



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	K.D. COLLEGE OF COMMERCE AND GENERAL STUDIES
• Name of the Head of the institution	DR.DULAL CHANDRA DAS
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03222275836
• Mobile No:	9775100112
• Registered e-mail	kdccmid_westbengal@rediffmail.com
• Alternate e-mail	kdcciqac@rediffmail.com
• Address	KSHUDIRAM NAGAR
• City/Town	Midnapore
• State/UT	West Bengal
• Pin Code	721101
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• 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				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://kdcollege.ac.in/document/sub_page/20210531_220859.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://kdcollege.ac.in/document/sub_page/20220228_143835.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.51	2017	23/01/2017	22/01/2022
6.Date of Establishment of IQAC			18/02/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<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. Sanitization of the campus regularly done during COVID, and proposed for waiving 50% tuition fees of the students during COVID.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Filling up of vacant Posts	Permanent posts in the Dept. of Bengali, History & Geography, one each, were filled up.
Infrastructural growth	Construction of classroom& wash room on the verge of completion.
Incremental & CAS benefits for staff members	Necessary papers submitted with the competent authority and successfully completed.
Special Lecture on various topics	Successfully Conducted
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 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 pursue the matter of land acquisition for 2nd campus	Successfully allotted by the State Govt.
To conduct Parent- Teacher Meet	Successfully conducted
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	03/12/2021

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	29/01/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
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 10

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

File Description	Documents
Data Template	View File

2. Student

2.1 2235

Number of students during the year

File Description	Documents
Data Template	View File

2.2

212

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

File Description	Documents
Data Template	View File

2.3

462

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

32

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

04

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	10
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2235
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	212
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	462
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	32
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	04
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	114.3682443
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Teachers' Council of the college performs the activities of the Academic Sub-committee and plays a very vibrant role for effective implementation of the curriculum. The institution follows the curriculum designed by the affiliating university, i.e. Vidyasagar University. Prior to the beginning of a new session, the Routine Sub-committee, with the participation of the Heads of Departments, prepares a master-routine for all departments / programmes / courses. The routine is immediately approved in the Teachers' Council meeting for effectively carrying out in the coming year. The general framework of academic activities in the new session is also charted out by the Teachers' Council. The Heads of Department monitor the progress regularly and the same are reported in the meetings of the Teachers' Council for necessary strategic advices and help. Before the commencement of the University scheduled Internal Assessments in Honours and General papers, the Teachers' Council reviews the completion of the portion of the syllabus and takes necessary steps. . After the

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

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

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

The institution follows the academic calendar prepared by the affiliating university, i.e. Vidyasagar University with a few changes as and when required. The Heads of Departments in consultation with other teachers of the respective departments finalize the assignments of different teachers, lecture hours, topics to be taught, Internal Assessment schedule and other activities. Each department prepares unitized/modular teaching plan and follows the same throughout the year. Before the commencement of the University scheduled Internal Assessments in Honours and General papers, the departments review the completion of the portion of the syllabus and takes necessary steps and the same are reported in the meetings of the Teachers' Council for necessary strategic advices and help. 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.

File Description	Documents
Upload relevant supporting documents	View File
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

B. Any 3 of the above

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	View File
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
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)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
00	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

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

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

The 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	View File

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	View File
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)	View File

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

793

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://kdcollege.ac.in/document/sub_page/20220315_170336.pdf
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	
841	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	

2.1.2.1 - Number of actual students admitted from the reserved categories during the year**304**

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

2.2 - Catering to Student Diversity

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

Departments draw up the schedule for organizing remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings and register on their own without compulsion. 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. Along with teachers some advanced learners are encouraged to identify weak students and help them with explanation and notes.

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

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

Number of Students	Number of Teachers
2391	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College 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 papers. The college organises co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-round personality developments. NSS conduct activities like Blood Donation Camps, AIDS Awareness Campaigns, Tree plantation, Drive for Fund Raising during Natural Disaster in order to make the students responsible citizen.

File Description	Documents
Upload any additional information	View File
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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence teachers are combining technology with traditional mode of instruction to engage students in long term learning. 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 presentation 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	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://kdcollege.ac.in/document/sub_page/20220316_165706.pdf

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.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

14

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

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

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

05

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

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

2.4.3.1 - Total experience of full-time teachers

235 YEARS

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and direct them to ensure effective implementation of the evaluation process. The methods of internal assessment help the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the students towards learning and attending the classes has been also increased.

