SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

K. K. DAS COLLEGE

GRH -17, BAISHNABGHATA PATULI
700084
www.kkdascollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Establishment: Founded in 1964 as K. K. Das College of Commerce with a vision to educate underprivileged students in a refugee-inhabited area.

Modest Beginnings: Initially an evening college, it emerged from the initiative of local educationists.

Generous Donation: The college received initial donation from the sons of Dr. K.K.Das to start the College.The College received further fund from Goverment and from private sources.

Expansion: In the late 90s, demand arose for B.A. and B.Sc. programmes, leading to their introduction in the 2001-2002 academic year.

Change of Name: Name of the College changed from K.K,.Das College of Commerce to K.K.Das College from the session 2001-2002

Co-Education: The college transformed into a co-educational institution, emphasizing inclusivity.

New Premises: With community support, a plot of land was purchased from KMDA, and the college moved to its campus in 2008.

NAAC Accreditation: Under Principal Dr. Ramkrishna Prasad Chakraborty, the college achieved 1st Cycle NAAC accreditation in 2016.

Additional Information: Students who have graduated from the college have been established in renowned multinational companies and academic institutions.

Vision

Building sensitive and self-reliant citizens – confident and competent and help them to develop as complete human being

Mission

1. To create an academic environment in the College and to ensure quality in teaching and learning
2. To impart the kind of education which promotes knowledge as well as skill
3. To promote holistic development of students with special emphasis on girl students
4. To provide cultural enrichment and lifelong learning
5. To develop their inherent qualities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Comprehensive Curriculum Delivery: The College ensures effective delivery of the syllabus through meticulous planning, academic calendars, and departmental academic plans.

- Academic Diversity: Introduction of various Add-on Courses and focus on project works and fieldwork enhances academic diversity and practical learning opportunities.

- Student-Centric Approach: Embracing student-centric methodologies, experiential learning, and a well-structured Learning Management System facilitate effective teaching and learning.

- Transparent Evaluation Process: Transparent internal and external examination processes ensure fairness, contributing to the credibility of the institution.

- Quality Assurance: Adherence to NAAC guidelines and regular feedback mechanisms from stakeholders ensure continuous improvement in curriculum delivery and institutional infrastructure.

Institutional Weakness

- Limited Research Focus: While the college promotes research and innovation, there might be a need for further emphasis on research activities and publication outputs.

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  Infrastructure Limitations: Despite having ICT-enabled classrooms and internet facilities, there may be scope for improvement in terms of infrastructure to support research and technological advancements.

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  Lack of Proper documentation: Even though the college maintains a proper documentation, report has revealed that it sometimes fails to maintain the proper documents of the day-to-day activities of the college.

Institutional Opportunity

- Research Collaboration: Collaboration with other institutions and NGOs could further enhance research opportunities and knowledge exchange.

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Enhanced Alumni Engagement: Expanding alumni engagement activities could provide opportunities for networking, mentorship, and fundraising.

- Technology Integration: Equipping necessary technological aids presents an opportunity to enhance teaching, learning, and administrative processes. Embracing digital tools can improve efficiency and transparency.
- Collaboration and Networking: The college can explore collaborations with other institutions, industry partners, and research organizations. Such partnerships can lead to knowledge exchange, joint projects, and resource sharing.
- Innovative Financial Management: The robust financial system and internal audit mechanism provide a foundation for exploring innovative financial managment..

Institutional Challenge

- Competition: With the increasing demand for higher education, competition from other institutions might pose a threat to enrollment rates and reputation.

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    Budget Constraints: Limited financial resources could hinder the implementation of certain initiatives and infrastructure development plans.

    External Regulations: Changes in government policies or regulations related to education and reservation policies could impact the college's operations and admission processes.

