Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**K. K. DAS COLLEGE**
Name of the head of the Institution	**Dr. Ramkrishna Prasad Chakraborty**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03324625999**
Mobile no.	**9143028586**
Registered Email	**kkdascollege@gmail.com**
Alternate Email	**kkdascollege@yahoo.com**
Address	**GRH- 17, Baishnabghata- Patuli**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700084**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Nasima Munshi**
Phone no/Alternate Phone no.	**03324625999**
Mobile no.	**9830348772**
Registered Email	**iqac@kkdascollege.ac.in**
Alternate Email	**iqackkdascollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.kkdascollege.ac.in/aqar

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	https://www.kkdascollege.ac.in/academic-calender

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.37**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC

01-Jul-2010

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting 1	**10-Jun-2019** **1**	**15**
IQAC meeting 2	**06-Dec-2019** **1**	**9**

IQAC meeting 3	20-Dec-2019 1	17
IQAC meeting 4	19-Mar-2020 1	7
Submission of AQAR 18-19 to NAAC	20-Dec-2019 1	15
Academic and administrative Audit for the Academic year 2019-2020	21-Dec-2020 1	15
Gender Audit for the Academic year 2019-2020	22-Dec-2020 1	5
ISO Certification	20-Dec-2019 30	47
QUEST Vol-III published	22-May-2020 60	20
MoU signed with Purash-Kanpur Haridas Nandi Mahavidyalaya	05-Aug-2019 1	1551
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Salary	State Government	2019 365	21004498
Institution	Sports	State Government	2020 4	231525
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities	**No**

during the year?

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

? Use of ICT for teaching, Learning and Evaluation was introduced by all faculty members. Special emphasis was given on Google classroom for keeping record of classes and continuous evaluation process in a systematic manner. Through Google classroom teachers and Students may be connected 24X7. ? Publication of QUEST VolIII(ISBN NO: 9789383360550), The original academic writing of the Teachers ? ISO certification ? Institution social responsibility in collaboration with 'Garia Sahamormi" :Organized Health Camp and eye check up camp for marginalized persons. Eye operation and other treatment of the eye for the marginalized persons was done completely free of Cost and this was possible for the extended support of Sankara Netralayay. ? Arrangement of special lectures by eminent scholars in different Departments

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

Plan of Action	Achivements/Outcomes
Preparation of Academic Calendar, Academic Plan and Time table	The Academic Calendar was prepared at the beginning of the academic session and circulated to the students and all staff of the college through the prospectus and college website for better participation in various activities and programmes organized by the institution. Academic Plan was prepared by each department and uploaded in the respective departmental websites at the beginning of the academic session. Time table for the academic session was prepared before the commencement of the classes and well circulated to the students through the college website, departmental website and notice board for smooth functioning of the Teaching Learning Process.
Orientation Programme for the newly admitted students	• Orientation programme for the newly admitted students was organised on 29.07.2019. • This programme was organised to make the newly admitted students aware about the College, it's past, present and about the future plan. The Mission and Vision of the College was clearly stated and explained. The support system of the college and the role of the students were also discussed in this Programme. • The Principal of the College delivered his lecture with a power

	point Presentation. After that the students were divided in groups Department wise for the Departmental presentation, where the head of the department along with the faculty members interacted closely with the students.
Organising student centric Seminars, Workshops and Special lectures	1. One day Lecture Series was organised by the Department English, K. K. Das College in collaboration with New Alipur College on 29.08.2019. Dr. Siddhartha Biswas, Associate Professor in English, University of Calcutta, Dr. Sourav Dasthakur, Associate Professor in English, Visva Bharati and Dr. Pinaki De, Book Designer and Associate Professor in English, Raja Peary Mohan College were the eminent speakers of the day. 90 students and 25 teachers from both the colleges participated in this programme. 2. A Special lecture was organised by the department of History on 21.09.2019. Dr. Souvik Mukhopadhyay, Associate Professor, Department of History, University of Calcutta was the speaker. He delivered a lecture on 'King Asoka'. The students of the department were immensely benefited by the lecture. 68 students and 5 teachers of the department attended the programme. 3. Special lecture on 'Genesis of Zero' by Dr. Parthasarathi Mukhopadhyay was organised by the Department of Mathematics on 25.09.2019. Dr. Parthasarathi Mukhopadhyay, is an Associate Professor, Department of Mathematics, RKM Residential College, Narendrapur. 25 teachers and 64 students from our college and other colleges attended the lecture and were immensely benefitted. 4. 4. A Special lecture was organised by the department of Commerce on 25.09.2019. Dr. Sarada Prasad Datta, M. Com, Ph. D, A.T.C, Associate Professor in Commerce, Gour Mohan Sachin Mondal Mahavidyalaya was the speaker. He delivered a lecture on 'Principles of Management and Business Laws'. The students of B.Com Semester-I were immensely benefited by the lecture. More than 150 students and all the faculty members of the department attended the lecture. 5. The Department of Bengali arranged a Special Invited Lecture on newly introduced SEC Paper for 3rd Semester students on December 5, 2019. The lecture was delivered by

	Dr. Nirmalya Kumar Ghosh, HoD and Assistant Professor of Bengali Department, Gour Mohan Sachin Mandal Mahavidyalaya. He delivered a lecture demonstration with the help of various audio visual aids like PPT, images, audio strip, you tube video, etc. Dr. Ghosh delivered a lecture on the newly introduced course module 'literature and film.' More than 40 students attended that lecture. 6. A State Level Workshop on 'Bangla Banan' was organised by the Department of Bengali in collaboration with New Alipur College on 03.12. 2019. Prof. Pabitra Sarkar, Dr. Mitali Bhattacharjee, Dr. Rajib Chakraborty delivered their lecture through an interactive method of analysis. 35students and 45 teachers from different colleges participated in it. 7. Faculty Exchange Programme was arranged by the Department of Bengali with Netaji Nagar College from 2nd to 4th September 2019. Dr. Agnimitra Ghosh of Netaji Nagar College took classes in our college and Dr. Anjana Brahma of our college visited Netaji Nagar College. 8. Workshop on Skill Development on 26.09.2019.????????? 9. The Cultural Committee of K. K. Das College organ
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	**19-Mar-2021**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2020**

