



Yearly Status Report - 2016-2017

Part A

Data of the Institution

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

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		BIBEKANANDA DASMAHAPATRA			
Phone no/Alternate Phone no.		03222275836			
Mobile no.		9475257672			
Registered Email		bibek_kdcc@rediffmail.com			
Alternate Email		bibek.contai@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://kdcollege.ac.in/document/sub_page/20210830_181028.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://kdcollege.ac.in/document/sub_page/20210401_121622.PDF			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B+	2.51	2017	23-Jan-2017	22-Jan-2022
6. Date of Establishment of IQAC			18-Feb-2005		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Observance of	15-Sep-2016		103		

Banamahotsava	1	
Awareness Programme on Dengue &Chikengunya with Magic Show	24-Sep-2016 1	200
Awareness Programme on Tabacco Menace	27-Sep-2016 1	139
Awareness Programme on Women Self Defence	11-Nov-2016 1	42
Awareness Programme on Harassment Women	11-Nov-2016 1	43
Thalassaemia Testing	24-Jan-2017 1	107

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Research	UGC	2016 8	398425
Institution	Building	State Govt.	2016 365	670000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

300000

Year	2014
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Motivating the teachers and the taught for adoption of modern technology intensively, like the use of OHP, PPT etc. to make the teaching learning process more attractive to the students.

2. Encouraging faculty members to generate resource by submitting proposals to the University Grants Commission for Research Project and also to participate in different seminars and symposium etc.

3. Encouraging the students for participating in the deliberations in Class room seminars after the completion of any topic/Chapter under the course curricula. Encouraging the teachers for the overall development of the students through proper mentorship.

4. Encouraging the Grievance Redressal Cell to settle the problems internally as far as possible and taking preventive measures for the recurrence of similar type of grievance(s).

5. Considering and analysing the feedbacks obtained from the students and the guardians.

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

Plan of Action	Achivements/Outcomes
Procurement of Library books	A good number of books, especially for Arts stream, recommended by the Departmental teachers was purchased
Procurement of Library Automation Software	In consultation with different experts in the field of Library operation, KOHA software has been procured and installed duly.
Installation of CC TV in the Central Library	Single set of Eight Channel CC TV with a total surveillance of Lending Section, Book Bank and Reading Room was installed.
Sending Proposal for financial assistance from the State Govt. for Book, Library Furniture and Staff Quarters.	An amount of Rs.2,20, 000.00 sanctioned for construction of Staff Quarters for guards. ?
Submission of Proposal for incentive to Non-Govt. Colleges	An amount of Rs.3,00,000 sanctioned by the State Government.
Implementation of On-line Admission Process	Necessary hardware and software were procured and admission process was

	successfully completed.
Introduction of System generated Students' Id Card with Bar Code	System Generated Students' Id Card introduced in abolition of manual Id Cards.
Allotment of sufficient classes for each subjects	Four contractual Guest Teachers on purely temporary basis were engaged
Encouraging faculty members for qualitative improvement	Faculty members participated and presented papers in different seminars and conferences.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
GOVERNING BODY	14-Sep-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2017
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Date of Submission	09-Feb-2017
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17. Does the Institution have Management Information System ?	No
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Teachers' Council of the college performs the activities of the Academic Sub-committee and plays a very vibrant role for effective implementation of the curriculum. The institution follows the curriculum designed by the affiliating university, i.e. Vidyasagar University. The institution follows the academic calendar prepared by the university with a few changes as and when required. Prior to the beginning of a new session, the Routine 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 being effectively carried out in the coming year. The general framework of academic activities in the new session is also charted out by the Teachers' Council. The Heads of Departments in consultation with other teachers of the respective departments finalize the assignments of different teachers, lecture hours, topics to be taught, Internal Assessment

