SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

K.D. COLLEGE OF COMMERCE AND GENERAL STUDIES

KSHUDIRAM NAGAR, MIDNAPORE, PASCHIM MEDINIPUR
721101
www.kdcollege.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 1961, K. D. College of Commerce and General Studies, Midnapore ushered in, for the students of commerce, a new era of enlightenment and edification through education and wisdom. This is a Government-aided college under the aegis of the Department of Higher Education, Govt. of West Bengal. Beginning exclusively as a college imparting only commerce education in the undergraduate level, K. D. College of Commerce continued its journey till 2006. And in the year 2004, with its 1st cycle of NAAC accreditation, the college was awarded with B+ grade.

But in 2007, Arts stream was added as a feather to its crown with the opening of Honours course in Bengali and General course in Arts with two allied general subjects, viz. Political Science and History. The college got reincarnated as K. D. College of Commerce and General Studies. In the year 2009, another feather of glory in the form of Honours course in English was added to its crown. With many successes and achievements, ups and downs, the college marched ahead keeping its mission and vision fixed, i.e. to spread education and humanity, to shape and mould the minds of the youngsters in the philosophy of Kaviguru Rabindranath Tagore. In 2016, the college came out with B+ grade in its second cycle of NAAC accreditation. And in 2017, yet another glorious era of the college began, making it full in its academic ambience as a college with commerce, arts and science streams. Geography as an Honours course and Computer Science as a general subject came into its fold.

The academic performance of students in different examinations conducted by the university has been consistently spectacular since inception with a good number of them later opting for post-graduation or professional courses like ICWAI, CA, LLB, etc. Some have taken up job in government and private sectors, in schools and colleges after qualifying SSC, NET, SET exams. The college has indeed become *'a name'* in its own right in imparting education. The college has succeeded time and again in achieving distinction in the field of games and sports, cultural and extension activities.

Vision

The lamp of learning in the logo of the college was notionally lighted by Kaviguru Rabindranath Tagore during his two-night's stay in the present room no. A108 of the college building (the then garden house of the zamindar of Ramgarh) in his short sojourn to Midnapore town for inaugurating Vidyasagar Smriti Mandir on 16th December, 1939. The college building was also blessed with the touch of the lotus-feet of many legendary persons like Tarasankar Bandopadhyay, Amiya Chakravarty, Kristi Mohan Sen, Sajani Kanta Das, to name only a few.

The inheritance of such a pristine glory determined the vision of the college at the time of its actual inception in the building and has successfully guided it to blossom out into a multidisciplinary college in the last six decades or so. And it is easily discernible in the changing name of the college from "College of Commerce" to "Kaibalyadayini College of Commerce" and finally to "K. D. College of Commerce and General Studies". Thus, rooted in Tagore, the academic vision of the college is one of materialising the words of the bard – **"The highest education is that which does not merely give us information, but makes our life in harmony with all existence". Our college envisages the systematic promotion, expansion and implementation of that kind of education the cultivation of which flowers one with the acquisition of knowledge and skill and**

with **"the manifestation of the perfection already in man"** (as envisioned by Swami Vivekananda), **leading to the progress of mankind and the prosperity of society.**

More than that, 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 the global concerns and wider social imperatives it seeks to achieve. A wholesome synergy of academic practices, social empathy, cultural proclivities and co-curricular responsibilities may be developed so that all stakeholders may benefit and the students particularly may expand to their fullest potential.

Mission

The mission of the College is

· To provide quality education to all students keeping in view their career and a holistic growth of their personality.

· To attend new heights of teaching-learning, research and extension activities so that the college grows as a temple of learning, a space for experimentation and a centre of dissemination of human values.

· To boost up the co-curricular and extra-curricular knack of students to make them potential human resources to face all challenges in life.

· To impart value-added education and scientific knowledge to enable students to grow as complete human beings.

· To inculcate creative and critical spirit in students so that their creative potentialities may be strengthened.

· To infuse in students the sense of liberty, equality, fraternity, democracy and nationalism to make them good citizens of the nation and the globe as well.

· To fortify the backward students from the areas of nearby Jungle Mahal with proper education and skills for their upward movement in the ladder of social prosperity.

· To uplift students belonging to scheduled castes, schedule tribes, other backward classes and minority communities upon a solid foundation of prosperity and secularism for the integration of the nation and the all-round development of its people.

· To empower the girl students by imparting them higher education and knowledge to eradicate gender violence from society and thus ensure the progression of mankind in the truest sense.

· To cater to the needs of physical, mental, intellectual and spiritual growth of all students so that they can be good human beings and effectively handle in future the ever-increasing pressure in society and professional life.

· To produce responsible future citizens for the all-round development of the nation and to be a premier institution of higher education, promoting cultural unity, peace and progress.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The lamp of learning in the logo of the college was notionally lighted by Kaviguru Rabindranath Tagore during his two-night's stay in the present room number A108 of the College building (the then garden house of the zamindar of Ramgarh) in his short sojourn to Midnapore for inaugurating with the Vidyasagar Smriti Mandir on 16th December, 1939. The college building was also blessed with the touch of the lotus- feet of many legendary persons like Tarasankar Bandopadhyay, Amiya Chakravarty, Kristi Mohan Sen, Sajani Kanta Das, to name only a few. The inheritance of this immaculate glory determined the vision of the college at the time of its actual inception in the building and has turned out to be the greatest source of inspiration and strength in its forward stride in the last six decades or so.
- The college has a record of consistently excellent academic results. Many students have topped university merit list, secured many medals and honours from the university and other levels in the field of games and sports, cultural and extension activities.
- The college has assimilated the modern features of preparing students for their future beyond their college days by extending aid and advice through its Career Counselling Cell.
- The relationship between teachers and students is exceedingly cordial, adding to the genial atmosphere in the college.
- The college library is a heritage institute itself having near about 23,000 books and journals with essential on-line facilities.
- The college is able to draw the special attention and encouragement from the affiliating Vidyasagar University.
- The college is greatly benefited by the full cooperation extended by the Higher Education Department, Government of West Bengal.
- The NSS wing, the Women's Study Cell, the Disciplinary Sub-Committee, the Grievance Redressal Cell and the Anti-Ragging Cell of the college are very active.
- The college enjoys an advantageous location. Situated at the district headquarter, it is well connected by railway and road network. Other essential facilities like bank, post office, district library, administrative offices, government hospital, stadium etc. are in close proximity of the college.

