YEARLY STATUS REPORT - 2022-2023

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

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**VIDYASAGAR UNIVERSITY**
• Name of the IQAC Coordinator	**DR. UTTAM KUMAR JENA**
• Phone No.	**03222275836**
• Alternate phone No.	**7797319824**
• Mobile	**7797319824**
• IQAC e-mail address	**kdcciqac@rediffmail.com**
• Alternate e-mail address	**ujkumar2018@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://kdcollege.ac.in/document/sub_page/20231010_180540.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://kdcollege.ac.in/document/sub_page/20240416_171912.PDF

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.51**	**2017**	**23/01/2017**	**22/01/2022**

6.Date of Establishment of IQAC	**18/02/2005**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

1. Conducted Blood donation camp in the college campus involving a good no. of students and staff. 2. Conducted various awareness programmes and special lectures. 3. Initiative was taken to providethe students with adequate no. of Skill based Certificates Courses. 4. Initiative wastaken for acquisition of land for 2nd campus which is provided with. 5. Placement of pass out students. 6. Initiative was taken to go for MOUs with defferent isstitutions & Agencies.

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

Plan of Action	Achievements/Outcomes
Infrastructural Maintenance	Maintenance of Building done.
Incremental & CAS benefits for staff members	Necessary papers submitted with the competent authority and successfully completed.
Special Lecture on various topics	successfully done
To establish an eco club	Established
To create and awareness of Meditation and Yoga among the students	Done
Encourage faculty members to Pursue research activity	Faculty members published articles in various journals.
To achieve near total attendance in online/offline class	Achieved to a healthy proportion
To encourage students to pursue higher education	Good no of students went for higher education in different subjects.
To take initiative for placement	Done
To encourage students to pursue higher education	Good no of students went for higher education in different subjects.
To conduct Blood Donation camp	Successfully conducted
To practize No-Vehicle Day	Successfully conducted
To pursue certificate courses	Successfully Done
To Give Emphasis on Swachyata Aviyan in Slum Areas	Successfully Done
To Give Emphasis on Swachyata Aviyan in Slum Areas	Successfully Done

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	02/04/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	12/02/2024

15.Multidisciplinary / interdisciplinary

Interdisciplinary, as NEP2020 is not yet introduced by the affiliating university

16.Academic bank of credits (ABC):

Academic bank of credits is maintained

17.Skill development:

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

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Course outcome and Programme outcome is emphasised in the Teaching-learning process to make the students capable of further studies, to face competitions after passing out and to make the students competent.

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **7**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **2310**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **427**

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

File Description	Documents
Data Template	[View File]

2.3   **491**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **29**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **30**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	**7**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**2310**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

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

File Description	Documents
Data Template	[View File](#)

2.3	**491**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**29**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	30

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	32
4.2 Total expenditure excluding salary during the year (INR in lakhs)	2.91
4.3 Total number of computers on campus for academic purposes	57

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

i) The Teachers' Council of the college performs the activities of the Academic Sub-committee and plays a very vibrant role for effective implementation of the curriculum. The institution follows the curriculum designed by Vidyasagar University.

ii) Prior to the beginning of a new semester, the Routine Sub-committee, with the participation of the HODs, prepares a master-routine for all departments / programmes / courses. The routine is immediately approved in the T. C. meeting for effectively carrying out in the coming semester. The general framework of academic activities is also charted out.

iii) The T. C. reviews the completion of the syllabus. The HODs are requested to identify the slow learners and arrange extra classes for them after the first internal assessment and also to complete project work and PPT presentation by the students on time.

iv) The Headship is rotationally assigned to the teachers of a department for dynamic and fruitful implementation of the curriculum.

v) After the publication of University results, meetings are called by the T. C. to discuss the performance of students in each department. The T. C. gives valuable suggestions to the Principal and the G. B. of the college for effective implementation of the curriculum.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://kdcollege.ac.in/document/sub_page/20240416_171912.PDF

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

i) The institution prepares its own academic calendar following the academic calendar prepared by the affiliating university, i.e. Vidyasagar University with a few changes as and when required.

ii) The Heads of Departments in consultation with other teachers of the respective departments finalize the assignments of different teachers, lecture hours, topics to be taught, Internal Assessment schedule and other activities. Each department prepares unitized/modular teaching plan and follows the same throughout the year.

