220316_165706.pdf</a> 2.3.3

### 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

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**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**

280

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The college conducts two Internal Assessments in the major papers and one for Elective papers as per the direction of the university in each semester. Besides, faculty members take Assessments after the completion of each chapter assigned to them. The scripts of the Assessments are shown to the students after Evaluation to acquaint them with their mistakes. Students are also asked to prepare power point presentation and projects in some of the papers on various topics as a mode of Internal Assessment. Any doubt or query in this regard is clarified to them when scripts are shown and at the time of power point

**presentation.**

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Any doubt, grievance or query with regard to Internal Assessment is clarified to the students when scripts are shown and at the time of power point presentation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

The course outcome is evaluated by the departments after the completion of each semester taking into consideration the result of the students. The programme outcome and its viability is evaluated after the completion of the programmes as per the students' progression and employment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The course outcome is evaluated by the respective departments and the programme outcome is also evaluated by the institution as a whole by the teachers council.

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

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

520

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

[http://kdcollege.ac.in/document/sub\\_page/20230225\\_174941.pdf](http://kdcollege.ac.in/document/sub_page/20230225_174941.pdf)

### 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)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

12

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

As it was COVID-19 Period, the COVID Warrior group helped Covid patients in the neighbourhood in many ways. Simultaneously, Webinars are also organized to sensitize the students as well as the staff members on psychological as well as health issues. After reopening of the college various awareness programmes were organized to sensitize the students for their holistic growth.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

680

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

7

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

With the increase in the in-take capacity in compliance with the directives of the affiliating university, some class rooms have been newly constructed. A part from that some laboratories have also been established and the same also requires expansion to cater to the present needs. In utilization of the fund made available to the college under RUSA-2.0, a new class room block consisting of 4 large class rooms have been constructed recently. A hall has also been newly added for the accomodation of lage classes. The work of renovating the Computer laboratory is going on.

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

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

4.1.2- Though the college does not have a play ground of its own, for organising the inter- class outdoor games like cricket and football etc, we approach the neighbouring College to spare their ground for this purpose. For organising the Annual Athletic Meet, the District Sports Association, in acceptance of our request spares the Stadium in our favour. The College is having separate common rooms for boys and girls and the same are used while organizing indoor games competition. The College

is having its Gymnasium and Yoga Centre and students are allowed access accordingly. However, the college authorities, in compliance of the recommendations of the NAAC Peer Team visiting the College in December, 2016, approached the State Government for allotment of suitable plots of land in the nearby area for play ground and satellite campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

9

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

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

.59817

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

- The Central Library is partially automated with the latest version of KOHA Integrated Library Management Software (ILMS) since 2015. All activities like book accumulation, spine label and barcoding of books, circulation of books, library user card generation, online access of catalogue (OPAC) etc. have been done through this software.
- The library users can check the availability of book in the library via OPAC.
- Barcode based circulation system is in practice in the library.

- The Library provides specialized services to the users like N-LIST user ID, e-document delivery service via e-mail.

- Keeping in the view of present social networking practice the library also created one library website (URL: <https://librarykdcollege.org/> ) for dissemination of library information.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

0.169

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

40

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

#### 4.3 - IT Infrastructure

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

The Administrative office, Central Library and each individual academic department have been provided with Desk-Top Computer, Printer and internet connectivity Wi- Fi facilities since 2016. Uninterrupted internet facilities are ensured for all the users by entering into an AMC with an outside agency which undertakes

the responsibility of maintenance accordingly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

1.75942

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

There are different sub-committees comprising of some selected stakeholders from different wings of the campus users. These committees take various types of decisions after review and analysis of different problems encountered. The committees also take decisions on introduction of various changes on support facilities as and when required . These policies are framed in consultation with different stakeholders and the same are uploaded on the college website with the help of a technical expert under the supervision of the chairman of the aforesaid committees.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

673



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

25

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

25

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

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

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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

<b>41</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>55</b>	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
<b>00</b>	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
<b>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.</b>	

00	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>
<p>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 )</p> <p>As per Vidyasagar University rules, a student council (Union) is elected by the students every year. Class representatives are elected by the students through a voting system (secret ballot) and these representatives constitute the general student council. These representatives then elect the four office bearer positions among themselves.</p> <p>The student council (union) takes active participation in various administrative, sports &amp; games, cultural, literary and other activities of the college. But presently no such Union exists in the college.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
<p><b>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)</b></p> <p><b>5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year</b></p>	
314	

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 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

The college is presently having a registered Alumni Association. It is named, 'K.D. COLLEGE PRAKTANEE ASSOCIATION' and is registered under the West Bengal Societies Registration Act, 1961 on 22nd December, 2021.