Institutional Weakness

- Space constraint is one of the major weaknesses of the college, given the increase in the number of students and courses. Since major part of the college campus is covered with buildings, expansion is not viable. Though the college has got five acres of land from the government for its second campus, the second campus is yet to be developed.
- There is no designated playground for the students. For out-door games the District Stadium is hired as and when necessary. There is no in-door stadium also in the college.
- The college does not have any hostel for the students coming from distant remote areas.
- One teaching post and three non-teaching vacancies are yet to be filled by the government in the college.
- The college needs more teaching and non-teaching posts sanctioned by the government for opening up new programmes and the smooth running of them.
- The college urgently needs fund for developing the second campus so that the problem of space crunch is mitigated and the college authority is able to pray for new programmes to be introduced in the college.

- Limited resources of funds and financial dependence on government are some of the pulling-back factors in the growth of the college. Government permissions are needed for fund generation. There is hardly any scope for financial autonomy.
- The space of the canteen is not adequate to cater to the need of the students and the staff.
- Sophisticated conference hall is not there in the college for the conduction of seminars, workshops, etc.
- Language Lab cannot be opened up because of space crunch.
- Practical Laboratories for science subjects like Geography, Computer Science, etc. cannot be extended because of space and fund issues.

Institutional Opportunity

- The students of the college actively participate in the institutional social responsibilities and extension activities. They visit slum areas and local areas for health consciousness in slums and organise and participate in blood donation, cleaning of the locality, road rallies for awareness of the common people. The ethics inculcated by the institution produces empowered women with a concern for society as well as for their own benefit and potentiality. The college provides ample space for those who want to serve humanity.
- The college encourages the teachers to take up research assignments, and some of our teachers got engaged in minor research projects. They are always encouraged and given enough of scope to publish research papers in different books and journals. They are also encouraged to participate in seminars, conferences and workshops, refresher courses, orientation programmes, etc. organised by different colleges as well by different HRDCs of various universities.
- The college library maintains institutional membership with the library of Vidyasagar University, which enables the students and staff of the college to access the resources of the centre. Introduction of KOHA, D-space software and N-list and NDLI are greatly helpful for the students as well as the staff members to pursue their research works.
- The college encourages the students to participate in the Inter-College Athletic Meet organised by the affiliating Vidyasagar University.
- A good number of certificate courses have been introduced in the college for the benefit of the students who try to get knowledge in diverse fields, both academic and professional.
- The campus is a WI FI enabled campus for the benefit of the students and the staff members.
- There is good scope for campus placement for students.

Institutional Challenge

- The primary challenge the college faces today is to retain and reflect the unique heritage of the college in its curricular and co-curricular activities. At the same time the institution is gearing itself towards the future with a vision to embrace emerging disciplines and areas in the higher education with the introduction of New Education Policy-2020.
- The academic performance of the students is good. Yet, there remains further scope for improvement. The challenge is to retain and enhance the quality performance.
- Teaching is incomplete without supplementing research and findings. Research enhances the quality of teaching. And involving students in research activity is a potential method of enabling them to understand the truth and reality of the subject they are taught. A number of teachers are involved in conducting research and also publishing their original research articles in reputed journals and books. It is a challenge to us to create research centre of repute. It is also a challenge for the students to involve

themselves in research activities.

- With the increase in intake capacity, the challenge is to retain and enhance the quality of performance of the students as well as to provide space to them in the form of classrooms and laboratories.
- It is a challenge on the part of the institution to provide all the graduates with a job guarantee in the changing scenario of the society.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Established on the strong foundation of Kaviguru Rabindranath Tagore's ideology, the vision and the mission of the College aims at manifesting all round development of the students and bringing harmony and integration at the social, culture and religious levels inside the campus and even outside through extension activities . The institution being affiliated to the Vidyasagar University is to abide by the curriculum designed by the parent university. The institution has also its ownacademic calendar. It has a master routine prepared by the routine sub-committee and approved by the Teachers' Council. Each department prepares modular teaching plans and the HODs monitor the progress regularly. Internal assessments in Honours and General papers are arranged as per university schedule. More than that, internal examinations are also regularly taken by the Departments in respective classes. The institute also follows rotational headship. After the publication of university results, Teachers' Council discusses the performance of the students and frame a guideline for betterment in the ensuing academic session. Teachers' Council gives valuable suggestions to the Principal and the Governing Body of the college for effective implementation of the curriculum.Faculty members regularly participate in the Orientation Program, Refresher Courses, Short term courses, Seminars and Workshops, Symposiums and Conferences. The College Authority allows teachers to participate in all such programmes.To make the teaching process attractive to the students White boards have been placed in classrooms and ICT enabled devices like LCD projectors are used at times. The College authority maintains discipline and calmness by bringing the whole campus under CCTV surveillance and ensures an environment conducive to learning. Internet facilities with printer are made available to each department.Textbooks and reference books, journals and other learning resources like N-List, NDLIare made available for the upgradation of teachers and the taught. The library subscribes to the institutional membership of Vidyasagar University Central Library for the benefit of the faculty and advanced students. Students are encouraged to take part in industrial training, study-tour, excursion, project- work, field- work etc. organised by the college or its departments.

Teaching-learning and Evaluation

The process of admission is initiated by the government on Admission Portal. The college arranges for wide publicity for admission to different first year honours and general classes by notification through the college website and college notice board. The admission sub-committee comprising of the Principal, Secretary of Teachers' Council and the departmental heads, a representative of the non teaching staff , monitor the entire process of admission right from the beginning. The schedule of admission is displayed in the College Notice Board and on the College website. System generated merit panel list is published through college website and the hard copy of the same is duly placed on the College Notice board. Admission is based on the marks obtained in the last qualifying examination in accordance with the guidelines of the affiliating university. Reservation policy is also strictly followed to fill in the intake capacity of each class.

The college has ramps at the entrance point of the main building and classroom block for the convenience of

differently- able students. The college sensitises each staff and student on issues of gender discrimination and environmental consciousness. As the college is co-educational, the students are encouraged to be courteous and modest in maintaining the dignity of women in the campus in particular and in the society in general. For environmental awareness posters have been placed at different locations inside the campus regarding no- plastic zone, no-smoking zone, and the college is also conscious to set up "USE-ME" Baskets. The college keeps vigil to watch over the progression of the students and gathers data on regular basis on the academic progress of the students to prevent risk of dropout from class lectures, class tests. Such data are used for adopting strategies to improve the academic performance of the students. Slow learners and economically weaker sections are found to and minimise their dropout rate by taking measures like providing stipend and scholarships from the governmental and non-governmental sectors. The college follows a well planned schedule for teaching-learning process as designed by the affiliating university.