Date of Submission	**12-Mar-2020**

17. Does the Institution have Management Information System ?	**Yes**

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | Management Information System (MIS) MIS software of the college performs the following operations through CAS 7.1 developed by a Kolkata based software company – ? Online Admission Process: The admission in the 1st semester in the College is done only through on line and strictly on merit basis, payment is also made on line through net Banking or any mode of payment through payment gate way. ? Registration Process: After admission in 1st semester students need to be registered in University. The process is also made on line through the office package CAS 7.1 . ? Fees Collection There are two method of collection of fees from students, one through off line mode and the other through online payment. Students can get the fees details form their portal and can submit the required amount to Bank or in the College cash account. ? Notices Notice for stakeholders published in College website and also the students can get it from their portal. ? Upload Study Materials There is a provision of uploading study material by the Teachers and the students can get it from their portal. ? Attendance Process (Partially) Attendee can be recorded by the teachers from their portal and students can get it from their portal to understand their condition. ? Examination (Partially) Assignment for students can be uploaded in their portal by the teachers for internal marks and advancement of knowledge. ? Result Tabulation (Partially) Result tabulation sheet are also under this package it can be done on line In spite of all the above mention official work Affiliated University and Govt. of West Bengal has also introduced some on line packages for smooth functioning of different type of official administrative work viz. ? Salary Payment The state government HRMS billing and payment of staff salary is made through the Integrated Financial Management System of the government online in a centralized way ? University related work The university portal acts as a gateway which the college accesses using its login id to perform various University related academic and administrative works |

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The curriculum is designed by the Affiliating University. Our college makes utmost effort to deliver the curriculum provided by the University to the students in a systematic and effective manner. The college develops an Academic Calendar at the beginning of the session which is available on the college website and also in the Prospectus. The Calendar helps the students to get an idea about the timeline for various components of the internal assessment and also their University Examination. Before the beginning of each session/ semester, each department holds a meeting at the departmental level in which the topics are distributed among the teachers of the department. In accordance to the division of topics, the Academic Plan is then prepared so that both the teachers and students have a proper idea of the timeline which is to be followed to complete the syllabus on time. The Academic Plan also informs the students about the approximate time when the internal assessments would be conducted in that particular session/semester. The students can access the Plan on the Departmental website. The department then receives the routine from the Routine Committee and teachers are assigned classes in accordance to the number of topics they would be teaching in that particular session/semester. The Routine is displayed on the Notice Board and the departments also separately inform the students about their class timings. The Routine is also uploaded in the college website before commencement of the classes. On the first day of classes, the students are acquainted about the various components of the syllabus, the names of teachers who would teach various topics in their courses of study and the different types of internal assessment. In addition to this, each department has Programme and Course Outcomes available on the departmental websites for students to better understand what they will learn from each course. The teachers provide the students with information about books available in the college Library. In addition to this, internet resources, journal articles in pdf format, materials from various books are also provided to students. Apart from the regular lecture method, film are screening and Special lectures are arranged by most departments at regular intervals to provide the students with additional knowledge. Power point Presentations are also used by some teachers which include certain audio and visuals so that the students gain more interest towards the curriculum which is being taught. However, as the country went into a lockdown due to the outbreak of the Corona Virus, the classes of the even semester came to a halt all of a sudden. The teachers took utmost effort to reach out to the students through the Whatsapp groups which were already functional during the normal teaching-learning process. Online classes were arranged in order to ensure the completion of syllabus. Google Classroom has been introduced by a few departments of our college since 2018-19 Session. From the session 2019-20 each and every department has started Google Classroom for each semester/year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill

		Introduction		ability/entrepreneurship	Development
Award of Master Diploma in Financial Accounting with GST	Nil	02/11/2019	730	? Auditor ? Accountant ? Financial analyst ? Financial officer ? Tax manager etc.	? Tally Operation ? GST Calculation ? Computation of Tax ? E Filing E Commerce
Award of Master Diploma in Multimedia Animation with 3D Max	Nil	02/11/2019	730	? Multimedia artist ? 2D animator ? Graphic designer ? Production editor ? Studio editor ? 3D house building decorator etc.	? Graphic Designing ? Web Designing ? Sound Editing ? Animation
Award of Master Diploma in Teachers' Training	Nil	02/11/2019	730	? Teacher ship from toddler group to class x	Subject expatriation School Project Lesson Plan Art Craft
Award of Master Diploma in Art Craft	Nil	07/11/2019	730	? Teachership art craft ? own art craft business	Show piece type Pottery Candle making handicraft
Award of Diploma in Communicative English	Nil	14/11/2019	365	? Break all interview session ? Communication skill	Writing Skill Spoken Skill Manners Etiquates
Award of Basic Computer(office package)	Nil	14/11/2019	90	? Data entry ? Official jobs	MS Office Internet

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.		
Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	26	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nill	Nill
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NA	Nill
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	No

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

Feedback Obtained

Feedback form/formats are designed for the stakeholders. This includes students', parents' and teacher's feedback. Feedback from the stakeholders is taken annually on curriculum, various teaching/learning aspects and on the institution, as a whole. While students and teachers feedback is collected online, the parents' feedback is taken in offline mode. Structured questionnaire is prepared for each criterion. The online feedback is obtained via google form which is circulated among the students and teachers (offline) through the college website. The feedback from parents is obtained by sending feedback form via students at the time of their university examination form fill up. This is a feedback on 5-point scale basis. It is analysed by the feedback committee. The collected data is collated in excel sheet, statistically tabulated and analysed with the help of graphs and figures. After the feedback report is prepared, it is submitted to the Principal. The principal addresses the lacunae from the responses and takes corrective measures for continuous improvement in areas where it is necessary. The principal communicates the loopholes to respective sub-committees, the HODs of all departments and all non-teaching staff members. Thereafter, necessary

actions are taken for further development of the college. This year the following observations were drawn from the feedback: ? Overall, majority of the students and teachers are satisfied with the teaching-learning environment prevailing in the college. The infrastructural facilities and management of the college are also rated high. ? 16.7 (honours) and 12.1 (general) of students disagree to the fact that the duration of the course is adequate enough to cover the entire syllabus, while 23.3 of teachers suggested inadequate teaching staff to cover the prescribed curriculum. Hence, from the next session it is decided that each department shall initiate faculty exchange programmes with other colleges for timely completion of the syllabus. This programme is operative in the current session in some departments. ? 14.3 of students disagree with the fact that the college takes active interest in promoting internship, student exchange and field visit opportunities for students. In the next session student exchange programme with other colleges is decided to be initiated. The college will also try to arrange for online internship programmes for the students. ? More than 50 of teachers found insufficient availability of prescribed books in the Library. The college has decided to purchase more number of text and reference books will be purchased and membership of INFLIBNET is also extended to facilitate the teachers to access online materials.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	130	323	83
BCom	Accounting & Finance	188	464	128
BSc	General	40	35	4
BSc	Economics	14	21	1
BSc	Mathematics	26	37	11
BA	General	197	1457	197
BA	History	39	139	28
BA	English	76	209	55
BA	Berngali	95	204	74
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1551	Nill	35	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
35	22	6	13	1	6