schedule and other activities. Each department prepares unitized/modular teaching plan and follows the same throughout the year. Teachers recommend relevant books and learning resources in addition to class lectures for successful materialisation of the teaching plan. Answers to the model questions are discussed by the teachers for the benefit of students. The Heads of Department monitor the progress regularly and the same are reported in the meetings of the Teachers' Council for necessary strategic advices and help. Before the commencement of the University scheduled Internal Assessments in Honours and General papers, the Teachers' Council reviews the completion of the portion of the syllabus and takes necessary steps. The Headship is rotationally assigned to the teachers of a department for dynamic and fruitful implementation of the curriculum. After the publication of University results, meetings are called by the Teachers' Council to discuss the performance of students in each department and necessary guidelines are framed for ensuring the betterment of students' progress in the ensuing academic session. The Teachers' Council gives valuable suggestions to the Principal and the Governing Body of the college for effective implementation of the curriculum. The college authority encourages and approves Duty Leave to the teachers to actively take part in workshops on curriculum changes, seminars, symposia and conferences on emerging fields in different subjects. The college authority allows teachers to participate in Orientation Programmes, Refresher Courses, short-term courses, skill development programmes, etc. organised by different UGC-ASCs and research institutes and to join the Summer or Winter Schools by approving Duty Leave for the same. The institution provides infrastructural facilities like a good number of class rooms and laboratories, supply of teaching apparatus including necessary audio-visual aids, installation of sound system in big class rooms for a large number of students in elective papers, etc. To make the teaching process attractive to the students, white boards have been placed in class rooms and ICT enabled devices like LCD projectors are used at times. The requirements of Computer Lab, Laboratory of Geography Department are funded without delay.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
FILM AND MEDIA STUDIES	NIL	01/01/2016	365	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	20	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
FILM AND MEDIA STUDIES	01/01/2016	20
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	BENGALI HONS.	62
BA	GEOGRAPHY (GENERAL)	8
BA	Environment Studies	306
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

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

are discussed analytically in the Teachers' Council or IQAC or Staff Council meetings for taking appropriate measures. The important recommendations/suggestions are utilised by the Governing Body, the highest policy-making body of the college, which ultimately takes final decision taking all other related matters into careful consideration. The resolutions based on feedbacks are also communicated to the affiliating university or other competent authorities as and when required.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	B. COM	490	600	232
BA	BA	488	1365	450
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1921	0	16	0	0

2.3 – Teaching - Learning Process

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

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

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1921	16	1:120

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

12	10	2	1	4
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	PROF. TARUN KUMAR CHAKRABORTY	Associate Professor	BHARAT JYOTI PURASKAR
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	YEAR	28/03/2017	03/06/2017
BCom	UG	YEAR	28/02/2017	03/06/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the demand of the University question paper, to make the students aware about the question pattern, that type questions are set through which the thorough analytical ability of the student is encouraged assessed. Periodical monthly examinations are taken as a preparation for University Exams.

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

Go by the academic calendar of the affiliating university.

2.6 – Student Performance and Learning Outcomes

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

http://kdcollege.ac.in/document/sub_page/20210830_230730.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	BA	180	175	97.22
UG	BCom	B.COM	107	105	98.13
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2.7 – Student Satisfaction Survey

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

http://kdcollege.ac.in/document/sub_page/20210830_230730.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Conservation of Biodiversity through Habitat Restoration	K.D. College of Commerce General Studies, Midnapore Department of Zoology, Sukumar Sengupta College, Keshpur, Paschim Medinipur	22/12/2017
Roadmap for Ensuring the Quality of Library and Information Science Education and Research	Central Library, K. D. College of Commerce General Studies, Midnapore	27/01/2017
Personality Development and Communication Skill : Tools for the Present Era	Personality Development and Communication Skill : Tools for the Present Era	03/03/2017
Organic Cultivation for Healthy Life and green world	K.D. College of Commerce General Studies, Midnapore Department of Botany	06/02/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Geography	1	5.76
National	English	1	0
National	Bengali	1	0
National	Botany	1	0
International	Botany	2	0