Research, Innovations and Extension

As the college has only one science department, that is Honours in Geography,the need of having a full -fledged research centre is not really there. More than that there are certain other problems for not having such Research Centre, these include - small size of the college, lack of space and finance, the understaffing of non -teaching section etc. Still thenthere are 8 no. of faculty members having Ph.D degrees in different subjects. A good number of our teaching faculty members are having M.Phil degree in their respective subjects.Tofelicitate research work by the faculty members the college is having a research sub- committee comprising of members from all the Depts. of the College.The Committee is trying earnestly to improve upon the research culture of the College. Till date, the college has not mobilised sources for research, accepting that it has procured finance from University grant Commission on the occasion of taking of Minor Research Projects and of holding Seminars. There is also a Seminar sub-committee in the college that encourages for Seminars to be organised by the college and monitors it when conducted. Despite its resource constraints, the College is aiming at efficient and effective use of various infrastructural facilities already existing with us. Student Research is facilitated by means of providing computer and Internet facilities, providing data support for research work,giving access to journals published by different professional and reputed research bodies, giving exposure to practical centres like office of tax consultants, small factories engaged in the preparation of items like bread and poultry products, office of bank branches and near by industries. The college is situated in an area which is industrially backward but students are encouraged to visit whatever industry is in our locality. In the matter of extension activities, it can be stated that the College is currently having 4 National Service Scheme(NSS) units that are engaged in both regular activities like awareness campaigns and programmes on different relevant social issues and organising special camps to cater to the needs of the adopted areas under NSS.

Infrastructure and Learning Resources

Our institution is quite an old institution with a limited space area, but it has a very positive attitude regarding the creation and enhancement of infrastructure to cope with the gradually increasing roll strength, without any hindrance in the effective teaching and learning process. With the introduction of Arts stream since 2006, the college is going for infrastructural expansion in spite of financial stringencies. After the second cycle of the NAAC,with the help of RUSA grant the college is able to construct a bock of classrooms. The different sub-committees like Building Subcommittee, Purchase Subcommittee, Finance sub-committee look after and take measures for the infrastructural development of the college. The College Authority seeks suggestions from different stakeholders like students, faculty members and non teaching staff regarding the infrastructure development and after making the suggestions endorsed by the governing Body, the Maintenance, Purchase and

Buildings Subcommittee invite tenders.The College as a rule opts for the lowest rates quoted by the tenders and proceeds.

Presently there are19 classrooms in the college,Seminar Halls 2, Laboratories 2, Gymnasium 1,Yoga centre 1, Health Centre 1, Students' Union 1, Alumni Association 1, NSS Room 1,Women Cell 1, Canteen 1,CCC 1.

We have 8 SMART classrooms for different departments with ICT facilities. The college has one 135 kva, Silent diesel generator set, Water supply line from municipality. 2 inverters. Fiji 5 kva and 2 kva automatic voltage stabilizers, CCTV coverage and softwares for college administration. There are 68 desktop computers used in the college which are mostly Internet connected. Every Hons. Dept. is also provided with Laptops. The total area of the Library is 190.445 square meter with a good number of textbooks and journals, with KOHA and D-space software. The Library sub- committee comprising of different Heades, representatives from non teaching staff and students under the chairmanship of the Principal, discusses and finalises the infrastructural and academic requirements of the library . Of late, the college has been provided with 5 acres of land for a second campus, but the college is yet to make any infrastructural growth there.

Student Support and Progression

The college tries to provide every possible support to every student. It provide specific support services and other facilities to students of SC/ST, OBC and Economically weaker sections, students with different abilities and students who participate in various competitions. Medical assistance is also provided to the students through Students' Health Home. The college organizers, coaching classes for competitive exams and other skill developments like Spoken English, Computer literacy, etc. It has an inbuilt system to support slow learners. Students are also exposed to other institutions of higher learning. Efforts are also made by the institution to facilitate entrepreneurial skills among the students through its curriculum and other means. To promote participation of students in extra -curricular and Co- curricular activities, the Sports wing, NCC units of the College chalk out the policies and strategies. Competitions are organised for all students, which are ways of showing the singing, dancing, debating, quizzing aptitudes of the students. The college also provides additional academic support, flexibility in examinations, Sports uniform and materials to the students.

The institution extends support on various aspects like academic, psycho-social and career guidance through different formal and informal mechanisms. The college has a formal Career Counselling Cell which helps the students in the field of future progression. The institution has a Disciplinary Sub- committee which looks into affairs of grievance, redressal, sexual harassment and ragging in the college. The college keeps continuous vigilance in minimising dropouts through encouragement and counselling. The pass percentages in Honours courses are generally either 100% or very close to that, but that of General courses are yet to attain such high standards. Tentative data regarding student progression is collected by the Departments through personal contacts of the teachers, Alumni suggests and other contacts. On the whole around 40% of the students of Honour course pursue Post- graduation courses on leaving the college.

Governance, Leadership and Management

The emphasis of this institution has always been on the growth, nourishment, and development of the virtues in men, and the prime focus being " the manifestation of the perfection already in man". The mission of the college is to provide quality education to all the students that confines itself not only in the limits of teaching, learning, but inculcates among them a sense of morality, value, responsibility, as well as their awareness about

the duty towards the society. At the same time, our mission is to infuse among the students the sense of liberty, equality, fraternity, democratic spiritand nationalism. For the growth and development of the College, the Governing body of the College and other stakeholders play a very constructive role in framing and charting out quality policies of the College. The other stakeholders like IQAC, the Teachers Council,the Alumni toocome forward with many a future plans and suggestions. The different sub -committees also frame their action plan and put it before the Teachers' Council, which is discussed, and the merits and demerits of the plan and programmes are also pointed out before being put forward for implementation. The college tries its level best to reinforce the culture of excellence by organising awareness programmes, lectures, workshops, seminars, etc. Students are motivated from time to time to prepare well for the final examination. Not only the students but the faculty members are also encouraged to pursue higher degrees and to engage in research activities. The collegeprovides adequate autonomy to the Departments to function smoothly for the overall growth of the college. It too has some perspective plans for the future,like- introduction of some Career- oriented self-financing courses,upgradation of library infrastructure etc.The overall pursuit of the college is to take care of the needs of both the staff and students in a holistic way so that an ambience of fellow feeling and good sense grows for the organic growth of the college.

Institutional Values and Best Practices

The College authority is very much conscious of environmental planning, concerned with physical and biological system which provide our basic life support and significantly contribute to our psychological wellbeing and sustainable growth of the society with appropriate life support.The ultimate aim of environmental planning is to maintain the campus eco- friendly, to provide an ideal academic ambience with special emphasis on health, hygiene and psychological comfort to the campus users. The management of the college encourages all segments of the campus users to have an eco- friendly campus for the overall benefit of all concerned. All the members of the staff and students sincerely try to maintain the campus ecofriendly. In this regard, especially the NSS volunteers render commendable service at regular intervals under the stewardship of the NSS Programme Officers. Apart from that, the college has taken several other initiatives for the proper maintenance of the campus on environmental issues.