File Description	Documents
Paste link for additional information	<a href="http://kdcollege.ac.in/document/sub_page/2_0220614_171422.pdf">http://kdcollege.ac.in/document/sub_page/2_0220614_171422.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

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

The vision of the institution is to imbibe in the students the spirit of philanthropy, cultural values and develop human

resources in order to serve mankind in general and the weaker sections in particular to foster global peace and harmony. Providing quality education with affordable cost, scanning the external environment through strategic planning, building faculty power in tune with the modern trends in teaching, interacting creatively with the Government and the civil society, making aware of the community problems and establishing harmonious relationship with the society is the prime focus. 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The college goes by the Principle of decentralization of governance as well as participation of the stake holders for the smooth functioning as well as the future vision of the college. There are a number of committies and sub-committes to look after the different activities of the college which is monitored by the Principal. The covenors of different committies and subcommittes call meettings of their respective committies for evaluation and analiysis of their assignments. The Alumni Association is also kept in constant touch to discuss about various issues. A Bursar is also enagaged from among the faculty members for the internal financial Audit of the college.

File Description	Documents
Paste link for additional information	<a href="http://kdcollege.ac.in/document/sub_page/20230210_161911.pdf">http://kdcollege.ac.in/document/sub_page/20230210_161911.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- 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 contest. Seminars arranged in the class rooms and through online mode.

- Internal examination with short questions and multiple choice

questions and long questions. Students are made aware of their mistakes after evaluation. Suggestion offered for betterment.

- Departmental initiative for research projects. Post

DOC research inspired by College Authority and IQAC. IQAC motivating teachers for undertaking research projects as well as to publish papers in journals.

- Library fully computerised .

There are good no. of Text Books and Reference books. There are some E-resources through N-List and NDLI.

- Human Resource Management

Teaching and Non-Teaching Staff, Students,, Alumni are engaged in various development activities as per their competency in the respective fields.

- 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.

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

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

The policies, administrative setup, appointment and service rules, procedures, etc. are provided by the Government . However there are two statutory bodies ,viz.Governning Body and Teacher's Council for monitoring the administrative and academic affairs of the College.

File Description	Documents
Paste link for additional information	<a href="http://kdcollege.ac.in/document/sub_page/20230210_165242.PDF">http://kdcollege.ac.in/document/sub_page/20230210_165242.PDF</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above



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

### 6.3 - Faculty Empowerment Strategies

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

The College has an Employees' credit co-operative society to assist both teaching and non teaching permanent faculty members with financial help in the form of loan as and when needed by them. During COVID period the COVID warrior group also worked effectively helping the staff members of the college. Staff members are provided with free Health Check Ups at the time of Health Check up camps. Every year before Durga Puja employees are provided with festival advance whoever opts for it with 0% interest rate of reimbursement. Casual Staffs are gifted with some amount of Puja bonus.

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

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

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

11

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

02

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

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

**Performance Appraisal System is introduced.**

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

#### 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

**Internal Financial Audit is conducted by the Bursar of the college. The external Audit is conducted by the Govt. appointed authority and any audit objection thus raised by the auditor is complied with**

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

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

**during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution places its requirements before the State Government and the UGC in the form proposal for the development of the Institution. Any such fund received there after is used as per the rules and regulations of the funding agency.

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

**6.5 - Internal Quality Assurance System**

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

The IQAC of the college contributes significantly to assure the quality of the institution by incorporating various measures, like preparing an Annual plan in the beginning of the academic session and in a periodic manner evaluates the progress to achieve the desired end. The various issues relating to the different stake holders of the institution is taken care of in consultation with the Principal. Out side members of the IQAC from the Industry and Academic field are consulted regularly for suggestion and advice with regard to placement in different jobs and academic excellence.

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

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC. Regular meetings with the HODs of different departments in the presence of the Principal is conducted to take note of the teaching learning progress, effectiveness as well as upgradation. IQAC gives emphasis on using ICT, to conduct project work, identify slow learners, use of E-resources in the library for betterment.

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

1. Awareness programmes for creating awareness among the students about different safety as well as self defense mechanisms to

ensure their individual safety both inside and outside the campus have been conducted.

2. Awareness programmes about gender equity have been organized.

3. Counseling sessions have been organized to develop sound physical as well as mental health of the students.

4. Improved the overall facilities of the girls' common room with special emphasis on hygienic aspect of the washrooms and toilets.

5. Number of cameras for a broader coverage of CCTV surveillance inside the campus have been increased to prevent the occurrence of untoward incidents with girls students.