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

Department	Number of Publication
Botany	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Coping strategy adopting two poor community group of slum dwellers in Midnapore Municipal Area, West Bengal	Bikash Dutta	Paripex - Indian Journal of Research	2017	0	0	0
Rewriting History Through Fiction	Dr.Uttam Kumar Jena	The English India	2017	0	0	0
Puratane Naba Nirmata Narayan Sanyal	Oindrila Dey	Kingshuk	2016	0	0	0
In Vitro Anti-inflammatory and Anti-diabetic activity of	Dulal Chandra Das et.al.	International Research Journal of Pharmacy	2016	0	0	0

methanolic extract of Cardanthera Difformis Druce						
Some Potential Important Medicinal Plants of Coastal Purba Medinipur with Special Reference to Economic Development	Dulal Chandra Das et.al.	Integrated Research and Development	2017	0	0	0
Isolation and Characterisation of Flavonoid Compound Extracted Cardanthera Difformis Druce and Study of its Anti-bacterial and Anti-Oxidant activities In Vitro	Dulal Chandra Das et.al.	International Research Journal of Pharmacy	2017	0	0	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2016	0	0	NA
NA	NA	NA	2017	0	0	NA

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	14	1	0

Resource persons	0	6	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	0	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National Service Scheme(NSS), Vidyasagar University	Best NSS programme Officer Award	National Service Scheme(NSS), Vidyasagar University	420
Academic Excellence	Bharat Jyoti Puraskar	Best Citizen Publishing House	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Thalassaemia Testing	5	107
National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Awareness Lecture on AIDS : Taboos Truths	5	106
National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Health Check up	5	32
National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Awareness Programme on Harassment Women	5	43
National Service Scheme (NSS Unit-III) National Service Scheme (NSS Unit-III) National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Awareness Programme on Women Self Defence	5	42

National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Awareness Programme on Tobacco Menace	5	139
National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Awareness Programme on Dengue Chikengunya with Magic Show	5	200
National Service Scheme (NSS Unit-III)	K.D.College of Commerce General Studies	Observance of Banamahotsava	5	103
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MEUDIPUR SWAPNEEL	01/01/2016	MEDIA STUDIES	20
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1160000	1152957

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	19.3	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22687	2168637	323	77782	23010	2246419
Journals	0	0	17	12130	17	12130
CD & Video	69	0	0	0	69	0
Library Automation	0	0	4811	38488	4811	38488
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Null
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	42	1	1	2	0	10	32	100	0
Added	10	1	0	0	0	1	9	0	0
Total	52	2	1	2	0	11	41	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	0

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
850000	910500	310000	302100

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

Eight units of new Desk Top computers with all usual accessories and two units of Laptop computers were procured. Out of the eight Desk Top computers, seven computers were installed in the Computer Laboratory and one computer was installed in the Office. One LCD Projector was also procured. For the betterment of Library services, KOHA software was installed for the Central Library. A Technical Committee was framed by the Governing Body to look after these equipments with continuous monitoring. All the computers have been covered under AMC with a local agency. For the Multi Gym, different types of basic instruments were procured for the exclusive use of the students as well as the staff members. The Central Library procured 323 nos. Of books on the basis of the recommendation of the Faculty members by incurring an expenditure of Rs.23,010 from the General Fund.

http://kdcollege.ac.in/document/sub_page/20210830_225802.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. FEE CONCESSION 2. STUDENT AID FUND	100	31920
Financial Support from Other Sources			
a) National	S.R.J.S.S.	41	147600
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
0	Nil	0	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2016	Career Target	91	91	10	10

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	35	UG HONS.	ENGLISH	V.U	M.A
2017	41	UG HONS.	BENGALI	V.U	M.A, B.Ed
2017	2	UG HONS.	MARKETING MANAGEMENT	V.U	M.B.A
2017	18	UG HONS.	ACCOUNTING AND FINANCE	V.U	M.COM

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

Items	Number of students selected/ qualifying
NET	3

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

Activity	Level	Number of Participants
CULTURAL COMPETITION	INTRA COLLEGE	72
SPORTS AND GAMES	INTRA COLLEGE	80

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	National	Nil	Nil	Nil	Nil

[View File](#)

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

As per Vidyasagar University rules, an elected student council (Union) is formed every year. Class representatives are elected by the students through a voting system (secret ballot) and these representatives then form the general student council and elect the four office bearer positions from among themselves. The student council (union) takes active participation in various administrative, sports games, cultural, literary and other activities of the college. The following academic and administrative bodies have students' representatives on them:

- 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]
- Anti Raging Cell [One Representative, Students' Union]

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

03

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The vision of the institution is to educate the students with the spirit of cultural values and develop Human Resources in order to serve mankind in general and weaker sections in particular and to establish global peace and prosperity. Providing quality education with affordable cost by designing academic agenda in tune with the changing needs of the society, scanning the external environment through strategic planning, building faculty power in tune with the modern trend in teaching, interacting creatively with the Government and the civil society, promoting applied and action research on governance and community problems and establishing System Management. The vision of the

institution is to evolve through collective leadership into a centre of academic excellence which while retaining its regional roots is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and cocurricular responsibilities so that all stakeholders may benefit and students particularly, may develop to their fullest potential.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
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
Industry Interaction / Collaboration	Industry Interaction through departments. Collaboration with the reputed Institutions by Teachers for various Project Work.
Human Resource Management	Teaching and Non-Teaching Staff engaged in various development activities as per their competency in the respective fields. Students involved in academic, cultural sports activities. Strong support of Alumni around the year and active involvement of our Staff and Students
Library, ICT and Physical Infrastructure / Instrumentation	Library fully computerised .Digital Library established .Librarians attend orientation Programmes. There are some E-Journals.
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.
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

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 arranged in the class rooms.
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6.2.2 – Implementation of e-governance in areas of operations:

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	NA	NA	NA	Nil
2016	NA	NA	NA	Nil

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	NA	NA	Nil	Nil	Nil	Nil
2017	NA	NA	Nil	Nil	Nil	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Refresher Course	1	10/03/2017	30/03/2017	21
Entrepreneurs hip Development	1	09/01/2017	20/01/2017	12

Programme			
View File			

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
16	8	ALL

6.4 – Financial Management and Resource Mobilization

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

YES. INTERNAL AUDIT IS DONE BY BURSAR OF THE COLLEGE EXTERNAL AUDIT IS DONE BY DPI,GOVT. OF WEST BENGAL THROUGH COMPETENT AUTHORITY .

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

8013230.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	VIDYASAGAR UNIVERSITY	Yes	TEACHERS COUNCIL
Administrative	No	NA	No	NA

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

1. Parent Teacher Association Meeting has been held with good suggestion from the parents. 2. The members of the association actively participate during the NAAC Visit. 3. Promote the greenery of the College Campus by donating several saplings and fancy plans.

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

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

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

1. To introduce more academic programmes . 2. To procure a second campus. 3. Initiative taken for instituting more MoUs.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Awareness Programme on Dengue Chikengunya with Magic Show	24/09/2016	24/09/2016	24/09/2016	200
2016	Awareness Programme on Tobacco Menace	27/09/2016	27/09/2016	27/09/2016	139
2016	Awareness Programme on Women Self Defence	11/11/2016	11/11/2016	11/11/2016	43
2016	Awareness Lecture on AIDS : Taboos Truths	01/12/2016	01/12/2016	01/12/2016	106

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
0	Nil	Nil	0	0

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

Percentage of power requirement of the University met by the renewable energy sources

The College campus, though very small in size and leaving a very little space for gardening, a medicinal garden has been initiated this year. Cleaning of campus is a routine job of NSS students on every Saturday. NSS units took up a programme on Sapling Plantation as environmental awareness initiative on the occasion of World Environment Day. Students of final year graduation courses are encouraged to create environmental awareness among the economically weaker section of the society in their respective localities. Environmental science classes are also organized by the faculty members in this context to create awareness. Special camps are arranged to promote cleanliness awareness in nearby slums adopted by the N.S.S. Units.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	Yes	1
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	10/10/2016	240	IGNITE THE MINDS	Poor school going children were provided with free coaching.	36
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NANA	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
To inculcate the value of universal brotherhood and a sense of integrity and sanctity in the mind of the students so as to nurture healthy minds for a better future, a seminar was organised on 12th. January, 2017	12/01/2017	12/01/2017	432

being the
auspicious occasion
of the

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

(i) Use of Polythene inside the campus is strictly prohibited. (ii) Organising Sapling plantation programme through the N.S.S. Volunteers in the adopted slums on the World Environment Day. (iii) Garbage and Litters are placed inside pits instead of burning them to avoid smoke and Carbon Dioxide. (iv) Strengthening awareness among the staff members and the students also to use paper judiciously in compliance with the Slogan, " Save Paper, Save Earth" (v) Pest-Control measures are adopted twice a year in the Office and Library.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