- The campus has been declared to be Polythene- free campus and entry is strictly restricted for anyone trying to enter into the campus with polythene carry bags. The canteen inside the campus uses disposable cups and plates made of paper.
- Waste papers and litter falls in the campus are never set on fire, so that emission of Co_2 and other harmful gases leading to creation of pollution can be prevented. Instead of burning the litter falls and waste papers, the same are accumulated in small pits for having organic manure free of cost and additionally to be usedfor planting trees on those pits. The NSS volunteers particularly make it a point to pick up every bit of waste paper scattered here and there inside the campus and put the same in the pits
- Bio-pesticide sprays are used inside the campus to drive out the mosquitoes and other harmful insects.
- No- vehicles daysare also observed in the college to create awareness among the students.
- Dustbins are placed at different locations within the college campus for smooth disposal of solid waste.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	K.D. COLLEGE OF COMMERCE AND GENERAL STUDIES
Address	KSHUDIRAM NAGAR, MIDNAPORE, PASCHIM MEDINIPUR
City	MIDNAPORE
State	West Bengal
Pin	721101
Website	www.kdcollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	DULAL CHANDRA DAS	03222-275836	9775100112	-	kdccmid_westbengal@rediffmail.com
IQAC / CIQA coordinator	Uttam Kumar Jena	03222-273693	7797319824	-	ujkumar2018@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	Vidyasagar University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-07-1986	[View Document](#)
12B of UGC	25-07-1986	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KSHUDIRAM NAGAR, MIDNAPORE, PASCHIM MEDINIPUR	Urban	0.7485	1362.254

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,B A Honours Or Honours With Research In English,	48	Higher Secondary	English	104	92
UG	BA,B A Honours Or Honours With Research In Bengali,	48	Higher Secondary	Bengali	127	89
UG	BCom,B Com Honours Or Honours With Research In Accountancy,	48	Higher Secondary	English	210	163
UG	BCom,B Com Honours Or Honours With Research In Marketing Management,	48	Higher Secondary	English	69	41
UG	BSc,B Sc Honours Or Honours With Research In Geography,	48	Higher Secondary	English	38	26
UG	BA,B A Multidisciplinary In Humanities,	36	Higher Secondary	English,Bengali	404	391

| UG | BA,B A Multidisciplinary In Social Sciences, | 36 | Higher Secondary | English,Bengali | 24 | 24 |

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				10				7			
Recruited	0	0	0	0	9	1	0	10	5	1	0	6
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				14
Recruited	8	3	0	11
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	0	0	3
Yet to Recruit				1

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	2	0	0	5
M.Phil.	0	0	0	4	0	0	2	1	0	7
PG	0	0	0	3	0	0	1	0	0	4
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	5	1	0	6

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	455	0	0	0	455
	Female	371	0	0	0	371
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	63	65	52	51
	Female	36	25	27	55
	Others	0	0	0	0
ST	Male	36	22	22	42
	Female	20	37	20	27
	Others	0	0	0	0
OBC	Male	100	92	103	78
	Female	49	36	49	69
	Others	0	0	0	0
General	Male	324	299	287	283
	Female	213	204	179	219
	Others	0	0	0	0
Others	Male	1	1	1	1
	Female	1	1	1	1
	Others	0	0	0	0
Total		843	782	741	826

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	NEP has been introduced from the accademic session 2023-24 as per the guideline of the affiliating University, i.e. Vidyasagar University, with multidisciplinary curriculum. For that purpose the

	college has already initiated collaboration with other institutions for faculty exchange and student exchange.
2. Academic bank of credits (ABC):	As the NEP hasbeen introduced in this accademic session only and so far no semester examination has been conducted under the NEP Syllabus, the College is yet to create an Accademic Bank of Credits System.
3. Skill development:	Keeping in view the prevailing Circumstances as well as to keep pace with the future which the Students have to face, the college has some programmes on skill devellopment, viz. Spoken English Course ,Computing Skill Course, Dancing Skill, Electrician Training Skill, e-Commerce Skill, Handicrafts Skill.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Yet to be done.
5. Focus on Outcome based education (OBE):	The syllabus is oriented with a careeristic and societal goal emphasizing on career oportunaties with a sense of social obligation in the mind of the students. These issues are adequately addressed by the College. More than that some skill based programmes are also introdused to cater to the need of the students.
6. Distance education/online education:	NO

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club (ELC) has been set up in the College with Sri Sukhdev Das and Sri Indrajit Panigrahi as the co-ordinating faculty mambers and some students as the students' co-ordinators.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, students' co-ordinator and co-ordinating faculty members are appointed by the College from among the faculty members and students respectively. ELC is functional in the college . ELC approaches the students to create among them the awarenes and consciousness with regard to their voting right.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of	ELC of the college in collaboration with district Election office conducts seminars and workshops in the College.

students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Awareness drives are conducted in this college . Students participate in the Youth Parliament organized by the Government.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	ELC motivates the students to register in the electoral roll as soon as they attain 18 years of age. The co-ordinating faculty members ask them to report them as soon as their names are registered.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2310	2381	2391	2233	2380

File Description	Document
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 29

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
29	27	29	27	11

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
31.91	19.81	19.20	30.490	19.176

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Teachers' Council of the college performs the activities of the Academic Sub-committee and plays a very vibrant role in 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 semester 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 semester 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 a unitized / modular teaching plan and follows the same throughout the semester period. Teachers recommend relevant books and learning resources in addition to class lectures for successful materialization of the teaching plan. Answers to the model questions are discussed by the teachers for the benefit of the students. The Heads of the Departments 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 departmental heads are requested to identify the slow learners, if any, and arrange extra classes for them after the completion of the first internal assessment and also to complete project work and class presentation by the students on time.

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 semester session. The Headship is rotationally assigned to the teachers of a department for dynamic and fruitful implementation of the curriculum. The Teachers' Council gives valuable suggestions to the Principal and the Governing Body of the college for effective implementation of the curriculum.

• Upload Additional information

• Provide Link for Additional information

File Description	Document
Upload Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 32

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 21.52

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
446	2071	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

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 Cell 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 organizes seminars, webinars, etc. to create awareness among girl students on various familial, social, economic, health related and political issues and empower them with right thoughts and the habit of thinking rationally. For example, on the children's day i.e. 14th November, 2021, the Women Study Cell of our college organised a webinar in collaboration with Midnapore Samanway Sanstha, Midnapore Unit on "**Violence Against Women and Children: Context and Legal Remedy**" where former Judge Ms. Anjali Sinha delivered speech and gave advices to make the girl-students conscious of their dignity, safety, security and innate potentialities.

The compulsory Environmental Studies subject is taught to all the 2nd Semester undergraduate Honours and general students of the college as the AECC Elective paper. The Department of Geography is also operative in the college for a decade or so. Hence, the students get the opportunity of learning many things related to our environment, climate change, bio-diversity, green house effect, depletion of trees and forests in the name of industrialization, urbanization and development. Moreover, seminars, webinars, etc. are arranged regularly for enhancing the awareness of the students. For example, the Department of Geography of our college organized a webinar on 30.06.2022 on "**Sustainable Green Environment: A Call From Rural Bengal**" where the resource person and other speakers made the students aware of different environmental issues.