View File of ICT Tools and resources

View File of E-resources and techniques used

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

The college works with the motto of taking care of students from all aspects. The teachers not only teach the syllabus to the students but also take personal care of them. They provide them with guidance not only to cope up with the syllabus of the concerned subjects but also mentor them towards becoming good human beings with a well balanced mind. The following method is followed to ensure that all students receive proper attention. 1. After admission, each department meet their students separately and guide them towards the way in which they should approach the syllabus. Further, the students are made aware about the various activities of the department. The Librarian orients the students about the process of using the library. 2. After the commencement of classes, as the teachers get to know the students, the students get one particular faculty member as their mentor. The teachers identify the learning ability of the students by their class performance and response. Each group consists of certain meritorious students as well as average merited students so that the group as whole can progress under the mentoring of the concerned teacher. 3. After the students are divided into groups, each teacher meets the students of his/her group on regular basis and try to listen to their problems. They keep record of each student about--- ? Their performance in class and examinations. ? Their personal system of preparation for examination ? Their personal problems, such as family matter, economic condition, health condition (both physical and mental health conditions)

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1551	35	1:44

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	16	1	1	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	13	Sem-IV	26/07/2019	07/11/2019
BCom	10	Sem-IV	26/07/2019	07/11/2019

BCom	13	Sem-II	20/07/2019	30/09/2019
BSc	12	Sem-II	12/07/2019	30/08/2019
BA	11	Sem-II	12/07/2019	30/08/2019
BCom	10	Sem-II	20/07/2019	30/09/2019
BSc	9	Sem-II	11/07/2019	30/08/2019
BA	8	Sem-II	11/07/2019	30/08/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

From the academic session 2018-19, University of Calcutta introduced the CBCS system for BA, B.Sc. (Honours and General) courses of study. CBCS system had already been introduced for the Commerce stream from 2017-18 session. Continuous internal assessment is an integral part of the CBCS system and all departments of the institution take class tests, term papers, projects, oral presentations as part of the internal assessment. In addition to this, the teachers take additional effort on their part to continually assess the students' progress in class. Few departments engage in regular revision of previous days' lesson through oral question-answer session. Group discussions are organized by certain departments. Home assignments are given by majority of departments and the assignments are corrected with necessary comments and handed over to the students. The students benefit by understanding their mistakes and hence improve their performance. Class tests form a major part of the continuous assessment of the students. These efforts are made by the teachers so that the students can cope up with the demands of the syllabus and can prepare themselves well for the examination. This system of evaluation is not only beneficial for the students of the semester system but also the students of the Annual mode. Few departments are using the Google classroom for giving assignments, taking MCQ tests at regular basis. Teachers can track the assignment submission records for each student and even it provides records for the students who submitted late or after due date and even for those who fail to submit. Thus it helps the teachers for proper maintenance of assignment records.

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

Academic Calendar is prepared at the beginning of each Academic session with detailed planning about the conduct of classes, examination, Annual Sports and various other significant activities of the college. The Academic Calendar provides a roadmap for the entire session which ensures smooth functioning of all departments of the college. The college authority tries to adhere to the timeline provided in the Academic Calendar and changes are not made if not extremely necessary. The Academic Calendar is helpful for not only the teachers, non-teaching staff but also for the students as they can keep in track the activities to be performed and conducted over the entire Academic Session. Special lectures which are organized by various departments can be planned keeping in mind the availability of dates outside the days of Examination and other activities of the college. A List of Holidays is also provided which helps in the planning of various activities throughout the year. The Academic Calendar is thus integral to the smooth functioning of the college.

2.6 – Student Performance and Learning Outcomes

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
13	BCom	General	149	138	85.35
12	BSc	General	12	12	100
11	BA	General	142	139	97.89
10	BCom	Accounting & Finance	146	145	99.31
9	BSc	Economics	4	4	100
9	BSc	Mathematics	5	5	100
8	BA	History	18	18	100
8	BA	English	8	8	100
8	BA	Bengali	42	42	100
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2.7 – Student Satisfaction Survey

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

https://www.kkdascollege.ac.in/sss

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	NA	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement

NA	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

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

Name of the Department	Number of PhD's Awarded
NA	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	00
International	Computer Science	1	2.53

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

Department	Number of Publication
Commerce	2
Statistics	1
History	2
Economics	1
English	3
Bengali	3

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
The Shadow of Partition in Meena Arora Nayaks About Daddy	Dr. Soumana Biswas	Muse India	2019	0	K.K. Das College	Nill
A New Modified Linear Search Algorithm	MRIDUL KANTI BHAUMIK	International Journal of Mathematics Trends and	2019	2.53	K.K. Das College	Nill

		Technology (IJMTT) – Volume 65 Issue 12 – Dec 2019				
			[View File](#)			

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A New Modified Linear Search Algorithm	MRIDUL KANTI BHAUMIK	International Journal of Mathematics Trends and Technology (IJMTT) – Volume 65 Issue 12 – Dec 2019	2019	Nill	Nill	K.K. Das College
The Shadow of Partition in Meena Arora Nayaks About Daddy	Dr. Soumana Biswas	Muse India	2019	Nill	Nill	K.K. Das College
			[View File](#)			

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	2	8
Presented papers	6	2	Nill	Nill
Resource persons	Nill	4	2	Nill
		[View File](#)		

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Free spectacle distribution	NSS Unit of K.K. Das in Collaboration with an N.G.O."Garia	4	18

	Sahamarmi			
Free Eye Operation camp for marginalized person	NSS Unit of K.K. Das College in Collaboration with an N.G.O."Garia Sahamarmi and Aditya Birla Shankar Netralayay		10	22
Free Eye Check up Camp for marginalized persons	NSS Unit of K.K. Das College in Collaboration with an N.G.O."Garia Sahamarmi"		2	20
Thalassemia Detection Camp	NSS unit of K.K.Das College in association with NRS Hospital, Kolkata		2	120
Blood Donation camp	NSS Unit of K.K. Das College in Collaboration with Army Command Hospital, Kolkata		2	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Music Therapy	Cultural Society, K.K. Das College	Apan hote bahir hoye bire danra	2	56
Awareness Programme	Kolkata Police, Axis Bank K.K. Das College	Awareness programme for aged person form bank fraud	4	5
Thalassemia Awareness	NSS Unit in collaboration with NRS Hospital, Kolkata	Awareness Programme on Blood Donation and Thalassemia Screening	2	120
Gender Issue	K. K. Das College Equal Opportunity Cell with	Special lecture for students about Protective Laws	1	80