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

A transparent, time-bound and efficient method is being followed in college in terms of dealing with internal examination related grievances. Two internal assessments are being performed throughout the semester. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the students. If a student is not able to appear for internal assessment due to medical or any genuine reason, assessment is conducted as per norms, provided that he/she submits application with proper documents. At the end of the semester the average marks of both the internal assessment is calculated and verified with the

students. With this system in place, college very well exhibits transparency in the mechanism of dealing with grievances related to the internal assessment.

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.

Prospectus is used for admission process. The prospectus of the college is made available to the students before the admission process starts. In every academic session new prospectus is printed and all information about admission, admission fees and new curriculum is included in it. Intuitional website is available and every information about the academic course is available in it and is utilized for admission process by students. Through regular meetings of Principal, teachers are aware about the stated programme and course outcomes and also guided for effective implementation.

File Description	Documents
Upload any additional information	No File Uploaded
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.

Our institute is affiliated to Vidyasagar University, Paschim Medinipur, West Bengal. We offered Under Graduate programmes and courses under the faculty of Arts, Commerce and Science. For these programmes and courses, the institute followed the curriculum designed by our affiliated university. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

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

462

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

2.7 - Student Satisfaction Survey

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

http://kdcollege.ac.in/document/sub_page/20220315_165729.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)

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

19

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)	View File

3.2 - Research Publications and Awards

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

03

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

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

03

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

3.3 - Extension Activities

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

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.

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

3.3.2 - Number of awards and recognitions received for extension activities from government

/ government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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**

05

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

600

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

3.4 - Collaboration

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

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
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

0

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	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Initially the college was established as an exclusive commerce college and continued its course curricula in commerce stream only for more than 45 years. There after Arts stream and Science stream were introduced in 2006 and 2017 respectively. In the mean time a few new class rooms of small size capable of accommodating limited number of students were constructed for holding the classes. But with the increase in the in-take capacity in compliance with the directives of the affiliating university, many of those class rooms are not serving the purpose now. Apart 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 and the work of renovating the Computer laboratory is under process.

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.

Though the college does not have a play ground of its own, for organizing 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	View File
Paste link for additional information	Nil

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://kdcollege.ac.in/document/sub_page/20220316_165706.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3.3906

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

4.2 - Library as a Learning Resource

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

- The 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 printing facility with nominal cost, limited scan facility of documents, 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)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

0.51272

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)	View File

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

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

0

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	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

50

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

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	View File

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

2.27315

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

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

There is a Website maintenance committee comprising of some selected stakeholders from different wings of the campus users. This committee takes various types of decisions after review and analysis of different problems encountered. The committee also takes decisions on introduction of various changes on support

facilities,etc as and when required . These policies are framed in consultation with different stakeholders and the same are uploaded to the college website with the help of a technical expert under the supervision of the chairman of the aforesaid committee.

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 benefitted by scholarships and free ships provided by the Government during the year

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

343

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 benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

08

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)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	
D. 1 of the above	
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	
A. All of the above	

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
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

01

File Description	Documents
Self-attested list of students placed	View File
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

61

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

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

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

08

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

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. The following academic and administrative bodies have students' representatives on them:

- Governing Body [General Secretary, Students' Union]
- Admission Committee [General Secretary, Students' Union]
- Aid Fund Sub-Committee [One Representative, Students' Union]
- Library Sub-committee [General Secretary, Students' Union]
- Games & Sports Sub-Committee [Two Representatives, Students' Union]
- Vigyan Parishad [Two Representatives, Students' Union]
- Magazine Sub-Committee [One Representative, Students' Union]
- Cultural Sub-Committee [One Representative, Students' Union]
- Disciplinary Committee

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year	
0	
File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template))	View File
5.4 - Alumni Engagement	
5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	
<p>Although the college is presently not having a registered Alumni Association but our alumni participate in college foundation day celebration, blood donation camp, road rally etc.Two online webinars were also organized during 2020-21.</p> <ol style="list-style-type: none"> 1. Opportunities for commerce students in chartered accountancy courses (20.06.21) 2. Entrepreneur development programme on poultry farming (26.06.21) 	
File Description	Documents
Paste link for additional information	http://kdcollege.ac.in/document/sub_page/20220614_171422.pdf
Upload any additional information	No File Uploaded
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

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

File Description	Documents
Paste link for additional information	Nil
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 sub-committes 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 issue.A Bursar is also enagaged from among the faculty membersfor the internal financial Audit of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type

Details

Teaching and Learning

. 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 arrange in the class rooms and through online mode.