The college has constituted the Grievance Redressal Cell and the Anti-Ragging Cell to cater to the issues regarding Human Values and Human Rights violations. The IQAC Cell, the Career and Counselling Cell, the four NSS units, the Central Library and the departments of the college also arrange lectures / talks / seminars / programmes for the students on issues related to Gender, Climate Change, Environmental Education, Human Values and Human Rights, Professional Ethics, etc.

In the past few academic sessions, the NSS Units in collaboration with other departments / cells of the college organised seminars / webinars on various topics like **"Covid-19 Awareness", "Lockdown**

Psycho-crisis and Its Remedies", "My Yoga, My Life", "Social Engineering For Restoration of Ecosystems", "Save the Girl Child", etc. The Department of Commerce organized a special lecture on "**Career Opportunities for Commerce Students**" and the Department of Computer Science organized a workshop on "**Hand-on Training Program on Office Automation**".

These endeavours, only to mention a few, evince how the institution sufficiently integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

• Upload Additional information

• Provide Link for Additional information

File Description	Document
Upload Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 60.26

1.3.2.1 **Number of students undertaking project work/field work / internships**	

Response: 1392

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 86.4

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
740	782	841	757	793

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
894	894	841	950	950

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 77.87

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
275	279	306	284	292

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
427	427	306	342	342

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 79.66

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

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 megazines. As a part of the process, class room seminars by students are organized where students are asked to present papers on various topics. After every presentation audience students are asked to ask questions for a brief question-answer session. Some times teachers encourage students to take a class in the presence of the teacher on a particular Topic. In this case also question-answer session is encouraged. Some times, after completion of a chapter or topic students are asked to prepare some probable questions on that topic. Every department publises an annual wall megazine designed by the students with their own contribution.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 93.89

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
30	28	30	30	13

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 79.67

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
27	25	26	12	8

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

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 for University evaluation.Except that continueous internal examinations are taken by the departments. 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 deaealing with grievances related to the internal assessment.

File Description	Document
Upload Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Ours is a small college that offers only seven Under-Graduate programmes, i.e. B.A. Honours in Bengali, B.A. Honours in English, B.A. General course, B.Com. Honours in Accounting and Finance, B. Com. Honours in Marketing Management, B.Com. General and B.Sc. Honours in Geography. All these programmes are approved by the affiliating Vidyasagar University. The course contents are also framed by the university. As per the CBCS pattern, there are Core Courses, DSE, GE, DSC, SEC, LCC, AECC, MIL, ENVS, etc. in these programmes. We don't have much autonomy in this regard. But we design the course contents of the Add-on / Certificate Courses of three months duration run by the college, keeping in mind the present-day need of the students and the mission and vision of the college.

The students of the B.A. Honours and General programmes become sensitive and sensible about society and culture in general. They become aware of different environmental issues and movements. Project work and field study enrich them with practical experiences. They learn the four skills of language, i.e. speaking, reading, writing and listening which enhance their employability. The successful completion of these programmes empowers the students to crack various competitive exams and entrance tests for Post-Graduate programmes later.

The commerce graduates learn accounting, taxation, business law and communication, marketing management, managerial skills, basics of computer, etc. that help them to be self-employed in future. Some students sit for the professional courses like CA, ICWA and ICS. Some prefer pursuing M.Com. course. These programmes enable the students to do better in the competitive exams. The students of Geography Honours course also sit for different competitive exams after graduation. Some of them pursue higher studies in remote sensing and other courses.

Different Add-on / Certificate Courses are run by the college to develop the knowledge and skills of the students so that they can excel in the job-market and be good citizens of the nation as well.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

"Evaluating is itself the most valuable treasure of all that we value. It is only through evaluation that value exists: and without evaluation the nut of existence would be hollow.", says Friedrich Nietzsche. In fact, the vast importance of evaluation in the teaching-learning process is acknowledged by all. Hence, prior to the beginning of a new semester session, the general framework of academic activities including tentative evaluation schedules in the new semester is charted out in the Teachers' Council meeting and the same is incorporated in the Academic Calendar of the college for general information of all and necessary implementation of it. The HODs of the Departments monitor the progress of the courses regularly and the same are reported in the meetings of the Teachers' Council for necessary strategic advices and help, if needed. Class Tests, Seminar Presentation / PPT Presentation, Project Writing, Field Study, etc. are held regularly to evaluate the attainment of the course outcomes. The slow-learners are identified and special attention is given to them. Before the commencement of the University scheduled Internal Assessments in Honours and General courses, the Teachers' Council reviews the completion of the portion of the syllabus and takes necessary steps.

After the publication of results of End Semester Examinations by the affiliating university, meetings are called by the Teachers' Council to discuss students' attainment of course outcomes and programme outcomes and necessary guidelines are framed for ensuring the betterment of students' progress in the ensuing semester session. The Departments keep the record of the students' progression to higher studies and their other achievements like qualifying competitive exams, NET, SET, PSC and SSC exams, etc. in future. The Departments also collect the data of the students who get job in the government or private sectors or become self-employed later. For more than a couple of times in the last five years the Career Counselling Cell of the college organized Campus Placement programmes where some students of different departments got job/placement in private companies. The college authority also collects feedback from students, parents and other stakeholders on regular basis to get an overview of the attainment of programme outcomes and course outcomes. Thus the attainment of programme outcomes and course outcomes are evaluated directly and sometimes indirectly by the college.

The academic excellence of our students in the University Final Examination in the session 2022-23 May be furnished in the following tabular form to have a glimpse at students' attainment of programme outcomes and course outcomes.

Course/Programme	Appeared	Passed	Failed	Obtained 1st Class
B.A. Honours in Bengali	64	62	02	53
B.A. Honours in English	49	49	Nil	32
B.A. General Course	170	159	11	07
B.Com. Honours in Accounting and Finance	159	147	12	144
B.Com. Honours in Marketing Management	32	30	02	19
B.Com. General Course	20	20	Nil	12
B.Sc. Honours in	24	24	Nil	24

Geography				
Total	518	491	27	291

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 97.33

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
491	520	513	462	308

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
518	531	513	462	333

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 3.17

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	3.17

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Along with the Indo-centric topics and chapters as prescribed in the university course curriculum, our College tries to instill in the mind of the students the values and ethics of our culture, society and nation. For this to achieve, A good number of lectures by eminent persons are conducted on the topics of Environment, Culture and Values. Lectures are also organized taking speakers from the spiritual domain to make the students realize how to make their lives beautiful with the will of the mind. In keeping with Kovi Guru's idea of philanthropy, the students are encouraged to participate in different outreach programmes and to help the deprived and the needy. To let the students introduce into an Indian way of life and philosophy, Yoga is encouraged in the campus with a Yoga Centre.