	Disability Activists Forum	for Women with Disabilities and laws for women as a whole. The speakers were Kuhu Das, Secretary DAF (Disability Activists Forum), Snigdha Das and Suramitra Basu		
"Every Person with Disability must get counted in Census 2021"	DAF (Disability Activists Forum)	Walk on 3rd December Tuesday 2019, on International Day for the Persons with Disabilities (IDPD)	2	22
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty exchange programme	Dr. Anjana Brahma	Self-Finance	3
Special lecture on 'Genesis of Zero' by Dr. Parthasarathi Mukhopadhyay	Department of Mathematics K. K. Das College in collaboration with Vijaygarh Jotish Ray College on 25.09.2019. 25 teachers and 64 students from our college and other colleges has joined the lecture and has taken the benefits of the special lecture	College Fund	1
One day Series of Lecture by Dr. Siddhartha Biswas, Associate Professor in English, University of Calcutta, Dr. Sourav Dasthakur, Associate Professor in English, Visva Bharati and Dr.	organised by the Department English, K. K. Das College in collaboration with New Alipur College on 29.08.2019 80 students and 20 teachers from both the colleges were participated.	College Fund	1

Pinaki De, Book Designer and Associate Professor in English,			
State Level Workshop on 'Bangla Banan' organised by the Prof. Pabitra Sarkar, Dr. Mitali Bhattacharjee, Dr. Rajib Chakraborty delivered their lecture in interactive method of analysis.	Department of Bengali in collaboration with New Alipur College on 03.12. 2019. 35students and 45 teachers were participated.	College Fund	1
National Seminar	Department of Mathematics, New Alipur College in collaboration with the Department of Mathematics of K. K. Das College on 23.12.2019.	Self-Finance	1
International Seminar on "Global Education of the 21st century: Perspective and Challenges"	organised by Vijaygarh Jotish Ray College in collaboration with K. K. Das College and Raidighi College on 07.02.2020. 100 participants 70 papers were presented.	Self-Finance	1
'Sundormon' a cultural exchange programme	organised by Bankim Sardar College in collaboration with K .K. Das College, Vijaygarh Jotish Ray College on 13,14,15,17 February 2020. 13 events. 244 participants	College Fund	4
Webinar	organised by Sree Chaitanya College in collaboration with K. K. Das College on 15.05.2020	College Fund	1
Online National Level workshop on "Re-imagining the teaching methods in time of Corona	collaboration with Malda College organised on 16-18 May 2020. 135 participants	College Fund	3

pandemic and post pandemic"				
Webinar	organised by Maheshtala College in collaboration with K. K. Das College and Raidighi College on 07.05.2020, 14.05.2020 & 10.06.2020	College Fund		3

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
1. Quality Initiatives 2. Sharing of innovative ideas in Teaching-Learning 3. ICT use for innovative Pedagogy 4. Students Sen sitization Programme on Human Rights and Laws	Academic	Jogesh Chandra Choudhury Law College, Kolkata-7000 33	20/12/2019	31/12/2020	1551
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching-Learning and e-Governance 3. ICT use for innovative Pedagogy 4. Teacher-Exchange Programme 5. Collaborativ e Research	Academic	Maheshtala College, Budge Budge Trunk Road, Maheshtala, Kol-700140	01/01/2019	31/12/2020	1551

Work 6.Value-based cultural and social initiatives for grea						
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and e Governance 3. ICT use for innovative Pedagogy 4.Teacher Exchange Programme 5. Collaborative Research Work	Academic	Raidighi College, Raidighi, 24 Pgs South	01/06/2019	31/12/2020	1551
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and e Governance 3. ICT use for innovative Pedagogy 4.Teacher Exchange Programme 5. Collaborative Research Work 6.Value based cultural and social initiatives for great	Academic	Muralidhar Girls College, P411/14, Gariahat Road, Kol700029	01/01/2019	31/12/2020	1551
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and	Academic	Vijaygarh Jotish Roy College, 8/2. Bejoygarh, Jadavpur, Kol700032	01/01/2019	31/12/2020	1551

e Governance 3. ICT use for innovative Pedagogy 4. Sharing of Human resource 5. Sharing of Infrastructur e 6.Collabor ative Research Work 7.Value based cultural an					
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and e Governance 3. ICT use for innovative Pedagogy 4.Teacher Exchange Programme 5. Collaborativ e Research Work 6.Value based cultural and social initiatives for great	Academic	Bankim Sardar College, Tangrakhali, 24 Pgs South, W.B 743329	01/01/2019	31/12/2020	1551

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
New Alipore College	03/06/2019	Develop academic and educational collaborations through resource sharing between the two Institutions and strengthening professional relations between the departments/	1551

		institutions.	
Purash-Kanpur Haridas Nandi Mahavidyalaya, Howrah	05/08/2019	1. Quality Initiatives 2. Assessment and Accreditation 3. ICT and its use in Teaching - Learning and Administrative work 4.Faculty Exchange and Professional Development 5.Cultural exchange	1551
Ramakrishna Mission Residential College(Autonomous) , Narendrapur, Kolkata - 700103, W.B.	01/01/2019	Academic	1551
Netaji Nagar College, Kolkata-700092, W.B.	01/01/2019	Academic and Educational Cooperation	1551
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS	Nature of automation (fully	Version	Year of automation

software	or patially)		
Koha	Fully	17.11	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13328	616943	181	40362	13509	657305
Reference Books	248	10443	Nill	Nill	248	10443
Journals	7	62124	1	27860	8	89984
Digital Database	1	5900	Nill	11800	1	17700

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	55	30	55	0	0	8	1	0	16
Added	0	0	0	0	0	0	0	0	0
Total	55	30	55	0	0	8	1	0	16

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
300000	154725	700000	418768

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

There is a systematic procedure for the purchase as well as maintenance of equipment and infrastructure in our college. Proposal is submitted by HODS to the principal. The principal then submits the proposal to the finance committee. After the approval of the finance committee the proposal is forwarded to the purchase committee for next procedure. Library: The requirement of books is taken from the department, and then these lists are checked by the librarian. The final list of books are duly approved and signed by the Principal. The order is then placed to the vendors for the delivery. Journals are also recommended by teachers and the final list of journals is approved by the library committee. Newspapers and magazines are also purchased from our college fund. Library conducts orientation programmes for the first year students. Students are motivated to take membership in the library and to register themselves for NLIST. Users footfall is maintained in a register. Library cards are issued to the users for the issue, return and renew books. Library has an Online Public Access Catalogue (OPAC) which helps users to find out any document easily. Regular dusting and cleaning is done by the library staff. The library books which are in damaged condition are sent for binding. Binding is done by external agencies. Sports Complex: The college provides facilities for indoor games like table tennis, carom, chess, etc. The College has no playground in its possession however the college has cricket, football and rowing team which participates at University level championships. For regular practice local clubs extend their support. Computers: There are two computer labs at the ground floor of our college. There are also computer systems at the principals room, office, library, Teachers' room, IQAC room and in some classrooms. Computers are maintained by the respective company up to warranty period and after the warranty period computers are maintained by the College. Non repairable computers are disposed off. All the computers are connected by LAN and have internet connection. Classrooms: There are 13 classrooms including one Smart classroom and 9 class rooms with projector and Wi-Fi facility. Drinking water: All the water purifiers are well maintained. The quality of drinking water is tested regularly. Overhead water tanks are cleaned regularly. Two water cooler dispensers are installed. Fire extinguishers: Staff were given training how to operate fire extinguishers. The fire extinguishers are refilled timely. Sweeping and Security: College outsourced authorised sweeping agency to keep the college clean and Security agency for the security purpose of the College. Maintenance and repairing of Civil work, Plumbing, Furniture etc are done by the skilled persons. Electricity: CESC company provides electricity in college. Electricity charges are borne from the college fund. Electricity maintenance is done by authorised persons/ company Generators, Water Pumps, Air Conditioners are checked regularly. Photocopy Machines are under AMC.