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

iv) Teachers recommend relevant books and learning resources in addition to class lectures for successful materialisation of the teaching plan. Answers to the model questions are discussed by the teachers and revision work is also done for the benefit of students. Project work and classroom presentations by the students are also completed on time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://kdcollege.ac.in/document/sub_page/20240416_171912.PDF

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

7

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

473

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

473

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

1.3 - Curriculum Enrichment

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

Upload a description in maximum of 200 words.

The Women Study Cell creates awareness among girl students on various familial, social, economical and political issues and empowers them with right thoughts and the habit of thinking rationally. The women become conscious of their dignity, safety, security and innate potentialities. The compulsory Environmental Studies subject is taught to the 2nd Sem. U.G. Honours and General students. The Department of Geography is also operative in the college for a decade or so. So, the students learn many things related to our environment, climate change, bio-diversity, green house effect, depletion of trees and forests, etc. The college has

constituted the Disciplinary Sub-committee, the Grievance Redressal Cell and the Anti-Ragging Cell to cater to the issues regarding Human Rights violations. The IQAC Cell, the NSS units and the Career and Counselling Cell of the college also arrange lectures for the students on issues related to Gender, Climate Change, Environmental Education, Human Rights, tree plantation, etc. ICT has become a part and parcel of today's educational system. Our college has moved in this direction noticeably. The computer lab, computers in the departments with internet connectivity, library automation and smart class rooms, etc. evince this.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

7

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

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

1392

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://kdcollege.ac.in/document/sub_page/20240429_204141.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

894

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

275

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Departments draw up the schedule for organizing remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged and prodded to recognize their shortcomings and register on their own without compulsion. Teachers are able to give one to one attend in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners participation may inhibit the others from voicing their problems. The departments use monitoring and mentoring to keep track of slow learners progress. Along with teachers some advanced learners are encouraged to mentor weak students and help them with explanation and notes.

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

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

Number of Students	Number of Teachers
2310	**29**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The College conducts various student centric activities throughout the year. The learning becomes more experimental, participatory and socialistic by organizing various activities like field visit, industrial visit and publication of wall 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	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence teachers are combining technology with traditional mode of instruction to engage students in long term learning. Teachers are uses Information and Communication Technology (ICT) in education to support, enhance and optimize the delivery of education. Teachers are encouraged to use power-point presentation in their teaching by using LCD's and projectors. They are also

equipped by on line search engines and websites to prepare effective presentations

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

29

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

2.4 - Teacher Profile and Quality

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

29

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality /

D.Sc. / D.Litt. during the year

6

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

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

2.4.3.1 - Total experience of full-time teachers

360

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and direct them to ensure effective implementation of the evaluation process. The methods of internal assessment help the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the students towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. In this way mechanism of internal assessment is transparent and robust.

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

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

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

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	View File

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

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

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

2.6.3 - Pass percentage of Students during the year

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

491

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

2.7 - Student Satisfaction Survey

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

http://kdcollege.ac.in/document/sub_page/20240429_204141.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

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

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

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

0

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

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

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

6

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

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

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

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

7

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

3.3 - Extension Activities

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

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,International Bicycle 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.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

8

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

1109

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

3.4 - Collaboration

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

9

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

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

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

15

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

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

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

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

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

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

1.782

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

4.2 - Library as a Learning Resource

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

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	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

45

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

4.3 - IT Infrastructure

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

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

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4.695

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

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

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year

1028

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

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

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

21

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

21

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

21

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

28

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

72

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

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

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

government examinations) during the year

`10`

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

5.3 - Student Participation and Activities

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

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

`0`

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

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

As per Vidyasagar University rules, a student council (Union) is elected by the students every year. Class representatives are elected by the students through a voting system (secret ballot) and these representatives constitute the general student council. These representatives then elect the four office bearer positions among themselves. The student council (union) takes active participation in various administrative, sports & games, cultural, literary and other activities of the college. But presently no such Union exists in the college.