With a mission to make every student computer literate, two computer labs serve as incubation centres to fulfill their dreams in the future.

File Description	Document
Upload Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 44

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	12	19	5	2

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.66

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
5	2	5	4	3

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.79

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
7	4	3	6	3

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The environment offered by K.D. College of Commerce & General Studies, Midnapore is conducive to students' holistic development. Extension activities not only instil a sense of responsibility to the community but also effectively sensitise young minds of the students of our college towards significant socio- economic issues.

The National Service Scheme (NSS) Units, organise various social outreach programmes to enlighten the students with the concept and practice of social responsibility. The NSS units of our college take part in various initiatives like organising camps, Swachh Bharat Mission, awareness programmes on AIDS prevention, Thalassaemia detection, Chikungunya and Dengue awareness, awareness programme on Tobacco Menace, Blood donation camps etc. The NSS Units of the College perform diversified activities like working with environmental issues, sustainability issues, etc. Events like World Environmental Day, Aranya Saptaha, International Yoga Day, World Health Day, Doctor's Day, International Peace Day, Road safety Awareness, National Integration Day, National Youth Day, International Bicycle Day,

Children's Day, National Integration Day etc. are observed in the college with road rallies which spread awareness. The College organises seminars on World AIDS Day associated with Red Ribbon Club (RRC) for AIDS prevention, seminars on Chikungunya and Dengue awareness. NSS units also celebrate Independence Day, Netaji's Birth Day, Republic Day, Anti-Tobacco rally and lecture, AIDS awareness Rally involving the students with the greater social issues in the community and making them socially responsible and sensitive. Survey on environmental quality, availability of basic amenities and assets, basic medical facilities, socio-economic condition as well as overall quality of life and wellbeing are conducted as a part of extension activities by the NSS volunteers. Four NSS Units have also taken up extension activities by adopting four villages and students of primary school, located in the concerned area by involving local children belonging to backward communities (leprosy affected families) and financially weaker sections in various competitive events like sports, and cultural competitions to boost up their extra-curricular activities.

The dedicated teachers of our college willingly shoulder the responsibility of conducting classes in nearby schools (viz. Saraswati Vidya Mandir), extending their commitment beyond the college premises. This initiative not only benefits the students in those schools but also contributes to the overall development and knowledge enhancement in the subject domain. Through their involvement with the students beyond the premises, these educators play a pivotal role in fostering a broader and more inclusive learning environment, positively impacting the educational landscape in the community.

During the Covid-19 outbreak, student volunteer groups dedicated to Covid-19 assistance were formed. These groups actively participated in social extension services within the surrounding areas. Collaborating with SamanwaySangstha (NGO), NSS volunteers distributed sanitisers, masks, oxygen, and facilitated ambulance services to the neighboring areas around the college.

The 'Oasis' eco-club of our college is pivotal in promoting environmental sustainability through seminars, tree planting, and eco-awareness activities. Committed to reducing the use of plastic, donating plants to NGOs, and encouraging rooftop gardening, the club fosters a culture of responsibility, contributing to a healthier and more sustainable planet.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

In the year 2019-2020, one of the NSS Programme Officers was adjudged for the Best Programme

Officer award by Vidyasagar University, acknowledging the outstanding contributions made towards community service and social initiatives. This recognition highlights the commendable efforts and dedication of the NSS Units in fostering positive change in society.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 34

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
8	7	5	4	10

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 15

File Description	Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

With the increase in the in-take capacity in compliance with the directives of the affiliating university,someclass rooms
have been newly constructed. 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. A hall has also been newly added for the accomodation of lage classes.The work of renovating the Computer laboratory is going on.

File Description	Document
Upload Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 6.8

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
1.792	.598	1.869	3.863	.081

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

i. Name of ILMS Software**: KOHA**

    ii. Nature of Automation**: Partially**

    iii. Version: 19.05

    iv**. Year of Automation**: **2015**

Response:

• 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. are being 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 create one library website (URL: https://librarykdcollege.org/) for dissemination of library information.

Library has facility of e-resources as well as some printed Journals are also regularly subscribed.

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The Administrative office, Central Library and each individual academic department have been provided with Desk-Top Computers,
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. B**andwidth** of 175 mbps is used in the campus.

File Description	Document
Upload Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 57.75

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 40

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 7.26

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
2.91	1.14	1.21	1.98	1.52

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 28.69

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1049	842	551	551	362

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.56

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
21	25	1	10	09

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 19.53

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
130	55	61	108	94

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
491	520	513	462	308

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 2.11

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
10	4	8	6	11

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 2

5.3.1.1 *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 wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	1

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 168.4

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
295	314	00	120	113

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

The college is presently having a registered Alumni Association. It is named, 'K.D. COLLEGE

PRAKTANEE ASSOCIATION' and is registered under the West Bengal Societies Registration Act, 1961 on 22nd December, 2021.

Our alumni participates in college foundation day celebration, blood donation camp, road rally etc. It is having a substantial number of members with elected/selected office bearers. It regularly arranges association level meetings and also organizes alumni get-together.

It also organised two online webinars during 2020-21.

1. Opportunities for commerce students in chartered accountancy

courses(20.06.21)

2. Entrepreneur development programme on poultry

farming(26.06.21)

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The vision of the institution is to imbibe inthe students the spirit of philanthrophy, cultural values and develop human resources in order to serve mankind in general and the weaker sections in particularto foster global peace and harmony. Providing quality education with affordable cost, scanning the external environment through strategic planning, building faculty power in tune with the modern trends in teaching, interacting
creatively with the Government and the civil society,making aware of the community problems and establishing harmonious relationship
with the society is the prime focus. The vision of the institution is to evolve through collective leadership into a centre of academic excellence which while retaining its regional roots is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and co-curricular responsibilities so that all stakeholders may
benefit and students particularly, may develop to their fullest potential.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

 The institutional Strategic/ perspective plan is effectively deployed through Conventional method of teaching with the use of information
Communication Technology, Field surveys, Academic tools, documentary film show after class hours.

Group discussions and quiz contests are arranged. Seminars are also arranged in the class rooms and through online mode. Internal examination with short questions and multiple

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

Departmental initiatives are taken for research projects. Post DOC research inspired by College Authority and IQAC. IQAC

motivating teachers for undertaking research projects as well as to publish papers in journals. Library is computerised. There are good no. of Text Books and Reference books.There are some E-resourses through N-List and NDLI.