https://www.kkdascollege.ac.in/procedures-policies

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students' Aid Fund and Scholarship for the students of different streams	53	33895

	who got highest marks in the Examination of the University		
Financial Support from Other Sources			
a) National	**S.C./S.T./O.B.C Scholarship and Minority Scholarship**	**282**	**3545460**
b)International	**NA**	**Nill**	**0**
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	**29/07/2019**	**1551**	**Teachers of the College**
Mentoring	**29/07/2019**	**1551**	**Teachers of the College**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	**NA**	**Nill**	**Nill**	**Nill**	**Nill**
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	**Nill**	**Nill**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	**Nill**	**Nill**	**NA**	**Nill**	**Nill**
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Depratment	Name of	Name of

	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
Nill	Nill	NA	NA	NA	NA

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

Items	Number of students selected/ qualifying
Nill	Nill

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

Activity	Level	Number of Participants
Raksha Bandhan	Institution level	113
Rabindra Jayanti	Institution level (Online Mode)	30
Basanta Utsav	Institution level	526
International Mother Language day	Institution level	82
Annual Sports	Institution level	131
Teacher's day and Foundation day Celebration	Institution level	473
'Sundormon' a cultural exchange programme	Institution level	244
Rabindra Prayan	Institution level	25
Fresher's Welcome	Institution level	355

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5.3 – Student Participation and Activities

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

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

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

Students' Council (which is known as Students' Union) of the college is an elected body and always join hands with faculty members and college administration to ensure overall development of the college. Students' council was appreciated by the NAAC peer team members in August 2016 for maintaining a disciplined cordial atmosphere in the college. The NAAC peer team members mentioned in 2016 that the college is a highly disciplined institution. Students' Council organizes different cultural programmes to observe the important days like 'Republic Day', 'Independence Day', Freshers Welcome, Saraswati Puja, Teacher's Day Celebration, Basanta Utsav etc. in the college

premises. Indore game competition, Annual cultural (Social) programme are conducted by the Students' Council. The council also join hands with the NSS unit of the college to conduct different activities related to Institutional Social Responsibility like blood donation camp, relief fund collection etc. General Secretary (GS) of the students' council is the member of the governing body of the college. GS puts forward his suggestions on different issues related to the academic and administrative matters.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

K. K. Das College was established on 5th September 1964 and from that period the institution has been providing opportunities to students and nurturing them to become eminent identities of the society. College has been successful in making a large number of students who are well established and settled in different corners of India. The institution took many initiatives to bring the ex-students together and form the registered Alumni Association till 2015. But successfully the college had been able to form a registered Alumni Association in the year 2016. At present, there are 456 members. Every year the number of alumni are increasing. The college is able to arrange an Alumni Meet once in a year. Current students can also participate at the meet along with ex-students and can exchange their views. After taking many efforts, the Alumni Association had been formed and registered, but still it is not that much active as expected. In future years, college is expecting the Alumni Association to become more active. This year due to covid-19 pandemic situation the association is unable to organise any Alumni Meet.

5.4.2 – No. of enrolled Alumni:

456

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

109800

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college works under the management of the Governing Body and the leadership of the Principal. But for the smooth functioning of any institution, decentralization is extremely necessary and the participation of the entire strength of human resources is crucial for the optimum benefit of the institution. The two practices of decentralization and participative management during the last year has been in Academic and the Administrative aspect of the college. ? Academic: The Academic sub-committee overlooks the academic aspect of the college. The Teachers' Council is a statutory body which consists of teachers of all categories and it helps in the smooth functioning of academic matters. The Academic Sub-Committee holds meetings at regular intervals and undertakes the task of smoothly conducting examinations (both internal examinations and University examinations). The college acts as a centre for all University Examinations held twice (December-January April to July) in a year. The Academic Sub-Committee divides the responsibility of conducting examinations among the teachers in substantive posts while all the other

teachers participate in the examination process by performing their duty of invigilation. The non-teaching staff also provides their support in the Examination process. The Principal acts as the Centre-in-Charge for all University Examinations. The college has been successfully conducting University Examinations with the participation of all staff members. ? Administrative: The Governing Body of the college has representation from all the internal stakeholders with the Principal of the College as secretary of the Governing Body. There are three teacher members, one non-teaching member and there is one representation from the student community. This ensures participative management and bolsters the confidence of the stakeholders as well. Participation is also ensured through the functioning of various statutory committees and sub -committees of the college as well. All members of the teaching staff and in some cases even the non-teaching staff along with student representatives form the various sub-committees. There are certain disciplinary sub-committees like Anti-Ragging Cell, Grievance Cell which look towards maintaining a peaceful campus which our college boasts of. The Finance Committee and Purchase Committee is there for financial decisions and purchase related issues. Apart from these, there are various subcommittees dealing with separate issues regarding cultural, research, environmental, grievance, gender, anti-ragging and reservations related policies of the college.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Online admission process is followed strictly with total transparency. Merit Lists are published on the college website based on the merit points obtained by applicants. Government and University rules regarding reservation of seats are strictly followed. The Admission Committee looks after the entire admission process and follows the guidelines of the University. The entire process of admission and fees submission takes place online and a student comes to college only on the first day of commencement of classes when document verification taken place.
Industry Interaction / Collaboration	Industry interaction maintained through sending of students for training purpose to Corporate Organization (Taj SATS Air Catering Lt)
Human Resource Management	The College Governing Body ensures optimum utilization of its human resource. Existence of a very sympathetic and efficient Governing Body addresses the needs of the staff and recognizes their services towards the institution. Service Rules are made transparent. All entitlements and benefits are taken care of on a regular basis. Salary, PF benefits, gratuity,