6. Psychological counselling of a number of girls students has been done at the time of need.

7. ICC members enquire and counsel the students addressing their problems time to time

8. Separate Indoor Game is arrange for girlsudents.

9. Health Checke up of girl students at regular intervals.

10. Sanitary Napkin Vending Machine has been installed.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The use of polythene packets is discouraged to avoid the problem of dealing with the non-degradable wastes. For managing the degradable wastes litterbins and vats are placed at different locations inside the campus for disposing off the wastes and ultimately the same are taken away by the local Municipal Authority for final disposal at their end. Drainage system inside the campus has been renovated and properly connected to the Municipal drains to ensure the free flow -out of the liquid waste. For the disposal of E-waste, the college is having an arrangement with HULLADEK, a Govt. approved agency engaged in recycling the E-wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and**

D. Any 1 of the above



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

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College takes special initiatives for the advancement of the students in different spheres beyond the stipulated course of studies. Every year, Cultural competition is organised, wall magazines are published by different academic departments and the students get an opportunity to prove their potentialities in the cultural and linguistic field. The College is having affiliation of four N.S.S.units having an enrolment of 100 student volunteer each and the student volunteers are always encouraged and inspired towards rendering commendable services under the guidance of the Programme Officers. Students are also encouraged to participate in the Inter-College cultural competition organised by the affiliating university and also in Youth Parliament competition at the District level organised by the State Government. The College organizes various awareness programmes on communalharmony,socioeconomicissues,gender sensitization and ethical values.

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

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

In the present socio-economic scenario, it is a challenge to each and every educational institution not only to educate the students literally but also to make them a responsible future citizen of the country by enriching the students with a sense of high level of ethics and dignity. It is the mission of the college to nurture the students by developing a perfect balance of traditional values and dynamic ideas in every walk of their lives so that they can contribute effectively towards building a strong nation. Parent-Teacher Meets are also organised and parents are urged to take proper care of their wards towards their moral and ethical development by inculcating good habits in their wards to fight against corruption and social decay.

The Principal also sometimes calls for meetings to make the staff members aware of their duties and responsibilities whenever he marks any form of delinquency as his motto is that students should learn from staff members.

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

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Aranya Saptaha is observed in the adopted slums by undertaking the programme of planting saplings procured from the forest Department. Local people are convinced about the necessity and importance of plantation in the perspective of present ecological problem and they are entrusted with the charge of

looking after the plants. Red letter days, like Independence Day and Republic Day are observed by hoisting of the National Flag in the College campus followed by the speeches of the Principal and some of the staff members. On the occasion of Swachh Bharat Aviyan, Students undertook a massive cleaning programme on 31st October, 2021. World AIDS Day was observed by organizing a colourful Road Rally involving the N.S.S volunteers and general students of the college. The CMOH was invited as the Key-note speaker of a seminar on AIDS for creating awareness. World Environment day was observed on 5th June, 2022 and the campus users abstained from using pollution emitting fuel driven vehicles on that day. Yoga Day was also celebrated inviting a Yoga expert from outside.

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

## 7.2 - Best Practices

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

A. Title of the practice : "Spraying of ecofriendly biopesticides to control the vectors of Malaria , Dengue, and Chikunguniadiseases. 1. The Context: The pathogens of these diseases are carried by mosquito as vector through human blood. 2. Objectives: To stop transmission of pathogens and to stop the Life cycle of Mosquito sprayed Swietenia macrophylla leaves extracts 3. The Practice :The aqueous extract sprayed on water bodies to kill the Mosquito eggs . 4. Obstacles:Biopesticides are less toxic,lack of awareness. 5. Impact: of the practice: Kills the larvae of Mosquito in the water bodies. 6. Resources required : Leaves extract, Sprayer, Mixer

B. Title of the practice :No Vehicle Day

1. The Context:Acute Environmental Crisis. 2. Objectives: To create Environmental awareness. 3. The Practice : Twice a year practised . Neither teachers nor students are allowed to entire

to the campus with emission vehicles. 4. Obstacles:..To persuade the students to come to the college with Bi-cycles. 5. Impact: Some awareness is created among the students. 6. Resources required : Nil

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 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

As the college building was blessed with the lotus feet of Kavi Guru Rabindranath Tagore who had passed two nights in its premises on 15th and 16th December 1939 during his visit to Midnapore, the vision of the college is firmly rooted in the philanthropic ideology of the great soul. As the bard had always aspired for compassion ,tolerance and universal harmony, the college has always been striving to follow the paved path of the great poet. Our primary vision ,along with imparting academic knowledge, is to inculcate among the students the idiology thus upheld by the bard.To inspire the students in accordance with the humanistic and compassionate idiology, the college organizes many activities to imprint in the hearts of the students basic human values-the motto of secularism, compassion and tolerance.

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

7.3.2 - Plan of action for the next academic year

1. To take initiatives for filling up the vacant posts.
2. To take measures so that land for the second campus be provided by the Govt. as early as possible.
3. To move for opening of new Programmes.
4. To take measures for infrastructure development.

5. To achieve academic excellence.
6. To increase e-learning resources.
7. To motivate students to participate in extra-curricular and co-curricular activities.
8. To motivate Teachers to pursue research work in their field of interest.
9. To increase the number of smart classrooms.
10. To conduct awareness programs on various issues.
11. To introduce uniform for students to break socio-economic disparity .
12. To give stress on formative assessment of students.
13. Collaborative initiatives with academic institutions and industries for learning skill and placement.
14. To promote DEI (Diversity, Equity and Inclusiveness) among the stakeholders.