The Governing Body of the college takes the live roll in framing out plants and to implemen them in the macro level . The Teachers' Council as a subsidiary unit tries to monitor the issues in the micro level. The service rules and appointments are government monitored.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

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

File Description	Document
Upload Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 13.82

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	11	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 4.55

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	4	3	1	0

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
16	11	16	16	16

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Any fund received from the Government for development are complited in time and at the end is

furnished with utilization Certificate. 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. But since 2019-20 no Auditor is deployed by the Government and so the Audit is being conducted by the college with registered Charted Accountants.

File Description	Document
Upload Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of the college contributes significantly to assure the quality of the institution by incorporating verious measures, like preparing an Annual plan in the beginning of the academic session and ina periodic manner evaluates the progress to achive the
desired end. The various issues relating to the different stake holders of the institution is taken care of in consultation with
the Principal.Out side membersof the IQAC from the Industry and Accademic field are consulted regularly for suggestion and advice
with regard to placement in different jobs and for academic excellence respectively.IQAC functions not only as a guide but also as an evaluator of all issues concerning every stake holder of the college.

File Description	Document
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies**

such as NAAC, NBA etc.

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

It's fact that despite the existence of several provisions in the Constitution, legal measures by the Supreme Court on different occasions, a number of laudable initiatives taken by the UGC, our society is not yet fully free from social evils of various types arising out of gender discrimination. The college being a co-educational educational institution is deeply concerned with the safety and security of women in the campus and promotion of gender equity, uses all its mechanisms and infrastructure to reach an ideal situation where there will be no discrimination against any person for gender through organising various programme as briefed hereunder.

An awareness camp cum training programme on Self Defence was organised on 11.11.2017 and Sri Somnath Saha, Instructor, Karate Association,Paschim Medinipur provided some basic tips of self Defense to 42 participating girl students. On 30.09.2018, a seminar on 'CrimeAgainst Women' (Eve Teasing) was organised in participation of 76 girl students. On 23.01.2020, a special lecture programme on 'Domestic Violence' was arranged on the occasion of National Girl Child Day Celebration involving 107 girl students.

For the safety and security of the campus users, especially the girl students, the entire College campus has been brought under the CCTV surveillance. Separate common room for girls is made available to the girl students. The College facilitates the quick and timely processing of the Applications tendered by the girl students for 'Kanyashree Scholarship', a flagship project of the Government of West Bengal to ensure financial security of the girl students. The college installed one Sanitary Napkin vending machine near the Girls' toilet. Various cells like, Women's study Centre, Anti –sexual Harassment Cell, Grievance Redressal Cell etc. have been established to ensure proper justice, safety and security to the girl students. The College is also sensitive to the interests and welfare of female staff members and allows them special benefits as per the existing rules and laws.

The College sincerely aims at inculcating moral, ethical ,spiritual and constitutional values among the students by celebrating National and International Commemorative days and birthdays of the great personalities. Every year, Red Letter days like Republic Day, Independence Day are observed by involving all the stakeholders. Apart from that the birthdays of Swami Vivekananda, Kaviguru Rabindranath Tagore,Pandit Ishwar Chandra Vidyasagar, Mahatma Gandhi are also observed by

arranging seminars or special lectures highlighting different aspects of their lives so that students get inspired to build an ideal life to become a responsible future citizen of India.

Last but not the least, the N.S.S. Units of the College observes various events like, World Environment day by undertaking plantation of saplings, World AIDS day by organising seminars and Road Rally, World No Tobacco Day by organizing special lectures.

File Description	Document
Upload Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The College being located in a backward district and having a close proximity to the Jungle Mahal area accommodates students containing variety in caste, creed, culture, language and socio-economic status. The College has been fostering an inclusive environment for all the stakeholders since its inception by following the principle of 'Unity in Diversity'.

So far as the Teaching-Learning process is concerned, in almost all the classes, lectures are delivered in bi-lingual manner for the convenience of the students.

Communal Harmony Campaign Week was observed between 19th. and 25 th November, 2020 by maintaining the Covid protocols and the N.S.S.Volunteers actively took part in raising funds to extend financial assistance to the people in distress and the entire fund collected was handed over to the competent authorities. N.S.S Volunteers under the stewardship of the Programme Officers conducted relief distribution programme in the aid of the flood victims in the nearby areas.

During the outbreak of epidemics like dengue, the student volunteers of N.S.S. units played a significant role in creating awareness among the slum dwellers and undertook cleaning programme by involving the local people. The N.S.S. volunteers also organised a Traffic Awareness campaign with special emphasis on using the helmets for the bike-riders in association with the local police station.

During the Covid pandemic, a Covid Warrior Group was formed by including some young energetic as well as courageous N.S.S. Volunteers. The Warrior group distributed mask and sanitisers especially among the nearby slum dwellers. The Warrior group also successfully ran a 24-hour help line service for the hospitalization of Covid patients and supplying Medical Oxygen Cylinder to home quarantined patients in collaboration with Midnapore Medical College & Hospital. The volunteers of the Warrior

group also actively stood beside many a home quarantined family by extending various types of man-power supports as and when necessary to ease and normalise their day to day life as far as possible.

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

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

The Context: The malaria disease is caused by protozoan pathogen ; Chikungunya and dengue diseases are caused by the viral pathogen and all the pathogens are carried by mosquito as vector. Both the disease are highly dangerous and epidemic one. The female Anopheles Mosquito when bite the human, suck the blood from infected people and transmit it to the blood of fresh people. The protozoa Plasmodium sp complete its half life cycle in the body of human and other half within the body of Mosquito .

2. **Objectives**:

a. To stop the Life cycle of Mosquito.

b. To stop transmission of Malaria , Dengue and chickengunia, pathogens.

c. To apply the eco-friendly ,non pollutantbiopestide to control the Mosquito within the campus.

The Practice : The mosquito lay their eggs in the water and multiply in numbers. The drains, water reservoirs, and many open pots retain water and that are the main sources for the multiplication of Mosquito in the campus as well as adjacent areas of the college campus. In place of spraying chemical pesticides which are highly fatal, causing cancerous diseases, impaired soil health, also poisoned other aquatic life processes, we have selected swietenia macrophilla leaves to prepare leaves extract and to spray the juice in the water body of our campus as well as adjacent areas of the campus. The extract is prepared on the following way :

I. Collect 250 grams fresh leaves and chopped into small pieces with the help of chopper and then taken in the mixer grinder with 10 ml. water.

II. Grinding until to paste.

III. In a can take the paste and addapproximately 1 liter water with it and then shaken properly.

IV. With the help of filter or clean cloth the mixture is filtered and the filtrate is taken into the sprayer.

V. The filtrate issprayed with the help of sprayer into the water bodies as well as different place of the campus and adjacent areas to the campus.

VI. As mosquito complete its life cycle within a week we have the moto tospray the filtrate once in a week.

VII. The emphasis is given mainly on the aquatic places and also in the darker areas, corners of the classrooms, basal sides of the boundaries, toilets and wash rooms, etc.