		Group Insurance benefits are disbursed without delay. All categories of leave are approved. Existence of K. K. Das College Employees Cooperative Credit Society for helping the employees with loan facility at time of need.
	Library, ICT and Physical Infrastructure / Instrumentation	Library has been partially automated. There exists a N List facility for teachers. KOHA 17.11.05(Library automation Package)is used for automation of the library. Regular Books as well as reference books are purchased regularly on need basis. Research journals are subscribed on a regular basis for the benefit of both teachers and students. Existence of one smart class room. 9 classrooms have been provided with LCD projectors. Well equipped Computer Laboratory is available for students.
	Research and Development	Existence of a Research Cell in the college. Faculty members are provided with computers and internet facilities. Online journals are made available for the faculty members through the INFLIBNET facility. Some Research journals are subscribed on a regular basis. Faculty members are encouraged to attend Faculty Development Programmes, Refresher Courses, Orientation Programmes and seminars. Financial Provision has been kept in the budget for Research Cell. Faculty members are encouraged to contribute their original academic writings in the ISBN book QUEST published by the college.
	Examination and Evaluation	Due to the introduction of CBCS, internal assessments have become an inherent part of the examination process that students have to undergo. The teachers of the college act as examiners in the Internal Assessment, Tutorial and Practical Examinations. The college acts as a centre for University level Examinations. As part of continuous appraisal home assignments, class tests, projects, oral demo teaching, online tests etc are also conducted.
	Teaching and Learning	Traditional chalk and talk methods are followed. ICT based teaching aids are used to make the process more effective and understanding to the students. Special lectures on important topics and workshops are organized. To

	make the teaching learning process more learner centric projects are given, quiz contests, group discussion are conducted, students are encouraged to give presentations on some topic. Field trips and excursions are arranged by few departments to help the students gain exposure to the outside world of knowledge. Faculty and student exchange programmes have been introduced in some departments. Remedial/ special classes have been arranged as per necessity. The covid-19 pandemic situation opens up a new dimension in teaching learning. Online video conferencing platforms like ZOOM, Google Meet are used in a systematic way for taking classes. Most of the departments use Google classroom to conduct the teaching learning process systematically and keeping the records.
Curriculum Development	The College being affiliated to Calcutta University has to follow the University Curriculum. The University introduced CBCS to all UG programmes. Teachers of the college attend multiple workshops arranged by the University for understanding the various components of the new system. The Academic Calendar is prepared which provides a timeline for the completion of syllabus and the schedule for various internal assessments and University examinations. All departments chalk out the Academic Plans at the beginning of each semester for the effective delivery of the curriculum. The main concern of the college is to provide quality teaching learning. This will enable the students to prepare themselves effectively in accordance with the curriculum. Different enrichment programmes are organised and arranged like faculty exchange, student exchange, special lectures on important topics, workshops field trips on skill enhancement courses, film screening etc. for better understanding of the curriculum. Feedback on curriculum is collected from all stakeholders, analysed and forwarded to the university through the principal for taking necessary actions.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	? Governing Body Notice and

	Resolutions maintained in e-mode along with traditional resolution book. ? Members intimated via e-mails.
Administration	? College office automated. ? Online admission procedure for new students. ? College Automation System (CAS 7.1) introduced, which helps in subsequent admissions, fees payment, University registration etc.
Finance and Accounts	? Existence of customized Accounting Package for office.
Student Admission and Support	? Online admission for new students. ? Subsequent admissions, fees payment, University Registration, examination form fill up and all other student related activities are done through ICT based office system. ? Seven new PCs introduced in the computer lab. ? ICT enabled classrooms developed. ? Speaker system (audio-aid) purchased. ? Smart classroom constructed.
Examination	? Online evaluation and result generation by some departments. ? Online project supervision and evaluation.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Re-imagining the teaching methods in the time of corona pandemic post pandemic	NA	16/05/2020	18/05/2020	135	Nill

2020	Internat ional Seminar on "Global Education of the 21st century: P erspective and Challe nges"	NA	07/02/2020	07/02/2020	100	Nill
2020	Webinar	NA	07/05/2020	07/05/2020	95	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Re- imagining the teaching methods in the time of corona pandemic and post pandemic	2	16/05/2020	18/05/2020	3
Library Digitisation	1	10/01/2020	10/01/2020	1
Copyright and Licensing Modalities in the Digital Era	1	13/02/2020	13/02/2020	1
Research Methodology and Ethics: Anti- Plagiarism, Reference Management Tools and Altmetrics	1	23/09/2019	28/09/2019	6
USE AND APPLICATION OF SPSS	1	01/07/2019	05/07/2019	5
Research Methodology In Social Sciences	1	13/01/2020	13/01/2020	1
One day workshop on computerised accounting and e-filing of tax returns	2	16/01/2020	16/01/2020	1

Changing Role of Use of ICT in Higher Education, UGC-Sponsored Refresher Course	1	12/07/2019	25/07/2019	14
UGC-Sponsored Refresher Course	1	04/02/2020	17/02/2020	14
UGC-Sponsored Orientation Programme	1	04/09/2019	24/09/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
K. K. Das College Employees Co-operative Credit Society	K. K. Das College Employees Co-operative Credit Society	? Existence of Students Aid-fund ? Helping needy students with books and monetary help

6.4 – Financial Management and Resource Mobilization

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

? Financial Audit done on a regular basis by Government recommended auditors. ? Audit done till 2018-19 Financial Year

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

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

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	A Group of Principals	Yes	Principal and IQAC
Administrative	Yes	A Group of Principals	Yes	Principal and IQAC

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

- **Parent Teacher meeting at the beginning of the academic year • Parent call on students issue • Good suggestions from parent for the development of the Institution**

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

- **Training (off line and on line) for technical development on office package • Training (off line and on line) for financial package • Training from University and Government for new system adoption**

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

- **ICT base complete office management system • Library automation (Except journal corner) • ICT empowerment of teachers for teaching, Learning and Evaluation**

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	ISO certification	20/12/2019	21/11/2019	20/12/2019	47
2019	AQAR (2018-2019)submission	20/12/2019	21/11/2019	20/12/2019	15
2020	AISHE data Uploading	12/03/2020	10/03/2020	12/03/2020	4
2020	Academic and administrative Audit for the Academic year 2019-2020	21/12/2020	21/12/2020	21/12/2020	15
2020	Gender Audit for the Academic year 2019-2020	22/12/2020	22/12/2020	22/12/2020	5
2020	QUEST Vol-III publication	22/05/2020	21/03/2020	22/05/2020	12
2020	Feedback collection	20/10/2020	20/10/2020	11/12/2020	81
2019	Health Camp and eye check up	24/11/2019	24/11/2019	24/11/2019	210

2019	Eye Operation Camp	25/12/2019	25/12/2019	31/12/2019	75
2020	Online National Level workshop on "Re-imagining the teaching methods in time of Corona pandemic and post pandemic" with Malda College organised on 16-18 May 2020.	16/05/2020	16/05/2020	18/05/2020	135
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women's day celebration in the College followed by Special lecture for students about Protective Laws for Women with Disabilities and laws for women as a whole. The speakers were Kuhu Das, Secretary DAF (Disability Activists Forum), Snigdha Das and	07/03/2020	07/03/2020	67	28