- Changing Regulatory Landscape: Given that service rules are regulated by Calcutta University Statutes and State Government rules, any changes in regulations could impact governance practices. Staying informed and adaptable is essential.
- Financial Risks: While strict expenditure control is commendable, external economic factors (inflation, market fluctuations) can pose risks. The Finance Sub Committee should continuously assess investment decisions.
- Quality Assurance Challenges: The IQAC's commitment to quality assurance is commendable, but sustaining and improving quality across all aspects of the institution remains a challenge. Balancing growth with quality is crucial.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The college follows the University of Calcutta's syllabus, as it is a constituent college of the university. However, the college also ensures that the syllabus is delivered effectively through a carefully designed Master Time-Table, an Academic Calendar, and individual Academic Plans made by each department.
- The Internal Quality Assurance Cell (IQAC) of the college is instrumental in shaping the academic year and devises a strategy that covers teaching-learning processes, and evaluation methods. This body is also responsible for introducing add-on/Value-added courses in the college.
- The college fosters an environment of academic diversity by offering various Add-on Courses. These

courses are provided by the different departments of the college and also in collaboration with an institute ESSR Infosys, which covers a wide range of topics. 30 add-on courses were completed during the last five years.

- Students engage in various project works, and field work to enhance their understanding of their course of study. The college also emphasizes on issues related to gender equality, and human rights in the teaching-learning process.
- The college solicits feedback from all stakeholders at regular intervals, acknowledging that progress depends on incorporating suggestions from everyone involved. The feedback from the stakeholders reflects their expectations and serves as a vital input for both initiating and sustaining quality initiatives within the institution.

Teaching-learning and Evaluation

- The college has a moderately high enrolment rate of about 70%, which shows its popularity. It also follows the government's reservation policy strictly.
- The college faculty members have fulfilled the UGC's academic standards and are constantly improving their qualifications and skills.
- The college adopts a student-centric approach to teaching and learning, where students acquire essential knowledge and skills. To support this, the college uses an effective Learning Management System and various participatory and experiential learning methods, such as Film Screenings, Theatre Show visits, Museum visits, Study tours, Project work, etc.The College organizes a good number of workshops/training programmes, teacher-student exchange programmes, and student-centric seminars for their enrichment.The college also has a well-equipped ICT system that enables teachers to use different ICT tools to make teaching and learning more effective.
- The college conducts internal and external examinations transparently and ensures fairness. Any complaints regarding University examinations are sent to the University through the Principal for correction.
- All departments of the college monitor the performance of their students regularly. They measure the achievement of Programmeme and Course outcomes by using the students' results in different types of assessments, including internal and external.
- The college follows the NAAC guidelines and has submitted student data for a student satisfaction survey to collect feedback from the students on curriculum delivery management and institutional infrastructure facilities.

Research, Innovations and Extension

- K. K. College creates an ecosystem that promotes knowledge sharing, collaboration, and innovation by leveraging its academic and research expertise and providing motivation and infrastructure.
- The college motivates the faculty members to enhance their research output. Quest, an edited book, is published by the college at regular intervals and features the research articles of the faculty members. Teachers publish research articles in different journals and books.
- The college has established MoUs with several other colleges/institutions and NGOs to enable knowledge exchange, library access, and research collaboration. The college also involves its faculty and students in workshops and career guidance sessions conducted by these partners.
- The college regularly organizes programmes such as Faculty Development Programmes (FDPs) and workshops on Research Methodology and Intellectual Property Rights (IPR) to create a vibrant

academic environment.

- K. K. Das College is socially responsible and responsive. Besides conducting its regular academic activities, the college helps in improving the lives of the underprivileged members of society through various outreach programmes conducted by the Students' Union and NSS unit.
- The college organizes a Free Eye Check-up Camp every year for marginalized individuals in collaboration with the NGO "Garia Sahamarmi Society". The camp is conducted by doctors from "Sankar Netralaya", Mukundapur, and offers free eye check-ups, eye operations, and other necessary treatments. The camp is held on the last Sunday of November and from December 25th to December 31st, every year. Besides these activities, the college also distributed food and shelter in association with Garia Sahamarmi Society to the marginalized people of the Sundarbans area during the COVID-19, the YAAS cyclone, and many other periods.