VIII. Through awareness program we motivate our students to follow this and adjacent people of our campus are also being motivated through NSS activities.

4. **Obstacles:** We have convinced our students through seminar that the chemical pesticides have adverse effects on both biotic and a biotic components of the environment. The chemical residues destroy the quality of soil, water, air, food, causes genetical disorders, physiological deformities, diseases, mortality rate, bio-accumulation and bio magnifications trigger effects ofunforeseen consequences. So the flora as well as fauna will be critically affected. To check this dangerous effect we have to follow the eco-friendly pesticides the biopesticides like swieteniamacrophylla- a plant based pesticides. Through NSS camp we have convinced the common people: Biopesticides that can reduce pesticides risks.

5. **Impact**: of the practice:. The extract is harmless and have no side effects if we use the water mixed with the extracts for cooking and drinking . This concept is focused to the students coming from different parts of the district and also beyond the state. Students Circulated this message to the environment and also used the sap in their own household . The people of adjacent areas also followed this method and practiced this to remove the dengue, Chikungunya and Malaria fever.

6. . **Resources required** : a. Biopesticides- Extract from the leaves as experimental tool of Switenia macrophylla. It is already present in the environment and easily available in huge amount. b. Sprayer – Ordinary low priced one. c. Mixer -Grinder or prepare paste in the mortar and pestle. So this is bearable for any family.

- **Title of the Practice :** No Vehicles Day

The Objectives of the practice – The basic objective of the practice is to create an overall awareness about the environmental pollution created by the fuel driven vehicles. For ensuring sustainable transportation as well as energy conservation, vehicle users are to encouraged to restrict the unnecessary use of vehicles as far as practicable.

The Context - Pollution is a major problem faced by the world. While the predominant pollutants in petrol/gasoline driven vehicles are hydrocarbons and carbon monoxide, the predominant pollutants from the del based vehicles are Oxides of nitrogen and particulates. The emission of air pollutants from fossil fuel combustion is the major cause of urban air pollution. Burning fossil fuels is also the main contributor to the emission of greenhouse gases.

The Practice – All the campus users are urged not to use fuel driven vehicles for undertaking their to and fro journey to the campus. Implementing this policy for two days in a year is a significant step towards promoting sustainability and reducing the environmental impact of transportation. Not only that this practice adopted by the campus users is expected to encourage the neighbouring people positively to restrict the use of their respective vehicles for less important issues

   5. EvidenceofSuccess – Many a campus users was found to use their bi-cycles or hired e-rickshaw to attend the college , while many others living in the close proximity to the college walked on foot to attend the college. Not only that , they also encouraged their friends, relatives to adopt the practice by warning them about the dangers of environmental pollution arising out of the emissions of fuel driven vehicles

   6.Problems Encountered and Resources Required

Restricting the use of fuel driven vehicles, especially the two-wheelers created genuine problems for a good number of students living in rural areas without having adequate public transport services. A good number of students living in nearby villages had to face a problem in reaching the campus in time.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

K.D. College of Commerce & General Studies of today started its journey as K.D. College of Commerce in the year 1961 in a building obtained as a gift from the scions of Ramgarh Estate. This College building is blessed with the lotus feet of Kaviguru Rabindranath Tagore who spent two nights in this premises on 15th and 16th December,1939 during his visit to Midnapore. As the bard had always aspired for compassion, tolerance and universal harmony, the college has always been striving to follow the paved path of the great poet and keeping in view of the great ideology of the bard, the vision of the College, since its inception, is firmly rooted in the philanthropic ideology of the great soul.

The College not only enriches the students with bookish knowledge to enable them in earning their bread and butter, but also tries to inculcate moral and ethical values among them to make each of them a 'Human being' in the true sense of the term. A bit of knowledge acquired in a specific area can never make a complete man, unless humanity is not there. So, our primary vision, along with imparting

academic knowledge, is to inculcate among the students the ideology upheld by the bard.

The students of the college never hesitate to take active part in various types of social services to stand beside the distressed people in the critical moments. The students of the college under the auspices of National Service Scheme, takes active part in extending their support to flood victims during the flood in the neighbouring areas, combat epidemics like Dengue, Malaria etc. During the flood, our students go to water logged areas with cooked foods and clothes for distributing among homeless people who lost their mud built houses in the flood. In the recent past, during the Covid Pandemic, a 'Covid Warrior Group' was formed by involving some senior students from among the N.S.S. volunteers and the Covid Warrior Group did a splendid job by undertaking the responsibility of hospitalising the covid patients, supplying medical oxygen cylinders to home quarantined patients in collaboration with Midnapore Medical College & Hospital. Not only that the individual members of the Warrior group extended their active support to a good number of households comprising of senior citizens in their respective localities by supplying them medicines, groceries and vegetable on regular basis.

The College always stresses upon producing responsible future citizens for the country by nurturing the students in a conducive environment of academics and humanity. Apart from the stipulated Teaching and Learning process, our endeavour to sow the seeds of love, kindness and justice continues and as a result of this, the students even after leaving the college on completion of their stipulated course of studies are found to involve themselves in various types of philanthropic activities in their later life to bring smiles on the pale faces which were too weak to smile.

File Description	Document
Any other relevant information	[View Document]()

5. CONCLUSION

Additional Information :

- The College has been allotted 5 Acres of Land by the Government for a Second Campus.
- The NSS Units perform commendably in the locality as well as in the adopted slum areas.
- Best NSS College and Best Programme Officer przes are awarded by Vidyasagar University.
- Campus Interviews and placement is done on a regular basis.
- Training and placement partners help in Campus Interviews and placement

Concluding Remarks :

Thus, traversing more than six decades the college is untiring in its service to the nation through the promotion and expansion of higher education initially in Commerce and later in "General Studies" (i.e., Honours & General programmes / courses in Arts stream and Science stream). The institution upholds the ideals of achieving distinction in higher education, all-round development of students for attaining excellence in the job-market, liberation of mind and **prosperity of society. T**he dedicated teachers, devoted employees and innumerable sincere students have tirelessly fuelled the brightly burning light of learning in the logo of the college in its more than six decades long glorious odyssey. One glaring example of such dedication of all stakeholders in the recent past is the achievement of getting five acres of land from the government to be uses as the second campus of the college though the second campus is yet to be developed. The expansion of the college in terms of number of departments, programmes, courses and students, and also in terms of developing the second campus and opening up new programmes and research opportunities for the future generation of students inevitably entails upon it the responsibility of maintaining a good academic and research standard and improving upon the same. The institution has already adopted new initiatives and upgraded its performance keeping in mind the recommendations of the NAAC Peer Team in its two previous visits in 2004 and 2016 respectively and knows only '**Charaiveti, Charaiveti'**.