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

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

The most important challenge of the day is to protect our environment and to preserve our rich bio-diversity. Eco club was formed for this purpose. This club has been actively organizing several awareness campaign. The Eco Club of KKDC started functioning from the year 2015. The main purpose of Eco Club is to enable students to feel, think and be aware of the environmental issues. It organizes activities such as cleaning of the campus, plantation of trees etc. Regular plantation is one of the main initiatives of the eco club for the last five years. Further, we are planning to distribute small plants among the local people to encourage people to take active part in plantation and in promoting greenery.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	Nill	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	24/11/2019	1	Free Eye Check up Camp for 210 marginalized persons in Collaboration with an N.G.O."Garia Sahamarmi society"	Public Health	24
2019	1	1	24/12/2019	8	Free Eye operation Camp organized in Collaboration with an N.G.O."Garia Sahamarmi Society"	Public HealthPublic Health	42
2019	1	1	31/12/2019	2	Free spectacle distribution in Collaboration with	Public Health	14

	an N.G.O. "Garia Sa hamarmi"

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence day	15/08/2019	15/08/2019	113
Raskha Bandhan	15/08/2019	15/08/2019	113
Awareness lecture on importance of blood donation and Thalassemia Screening	24/09/2019	24/09/2019	130
Blood Donation camp by NSS unit	01/10/2019	01/10/2019	115
Free Eye Check up Camp for marginalized persons in Collaboration with an N.G.O."Garia Sahamarmi"	24/11/2019	24/11/2019	210
Free Eye Operation camp for marginalized person	24/12/2019	31/12/2019	75
Republic Day	26/01/2020	26/01/2020	120
Free spectacle distribution in Collaboration with an N.G.O."Garia Sahamarmi	31/12/2019	31/12/2019	50
Celebration of Basanta Utsav	07/03/2020	07/03/2020	526
Free spectacle distribution in Collaboration with an N.G.O."Garia Sahamarmi society"	09/02/2020	09/02/2020	75

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

1. Campus cleaning on a regular basis by the NSS team. 2. Regular plantation 3. LED/CFL environment friendly lights. 4. Active e waste management system. 5. An active Eco Club. 6. Plastic free Campus. 7. Smoking free campus. 8. Green generator installation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the practice: "e Songjog and e Obhyash" The context that required the initiation of the practice Regular communication with their stakeholders is one of major tasks of any institution.Systems like sms gateways, e mails, have transformed the communication system between the college and its stakeholders. Objectives of the practice: The most significant objective is the fast and effective communication. This system further assures that every record is well maintained and ensures a paperless process. The Practice: SMS gateway is a system through which a message can be communicated to a large number of students. The college uses this system to communicate important messages to the students effectively. Institution communicates with the guardians in the same manner. The office use the software package 7.1, provided by the Aidni Infotech Private Limited ,to maintain the student management system. The Principal regularly communicates with the teacher through e mails. The staff of the College use emails to communicate with the principal regarding their leaves and other official purpose. Apart from this, various departments of the college also have different Whats App groups for regular communication with students and teachers. This platform further ensures that the stake holders are in constant touch with one another and every in formation reaches out to them on time and without fail. The college also maintains its own website which can be accessed by the students for study materials, programme outcomes, course outcomes, routine etc. The website is being developed as a learning resource. The Google form is used by the institution for the registration process of various programmmes of the college. It is also used to obtain feedback from various stakeholders. Some departments have created Google Class rooms. It helps the teachers to assign tasks for the students and the students submit the same. To encourage this E Obhyash the principal regularly enriches the students with various quotations of eminent personalities in the website. This helps in moral boosting of the students. Obstacles faced if any and strategies adopted to overcome them: Frequent change in phone numbers of the students causes problem since such changes are not always updated by the students in our system. The college tries to direct the students to inform any changes in their contact details, so that contact numbers can be updated for effective communication. Though small in number, some students have no access to the internet on their mobile phones and this makes it difficult to communicate with them on Whatts App messaging system. Impact of the practice: The fast and effective communication is the most important impact of E Songjog. No stakeholder is left out the information sharing process. Thus any information that may be of vital importance to them reaches out to them effectively even when they are not attending colleges due to any personal inconvenience or otherwise. Resources required: More system developing programme and faculty development programme for the teachers and the non teaching staff for the better use of technology are to be organized. 2. Title of the practice: Sarvik Sattavar Sandhane "Whenever one perceives in himself something full of bliss, calm and pure,—he should know it to be 'sattva'". (Manusm?ti XII.27) In today's claustrophobic, normative, bourgeois mode of existence, education should not be operational and functional, rather be open-ended and pragmatic infusing morality, ethics and subjectiveness. There is an urgency of imparting tradition, understanding modernity, and consolidate both in the world of unrest. Our institution as clearly mentioned in 'Vision and Mission', founds the essence of sattava imperative and beneficial for our students to ensure their holistic advancement. Our goal is to develop a culturally conscious, socially proactive and self-reliant individual. It marks with the denial of societal discrimination, derogatory gender practice and linguistic prejudice. The context that required the initiation of the practice: Our identity is what we are, what we are not, what we share with others and what not. Therefore, our