Infrastructure and Learning Resources

- The college campus has an area of 20 kathas or 2778 sq. Meters. The college provides internet facilities through LAN connection and Wi-Fi. The college has 15 classrooms of different sizes, including one smart classroom. All classrooms are well-ventilated and ICT-enabled, with computers and projectors.
- The college encourages the students to participate in games and sports through the Sports and Cultural Subcommittee. The grounds of Kolkata Municipal Corporation are permitted for organizing different sports and games activities of the College. Local clubs also provide their infrastructure, when in need.
- The college has a sports and Cultural sub-committee along with the Students' Union and N.S.S Unit of the College organizes Sports and cultural events/competitions. The college also has a Literary Society that aims to enhance the speaking and writing skills of the students by organizing workshops, debates, and creative writing competitions.
- The library has a rich collection of over 13,500 books, covering various genres such as storybooks, reference books, and materials for competitive exams. The books are systematically organized according to the Dewey Decimal Classification System. The library also uses an In-Out management system to monitor and track the user's visits. Moreover, the library facilitates access to Open Educational Resources (OER), enriching the learning experience for students and faculty.
- The college has 15 ICT-enabled classrooms and 58 computers for students' use. The college also has nine laptops for teaching-learning and administrative purposes. The college has a fully computerized office with seven computers and five printers. The college has a high-speed internet connection.

Student Support and Progression

- The college is dedicated to assisting students in acquiring meaningful learning experiences and fostering holistic development and progression.
- Students of the College benefit from several grants provided by various schemes of the Government of West Bengal Kanayshree: a scheme exclusively for adolescent girls, Aikyashree: offering scholarship to students from minority communities   also students from S.C,, S.T. categories received Govt.Scholarship.Swami Vivekananda Merit-cum-Means Scholarship (SVMCM): aimed at assisting economically disadvantaged but academically talented students.
- The college provides Merit cum means scholarships to the students to encourage them for their betterment. Financial support also provided by the College to the Economically weaker students..
- The college has organized various programmes on soft skills development, language and communication skills, yoga, health, hygiene, and others, for the benefit of the students.

- The college believes in providing student support from all aspects. The college has a zero-tolerance policy towards ragging, and sexual harassment, and the students can report any grievances to the respective Cells (Grievance, Anti-Ragging, Anti- Sexual Harassment Cells). The members of the Cells actively work towards the redressal of the grievances.
- Many students from various departments pursue higher studies, while others opt to join the workforce upon completing their degrees.
- The college undertakes various initiatives to foster an inclusive environment, including organizing cultural programmes and annual sports events.
- The Alumni Association was registered in 2016. While it may not be as active as anticipated, possibly due to the demands of their busy lives, it currently comprises 636 members. The college endeavours to organize an Alumni Meet annually, with the number of alumni members steadily growing each year. Current students are encouraged to participate in these meets alongside alumni. The college also has an alumni fund in which the ex-students of the college contribute and the total amount that has been accumulated in that fund till now is 295200 rupees.
- The college organizes a career counseling programme for the students to assess what kind of career would be best suited for them. Lastly, the college conducts placement drives to provide employment opportunities to the students.