Examination and Evaluation

Internal examination with short questions and multiple choice questions and long questions. Students made aware of their mistakes after evaluation. Suggestion offered for betterment

Research and Development

Departmental initiative for major/ minor research projects. Post DOC research inspired by College Authority and IQAC. Circulation of Guidelines of different funding Agencies . IQAC motivating teachers for undertaking research projects.

Library , ICT and Infrastructure / Instrumentation

Library fully computerised .Digital Library established . Librarians attending . Librarians attending orientation

Programmes. There are some E-Journals.

Human Resource Manegement

Teaching and Non-Teaching Staff engaged in various development activities as per their competency in the respective fields. Students involved in academic, cultural sports activities. Strong support of Alumni around the year and active involvement of our Stuff and Students

Industry Interaction/ Collaboration

Industry Interaction through departments.

Collaboration with the reputed Institutions by

Teachers for various Project Work.

Admission of Students

Students' admission strictly on the basis of merit.

Reservation Policy strictly adhered as per Govt. rules. Online Admission Process. Admission information are available in the college Website. Counselling in different subjects. Help Desk for Students' Admission. Counselling Students for admission as per their limit, choice and opportunities. Admission Fees payment through Net Banking

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 monitoringthe administrative and academic affairs of the College.

File Description	Documents
Paste link for additional information	Nil
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)	View File

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.

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

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

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

0

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

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

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

03

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)	View File

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

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

01

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

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

Performance Appraisal System is initiated in the college for Teaching Staff. But due to COVID Situation of the period the appraisal system could not be followed in a hard and fast way.

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)	View File

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 stakeholders of the institution is taken care of in consultation with the Principal.

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.

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)	D. Any 1 of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Paste web link of Annual reports of Institution</td><td>Nil</td></tr> <tr> <td>Upload e-copies of the accreditations and certifications</td><td>No File Uploaded</td></tr> <tr> <td>Upload any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Upload details of Quality assurance initiatives of the institution (Data Template)</td><td>View File</td></tr> </tbody> </table>	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)	View File	
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)	View File										
INSTITUTIONAL VALUES AND BEST PRACTICES											
7.1 - Institutional Values and Social Responsibilities											
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year											
Action Plan											
<ol style="list-style-type: none"> 1. To conduct awareness programmes on safety and security of women. 2. To conduct awareness programmes in gender equity. 3. To conduct counselling sessions for physical/ psychological health of the girl students. 4. To improve the condition of the girls' Common Room. 5. To impart to the girl students self-defence training. 6. To conduct Thalassemia test of girl students. 7. To install adequate number of CCTVs as a preventive measure for harassment. 											
Specific facilities provided for women in terms of :											
<ul style="list-style-type: none"> • Safety and security : A good number of CCTVs are installed in the campus. There are different Cells/ Sub-committees in the college, viz. Grievance Redressal cell, Disciplinary sub- 											

committee, ICC etc. to look into the safety of the girl students.

- **Counselling :** Counselling sessions with the girl students are organised. Mentors look into their problems.
- **Common room :** A Common room for girl students is provided taking into care their hygiene.

File Description	Documents
Annual gender sensitization action plan	http://kdcollege.ac.in/document/sub_page/20220726_131834.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	1. During the Covid-19 lockdown period webinars on Gender sensitization was decided to be under taken. 2. CC TV Install .3. Mentorship is done 4. Common room for girl students is provided with one lady attendant as well as a machine for Napkin Disposal is placed.

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	No File Uploaded
Any other relevant information	No File Uploaded

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

As the College offers UG courses in Commerce and Arts streams mainly and Honours course in Geography as the only science stream subject, the matter of disposing off the Bio-medical waste, Radio-active waste and hazardous chemicals does not arise. However, for disposal of solid wastes, several number of movable vats are placed at different locations in the campus and finally those wastes are disposed off through the arrangement provided by the local municipal authority. For the disposal of Liquid Waste, the

College is having its own internal drainage system connected to the existing Municipal drainage system in the locality. For disposal of E-Waste, at regular interval we approach HULLADEK, a Government recognised agency which takes away all the E-Wastes for recycling the same.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

D. Any 1 of the above

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	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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).