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

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

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

295

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college is presently having a registered Alumni Association. It is named, 'K.D. COLLEGE of K.D. COLLEGE OF COMMERCE AND GENERAL STUDIES 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is to imbibe 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

The College has an Employees' credit co-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	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

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

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

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

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

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

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

6

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

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

Appraisal System for the teachin staff is conducted by the university and the state council of Higher Education and the College authority .For Non teaching staff it is done by the college authority.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Any fund received from the Government for development are complited in time and at the end isfurnished 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	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

Any fund received from the Government for development are complited in time and at the end isfurnished 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	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

The IQAC of the college contributes significantly to assure the quality of the institution by incorporating 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 jobsand accademic excellence.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic

intervals through IQAC. Regular meetings with the HODs of different departments in the presence of the Principal is conducted to take note of the teaching learning progress,effectiveness as well as upgradation.IQAC gives emphasis on using ICT,to conduct project work, identify slowlerners, use of E-resources in the library for betterment.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. . The girls'students are made aware of different safety as well as self defense mechanisms. Master trainer of the local Karate Association is invited for demonstrating some basic tips of self defense.

2. The College recognizes the importance of creating adequate awareness about Gender equity among the students and takes initiatives for organizing awareness Programme about Gender Equity

3. Forgrooming the students properly, Counseling sessions are organised to develop sound mental health of the students.

4. Considering the necessity of basic hygienic facilities especially required for girl students, the College renovated the Toilets and washrooms meant for the Girl students and a Napkin Vending Machine is also installed beside the Girls' wash room.

5. Movement of each and every student inside the campus is strictly monitored through CCTV surveillance by installing adequate number of CCTV camera at different locations.

6. Apart from psychological counselling of the students as and when requested by the concerned guardians, motivational speeches are delivered by eminent persons on various occasions like-Foundation Day Celebration, Doctors' Day and Teachers' Day celebration.

7. The N.S.S. Units of the College organizes Thalassaemia detection camp in collaboration with the CMOH, Midnapore.

8. Indoor games are separately arranged for girl students

File Description	Documents
Annual gender sensitization action plan	1.Awareness programmes for creating awareness among the students about different safety as well as self defense mechanisms to ensure their individual safety both inside and outside the campus have been conducted. 2. Awareness programmes about gender equity have been organized. 3. Counseling sessions have been organized to develop sound physical as well as mental health of the students.4. Improvedthe overall facilities of the girls' common room with special emphasis on hygienic aspect of the washrooms and toilets. 5. Number of cameras for a broader coverage of CCTV surveillance inside the campus have been increased to prevent the occurrence of untoward incidents with girls students. 6. Psychologicalcouncelling of a number ofgirls students has been doneat the time of need. 7. ICC members enquire and counsel the students addressing their problems time to time 8. Separate Indoor Game is arrange for girlsudents. 9. Health Checke up of girl students at regular intervals. 10. Sanitary Napkin Vending Machine has been installed.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	CCTV Camera,separate Common Rooms , Vending Machine.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	*View File*
Any other relevant information	**No File Uploaded**

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

The College has totally abandoned the use of polythene inside the campus to ensure the avoidance of hazards arising out of non-degradable wastes. For managing the degradable wastes, Litterbins and Vats are placed at different locations to facilitate the disposal of all sorts of degradable wastes for the campus users and ultimately the same are taken away by the local Municipal Authority for final disposal at their end. The entire sewerage system has been thoroughly renovated and duly connected to the Municipal drains to ensure the free flow-out of the liquid waste as well as rain water. For disposal of E-Waste, the College is having an arrangement with HULLADEK, A Government approved agency engaged in recycling the E-wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	*View File*
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	*View File*