Governance, Leadership and Management

- The college strives to foster sensitive, self-reliant, confident, and competent citizens, with a special focus on the marginalized and female students. It offers quality education and holistic development in alignment with its vision. To achieve this, the college has adopted various institutional practices that reflect its governance and leadership.
- The college has formulated a comprehensive institutional perspective plan that articulates its vision, mission, goals, objectives, strategies, and action plans. This plan is effectively implemented by various institutional bodies, such as the Governing Body Academic Council, Finance Committee, IQAC, Placement and Training Cell, and Alumni Association. Service rules are regulated by Calcutta University Statutes and State Government rules.
- The institution also provides timely pension benefits, and facilitates teachers' promotion through the Career Advancement Scheme (CAS). The College organizes faculty development and skill development programmes for teaching and non-teaching staff. The IQAC has initiated a system of appraisal of teaching and non-teaching staff annually in a specific format to assess their performances.
- The college maintains a robust financial system, involving regular statutory audits and an internal audit mechanism to monitor all transactions. The Principal and Bursar exercise strict expenditure control, while the Finance Sub Committee looks after the overall financial matters of the college subject to the approval of the Governing Body.
- The Internal Quality Assurance Cell (IQAC) plays a pivotal role in designing and executing administrative, academic, and management strategies at the institution. Over the past five years, it has been committed to institutionalizing and enhancing quality assurance practices, leading to comprehensive development across various aspects of the institution.IQAC took the initiative for different quality audits and Collaborative programmes under MoU with different HEIs and NGOs

Institutional Values and Best Practices

- The college has set up an Equal Opportunity Cell and a Counseling Cell to ensure gender equity within

the campus. These cells conduct workshops, seminars, and webinars on gender equality programmes to sensitize students and staff. The college observes International Women's Day every year through activities led by the Equal Opportunity Cell.

- The college observes various commemorative days such as Independence Day, Yoga Day, and others. And conducts various events on these days to promote social integration and peaceful coexistence
- The college has adopted energy conservation measures by using LED bulbs and tube lights in offices and classrooms. It is a plastic-free zone. Various sanitation and plantation drives are being carried out by the college at regular intervals. 'Each One, Plant One' is the slogan of the Eco Club of the college. Green Audits and Energy Audits are performed.
- Blood donation camps are organized every year by the NSS unit and Students' Union of the college. The College contributed to the Chief Minister's Relief Fund for the people in the Amphan-affected in West Bengal and also for the same type of case for the people of Kerala.
- Among many best Practices of the College two best practices are 'Sarbik Sattar Sandhane' (a practice that emphasizes the philanthropic aspect of the college) and 'E-obhyas & E-adhyayan'(a practice based on the use of ICT in the functioning of the college).
- The distinctiveness of the college lies in its consistent endeavour to improve the eyesight of the people living in the Sunderbans area who suffer from cataract, dryness of the eyes, and many other diseases. Around 60 people undergo cataract operation every year which is conducted by K.K.Das College in collaboration with Garia Sahamarmi Society, a Non-Governmental Organisation that aims to improve the lives of the underprivileged people. They also receive spectacles and other medicines which help to improve their eyesight.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	K. K. DAS COLLEGE
Address	GRH -17, Baishnabghata Patuli
City	KOLKATA
State	West Bengal
Pin	700084
Website	www.kkdascollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ramkrishna Prasad Chakraborty	033-24625999	9143028586	-	kkdascollege@gmail.com
IQAC / CIQA coordinator	Nasima Munshi	-	9830348772	-	emailtomunshi@gmail.com

Status of the Institution	
Institution Status	Government and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

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

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	31-03-1998	[View Document](#)
12B of UGC	31-03-1998	[View Document](#)

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

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	GRH -17, Baishnabghata Patuli	Urban	0.62	2439.43

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali Honours,	36	XII	Bengali	95	62
UG	BA,English Honours,	36	XII	English	76	62
UG	BA,History Honours,	36	XII	English + Bengali	39	28
UG	BSc,Mathematics Honours,	36	XII	English + Bengali	26	10
UG	BSc,Economics Honours,	36	XII	English + Bengali	14	1
UG	BCom,B Com Honours,	36	XII	English + Bengali	188	126
UG	BA,B A General,	36	XII	English + Bengali	197	169
UG	BSc,B Sc General,	36	XII	English + Bengali	40	3
UG	BCom,B Com General,	36	XII	English + Bengali	130	62