Communal harmony Campaign week was observed from 19th. to 25th November, 2020 by maintaining the Covid Protocols and the N.S.S.Volunteers actively took part in raising funds which was ultimately handed over to the competent authorities. N.S.S. Volunteers under the active leadership of the Programme Officers conducted relief distribution programme in the aid of the flood victims in the nearby flood affected areas. Masks and Sanitisers were distributed by the Covid Warrior Group constituted with some selected N.S.S.Volunteers. The Covid Warrior Group had been running a 24-hour help line service for the hospitalisation of covid patients and supplying Oxygen cylinder to the home quarantined patients in collaboration with the Midnapore Medical College & Hospital. The volunteers of the Covid Warrior group also actively stood beside many a home quarantined family by providing them with various types of support services required for making their life easier and normal as far as possible.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	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 imperative that the next generation of citizens come armed with the right balance of traditional values and progressive thinking, to adjust to the new world order. In the absence of any scope to impart value education through the curricula stipulated by the affiliating university, the college always looks for the opportunity to enrich the students with high standard of moral and ethical values. In the Parent-Teacher meet, parents are urged to take care of the proper development of moral and ethical values among their wards and the teachers also insist upon the inculcation of the same among the students. A Webinar on "Promotion of Universal Values and Ethics" was organised by the IQAC on 9th June, 2021 in attendance of B.K.Dhananjoy Sarkar, A Rajayoga Meditation Trainer of Prajapoti Brahma Kumari Ishwariya Viswa Vidyalaya & Ex-International Co-

ordinator of Brahma Kumaris for overseas countries as the keynote speaker.

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

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

B. Any 3 of the above

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

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

The College observed Aranya Saptaha by undertaking a programme of planting saplings in the adopted slums after collecting different varieties of saplings from the Forest Department. Independence day was observed by hoisting the National Flag in the College campus followed by the speeches of the Principal and some of the staff members. N.S.S Volunteers undertook a cleaning programme in the college campus on 31st. October, 2020 on the occasion of observing

Swachh Bharat Aviyan. World AIDS Day was observed on 1st December, 2020 by organizing a Road Rally involving the N.S.S. volunteers. Republic Day was observed by hoisting of the National Flag inside the College campus followed by speeches by the Principal. World No Tobacco Day was observed on 31st May, 2021 by organizing a webinar on "Tobacco Menace and COVID-19" in participation of Dr. Debarati Bhar, Consultant Endocrinologist & Faculty member, Department of Endocrinology & Metabolism, R.G.Kar Medical College & Hospital, Kolkata. World Environment day was observed on 5th. June, 2021 and extract of Neem Leaves was sprayed over the drains inside the college campus for combating mosquito.

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

7.2 - Best Practices

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

BEST PRACTICES

Title of the practice :Green Locality.

Objective of the practice :Plantation and awareness in slums.

1. The Context : Local people are indifferent to the issue. Creating awareness among the local people is the greatest challenge.
2. The practice :The practice is not only intended to make the locality green but also to impart in our students awareness about environment.
3. Evidence of success :Some trees are successfully grown.
4. Problems encountered and resource required :Locals cut the trees often. Fund is needed for good fencing and frequent awareness programmes.

Title of the practice: "Spraying of ecofriendly biopesticides to control the vectors of Malaria , Dengue, and Chikungunia

diseases."

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,

5. Impact: of the practice: Killas the larvae of Mosquito in the water bodies.

6. Resources required : Leaves extract, Sprayer, Mixer

Web Link For Best Practices :

http://kdcollege.ac.in/document/sub_page/20220727_151517.pdf

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

7.3 - Institutional Distinctiveness

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

K.D.College of Commerce & General Studies of today started its journey 60 years back as K.D.College of Commerce with the mission of imparting commerce education to meet the demand of the young aspirants of the locality. In course of time Arts and Science subjects were introduced to the Course curricula and the name of the College has been changed as it is known today. Apart from imparting academic education to the students, the college is committed to enrich the students with ethical values so that each and every student attending the campus of this college becomes a useful future citizen of the country. The teachers are always

careful in inculcating the sense of value and ethics among the students. Apart from their basic duties as a student, the students of our College are always ready to lend a hand towards the weak to pull them up. During the Covid Pandemic, a Covid Warrior group comprising our students under the auspices of N.S.S. contributed significantly to support the covid victims and their family members without least bit of hesitation in mind. Inculcation of ethical values not only brings about a change in them, but their parents are also motivated and smilingly encourage their wards for being involved in different types of philanthropic activities.

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

7.3.2 - Plan of action for the next academic year

- To take initiatives for filling up the vacant posts.
- To take measures so that land for the second campus be provided by the Government as early as possible.
- To move for opening of new Programmes.
- To move for opening of Add-on courses.
- To take measures for infrastructure development.
- To achieve further academic excellence.
- To improve the procedures of e-learning.
- To motivate students to participate in extra-curricular and co-curricular activities.
- To motivate Teachers to pursue research work even providing financial assistance, as far as practicable, from the institution.
- To increase the no. of Smart Class Rooms.
- To conduct awareness programmes on various , viz. environmental, social , moral etc. issues .