being, 'sattava' becomes the construction of 'Others', the more we leave for others the more we appear 'purna', contented. It lays our extension to society, culture and nation. Our college has always been in association with Blood Donation Camp, Eye check-up and Eye Operation Camp, Cultural programme, Adventure sports, Gender sensitization initiative and so on. It keeps their faculty of apprehending social mobility open, provides an insight into the lives of other people and makes them a clog of building an unified organic whole. Objectives of the practice: It is important to know 'thy neighbour', the greater phenomenological world we live and entangled with. Social work widens our quest of self discovery. Blood donation or Eye operation is not simply an act ended itself it is loaded with immense possibility, hope and human camaraderie. Such practices bestow among the students a sense of responsibility, relieving stress and a zeal of working hand in hand for better tomorrow. The Practice: Every year, NSS unit, K. K. Das College organizes blood donation camp on 1st October that happens to be National Voluntary Blood Donation Day. This year it started with the thought provoking deliverance of Sri Dipankar Mitra on 24th September, 2018. It is worthy to mention that almost 100 students were present on this occasion and 84 students donated blood. For a safe medico-procedure each student has to go through a simple physical examination and short blood test to identify if there is any previous health issue. It ends with the collection of blood samples and the distribution of free card issued by Government. In this year Garia Sahamarmi Society, an NGO, society in collaboration with K. K. Das College NSS unit, successfully conducted their 10th free eye operation camp for the marginalized section of the society . Around 168 patients benefitted from the initiative. Two rooms of the college were transformed into two hospital wards. Building self-reliant competent and confident citizens is the vision of the institution. Keeping this mind, the college organizes certificate courses on adventure sports. In February 2019, the students went on a trekking trip to Chitrey under the supervision of trainers provided by Vagabond Adventure with a group of 40 students, four trainers, a faculty member and the Principal. On their way, they not only enjoyed , but also cleaned the wastes and trash whatever came on their way and disposed them in dustbins. Gender consciousness is a critical issue needed to be addressed with intensive care and dispersed among all. Our Equal Opportunity Cell has always been proactive in this regard. This year 20 students participated in a session of Gender sensitization organized by Swayam, a NGO, on 29th September, 2018 with the objective of making out the societal construction of gender. Another workshop was held on 5th March 2019, in collaboration with 'Sutanutir Sakhya' Kolkata and Forum for Social Action on 'Gender Equality Sensitization'. Awareness programme on the legal rights of women was also organized on 8th March, 2019. The Cultural Committee organized a one day inter college competition of singing, dancing and recitation on 11th April, 2019. Almost 80 students including teachers from 12 different colleges had participated there. Obstacles faced if any and strategies adopted to overcome them: As an institution we have faced many difficulties. But the student participation was gleefully satisfied. In respect of Blood donation, the fear among students was still there. The lecture of Dipankar Mitra surely was instigative. Female participation except in the cultural programme was meagre. Gender sensitization, we hope, would play a vital role here. We are expecting a greater number of participation from them in forthcoming years. Although we have shortage of resources, the convenient position of our college serves in other way round. Impact of the practice: Either it is blood donation or eye operation camp, the benefit appears in both directions. It provides assistance to the economically weaker, spatially backward and marginal section of the society and leads the students to a realization, awakening sensitivity and an understanding of the greater purpose of life as well. The quality of leadership, human bonding, and the value of togetherness are unconsciously getting imprinted in them through these selfless voluntary life practices. It

solidifies the foundation of the students as a spirited individual, a responsible citizen and a trusty fellow. We want to build our campus a gender neutral space, a place of equity. Noticeably, female students are coming upfront now, adhering challenges of life more freely. Resources required: The College infrastructure and Human resource of the College together with a little amount of College fund are required.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.kkdascollege.ac.in/best-practice

7.3 – Institutional Distinctiveness

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

Vision Building sensitive and self reliant citizens confident and competent and help them to develop as complete human beings. The College was established in 1964, with the vision of enlightening the underprivileged students of this predominant refugee inhabited hinterland. Despite several odds and constraints, the College had a modest beginning, difficult adolescence and youth, but has a determination of delivering promising future. K.K. Das College (Formerly K.K. DAS College of Commerce) has its distinctiveness of being able to remain ever sensitive to appreciate the intertemporal and interspatial needs of the stakeholders and its acumen to remain flexible to adapt to emerging requirements. The roadmap it has traversed since its inception in 1964 speaks of such distinctiveness. Looking Back Ever since independence and partition, people in large numbers migrated to this part of the city of Kolkata. Their life and their bid for livelihood were difficult and challenging. They had to struggle hard from dawn to dusk in search of their livelihood. The founder fathers of the college identified the necessity of setting up an institute of higher education (in 1964) that would run after dusk to provide the lights of higher education to the migrants and empower them for a better living and thereby integrate in the national mainstay of this country. Looking In As the college moved ahead with time the memories of partition started to fade and at the footstep of the new century (2001) the visionaries of the college appreciated the necessity of shredding off the limited vision of serving the migrant population only and ushered in as a general college offering several other subjects and inviting students enrolment from all quarters. The college moved into new building, introduced new curriculum, new academic calendar and schedule and crystallized as a general degree college. Looking ahead Only change is constant. Recognizing the shifting technological advancement worldwide, its gradual tendency to move beyond ICT into an IOT driven economy, the college adapts the new rules of employability bestow on. We perceive the urgency of embracing the technologies of Industry 4.0 and educate the students accordingly. As an institution, our progression has always been marked by new challenges and our faculty of pliability. We believe this college would embark on to the roadmap of an incubation center of innovation in the domain of the new technology. Quality Policy: "Small is beautiful" Limitations of our smallness and Potential of our smallness: Every limitation is loaded with new possibility of improvement, constant zeal of grapple with new condition. Smallness here at our college imposes bottlenecks in terms of constraints of resources and space.

Provide the weblink of the institution
https://www.kkdascollege.ac.in/institutional-distinctiveness

8.Future Plans of Actions for Next Academic Year

- Infrastructure development is the most important future plan for the next academic year. Both physical and academic infrastructure development is the primary condition for the development of a college. Our college needs to expand its physical infrastructure in order to introduce new courses in the future which is important for the growth and betterment of the college. The infrastructure development of the college will also help us in providing better facilities for the students. Further, in addition to physical infrastructure, the academic infrastructure also needs to be developed for providing quality education to our students. In this regard, it is our aim to utilise Google Classroom (online teaching-learning platform) in addition to classroom teaching. Google Classroom would enable the teachers to provide study materials and various learning resources to students which the students would be able to access at any time. The teachers would also be able to give assignments, take online tests (objective/subjective/MCQ) to supplement classroom teaching. Since time is a huge constraint in the semester system, the platform of Google Classroom will be beneficial for assessing the students by taking regular assessments in addition to the prescribed internal assessments of University of Calcutta. The students can access the materials and assignments at any time which is convenient to them. The amalgamation of classroom teaching and use of Google Classroom will create a favourable teaching-learning atmosphere for the college. Further the college aims to strengthen its academic infrastructure by developing the library in terms of including more books and journals based on the needs of the students. • To conduct training programme on ICT for teachers and Non-teaching staff: Both the teachers and non-teaching staff of the college need to be well trained in ICT as it is required for the smooth functioning of the college. The college plans to organise training programmes at regular intervals so that the teaching and non-teaching staff can properly utilise technologies which are available for their use. The teachers would be better equipped to use the online platform of Google Classroom through these training programmes. The non-teaching staff would also be properly trained so that they can provide the necessary and crucial support regarding various administrative work, data management etc. • Collaboration with other institutions and industry: To organize more academic lectures and seminars in collaboration with other institutions with whom the college has signed memorandum of understanding (MoU). This collaborative effort would be beneficial for the students in accessing the learning resources from other colleges. The college plans to organize more collaborative events in the next academic year. This collaborative approach would help the students in gaining varied perspectives and would enable them to interact with their peers from other colleges which would in turn build their confidence and personality. The college also aims to create more industry linkages so that the students can be given the facility of campus placements after the completion of their courses. The college aims to provide career support to students as much as possible.