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	A. Any 4 or All of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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. N.S.S Units of the college play a significant role in standing beside the community in the hour of needs –like epidemics and natural disasters. 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.During the Covid pandemic, a Covid Warrior Group was formed involving some courageous N.S.S. Volunteers who 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution strictly follows to the Vision and Mission of the college.Various programmes and activities are celebrated in the college to enhance the patriotism and constitutional values among the students. The national festivals like Independence Day, Republic Day, World Student's Day is celebrated on the birth anniversary of Dr.Kalam to enlighten students and staff to patriotism. National Integration Day is observed on every year to mark the birth anniversary of Indira Gandhi. On these events students participated in patriotic songs and speeches are delivered by the guests. Constitution Day also known as 'Samvidhan Divas', is celebrated on 26th November every year to commemorate the adoption of the Constitution of India. The Constitution Day is organised to create awareness about fundamental rights and values, national duties and responsibilities. Constitutional Preamble and National Anthem are displayed in the college corridor. The activities like, Constitutional Preamble oath reading to increase knowledge among the students and staff. Besides this the institution celebrates birth and death anniversaries of well-known social reformers, national leaders and eminent historical personalities as per the guidelines given by the State government time to time. This has helped the college to inculcate feelings of truth, love, non-violence, peace andnational integrity.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The	B. Any 3 of the above

Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The College celebrates all the Red Letter days like Republic Day, Independence day, Gandhi Birth day etc. involving all the students and the staff members of the College. Apart from that birthdays of great men are also observed by organizing various seminars to inculcate the values and ethics propagated by those great personalities. The College also observes various international commemorative days like, World Environment day, No Tobacco day, World AIDS day etc.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

Title of the practice :"Spraying of ecofriendly biopesticides to control the vectors of Malaria , Dengue, and Chikunguniadiseases. 1. The Context: The pathogens of these diseases are carried by mosquito as vector through human blood. 2. Objectives: To stop transmission of pathogens and to stop the Life cycle of Mosquito sprayed Swietenia macrophylla leaves extracts 3. The Practice :The aqueous extract sprayed on water bodies to kill the Mosquito eggs . 4. Obstacles:Biopesticides are less toxic,lack of awareness. 5. Impact: of the practice: Kills the larvae of Mosquito in the water bodies. 6. Resources required : Leaves extract, Sprayer, Mixer B. Title of the practice :No Vehicle Day 1. The Context:Acute Environmental Crisis. 2. Objectives: To create Environmental awareness. 3. The Practice : Twice a year practised . Neither teachers nor students are allowed to entire to the campus with emission vehicles. 4. Obstacles:.To persuade the students to come to the college with Bi-cycles. 5. Impact: Some awareness is created among the students. 6. Resources required : Nil

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

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. 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 College always stresses upon producing responsible future citizens for the country.

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

7.3.2 - Plan of action for the next academic year

1. To take initiatives for filling up the vacant posts. 2. To take measures so that land for the second campus be provided by the Govt. as early as possible. 3. To move for opening of new Programmes. 4. To take measures for infrastructure development. 5.To achive academic excellence. 6. To increase e-learning resources. 7. To motivate students to participate in extra-curricular and co curricular activities. 8. To motivate Teachers to pursue research work in their field of interest. 9. To increase the number of smart classrooms. 10. To conduct awareness programs on various issues. 11. To introduce uniform for students to break socieo-economic disparity . 12. To give stress on formative assessment of students. 13. Collaborative initiatives with academic institutionsand industries for learning skill and placement. 14. To promote DEI (Diversity, Equity and Inclusiveness)among the stakeholders.15. To introduce skill base programmes.16. To motivate Students to Join The Yoga and Meditation Centre of the College.