1. Title of the practice : BUILD A HEALTHY SOCIETY

2. Goal : To take initiatives for the overall development of the adjoining society by creating health and hygiene awareness.

3.The context : In the slum areas adjoining to the College, we have experienced many incidents of premature death and spread of epidemics just for the lack of basic awareness and reluctance in taking basic preventive measures to prevent many a fatal disease.

4. The Practice : The College took initiatives for creating health awareness- both inside and outside the campus. Health check-up camp for mother and Child was organised by the Women's Study Centre in the Phul Pahari area and N.S.S units organised two Thalassaemia detection camps- one for the boys and the other one for the girls in the College campus.

5. Evidence of success : Marked success has been achieved with this practice. A good number of the slum dwellers became aware of basic hygienic norms and avails of timely medical services offered by the Government Hospitals.

6. Resource Required : For organising such medical awareness camps, some basic instruments like Digital weight machine, BP instrument are required apart from financial resources to procure necessary medicines.

7. Problems Encountered and resources required : For organising such Health awareness camps, it is very difficult to have specialist doctors for on- the - spot medical check-up and secondly, the members of the target group are very reluctant to attend such camps unless necessary medicines are provided free of cost.

B : 1.Title of the Practice- "ECO FRIENDLY ENVIRONMENT"

2. Goal -The college aims to improve the overall environment of the campus by imposing strict restriction on the use of polythene inside the campus and creating awareness among the students for the greater interest of the society at large.

3. The Context -The local authority urged for avoiding the use of polythene by the inhabitants and the local administration also joined hands towards the implementation of the programme. This programme was undertaken by the college to create awareness among the students about the benefits of avoiding the use of polythene, so that the students in their respective localities also convince people not to use polythene for maintaining the environment eco-friendly.

4. The Practice - The college has taken certain measures like, introduction of the use of plates and cups made of paper in the College canteen, utilisation of litter falls for plantation of trees by accumulating the same in pits instead of setting fire to those disposals causing air pollution.

5.Evidence of Success - At present the campus is totally free of polythene and all the campus users belonging to different segments are well convinced about the benefits of an eco-friendly environment for the greater interest of the society.

6. Resources Required -Some financial resources are required for organising seminars by inviting

environmental scientists for creating proper awareness among the campus users.
7. Problems encountered – Initially a bit of problem was there in discarding polythene packets/containers etc. especially for carrying different types of food to break the usual long standing practice of using polythene packets.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://kdcollege.ac.in/document/sub_page/20210830_230958.pdf

7.3 – Institutional Distinctiveness

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

Community Development Programme: In compliance with one of the missions of our college, "To grow with the community", we have adopted four slums in the near vicinity of the College. The N.S.S. volunteers under the leadership of the Programme Officers are in regular touch with the slum dwellers to create awareness about health and hygiene among them. Depending upon the need of the people living in those slum areas, health and Eye-check up camps are organised during the period of Winter Camps organised by the N.S.S. Units every year. Apart from that the school dropouts from those families are encouraged and convinced to go back to schools who were engaged otherwise as child labours by their parents.

Provide the weblink of the institution

http://kdcollege.ac.in/document/sub_page/20210830_231136.pdf

8. Future Plans of Actions for Next Academic Year

1. To further develop the academic excellence of the institution. 2. To employ more no of computer personals for the benefit of the institution as a whole. 3. To ask for grant from the State Govt. for the purchase of LCD-Projector for the Dept. of Geography and one Xerox machine for the office and an inverter for the uninterrupted power supply. 4. Further initiative to be taken for the construction of the staff quarter for Night Guard.