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				5				11			
Recruited	1	0	0	1	1	4	0	5	6	4	0	10
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				18			
Recruited	0	0	0	0	0	0	0	0	7	11	0	18
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				11
Recruited	7	2	0	9
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	3	5	0	10
M.Phil.	0	0	0	1	0	0	6	4	0	11
PG	0	0	0	0	3	0	0	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	813	0	0	0	813
	Female	685	0	0	0	685
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	87	82	89	100
	Female	74	49	51	81
	Others	0	0	0	0
ST	Male	0	1	3	3
	Female	0	3	4	0
	Others	0	0	0	0
OBC	Male	14	17	13	17
	Female	27	17	18	25
	Others	0	0	0	0
General	Male	227	233	207	247
	Female	189	189	195	210
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		618	591	580	683

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Initially K. K. Das College was a Commerce College. Commerce itself is an interdisciplinary course combining English / Bengali, Mathematics, Statistics, Economics, Environmental Studies. From 2002, the

	College became a multidisciplinary institution. The subjects it offers include English, Bengali, History, Sociology, Education, Mathematics, Economics, Statistics, Computer Science and Commerce. The course structure followed in our college is multi and interdisciplinary by nature. Students may study a variety of subjects together. For example, a student studying Economics Honours can choose any two subjects from mathematics, statistics, sociology, education, history, computer science as an elective subject. English/Bengali and environmental science are also studied as a compulsory subject. The college is planning to open more multidisciplinary subjects in the coming years.
2. Academic bank of credits (ABC):	K. K. Das College is affiliated to the University of Calcutta. The Institute will follow the instruction of the University for the Registration of the Academic Bank of Credit (ABC) for the Under Graduate Courses. Additionally, the credit-based-choice-system has already been implemented in our Institution, as per the University of Calcutta guidelines.
3. Skill development:	To provide additional skill oriented-technical training the college has initiated a number of add-on courses. The objective of these courses is to reduce the gap between academic and industry. Students are free to choose any course. We offer Courses in Basics of Computer and Web Designing, Financial Accounting with GST, Certificate in Multimedia Animation, Diploma in Pre-Primary and Primary Teachers' Training, which are practical based courses. The college also offers interdisciplinary skill-based courses conducted by the departments of Economics, Education, History, Sociology, Bengali and English, which are integrated with mainstream courses.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	We understand that it would be important to trace back the rich tradition of India, its culture, and history to improve our present. The college specially offers courses on vernacular languages like Bengali. Even the department of English offers few courses on Indian writing in English as well as translation of texts written in Indian languages. In fact, every student of the college studies Bengali as a compulsory paper during their course of study. The syllabus of the department of History especially focuses on the ancient to modern Indian history.

	Several departments also take a postcolonial approach to present the marginal sides of Indian history. Department of Mathematics organises National Mathematics Day on 22nd December that particularly focuses on the Indian mathematicians such as Ramanujan, Aryabhatta, Sakuntala Devi, and notable others through special lectures and events like poster presentation, quiz, essay competition etc. Frequently, we initiate educational tours at various historical sites, museums, monuments etc. In addition to this, the college also offers few add on courses focusing on Indian tourism, mythology etc. To preserve and promote Indian languages, ancient traditional knowledge, arts, culture, and tradition many commemorative days are celebrated, most significant among all is the annual celebration of International Mother Language Day.
5. Focus on Outcome based education (OBE):	To be ready for OBE, programme and course outcomes for each course are explained to the students, and are available on the College Website. Student-centric teaching methods and access to a variety of resources like audio-visual materials to classroom notes are given to the students. Regular assessments of students, through class tests, viva voce, open book exams, etc. are also conducted to measure these outcomes. The assessment results are declared on time to identify areas for improvement of the students. This ensures the holistic and effective educational experience at KKDC.
6. Distance education/online education:	To execute curriculum in a well-planned way ICT is used extensively. LMS (Learning Management System) has been introduced in 2022 in order to provide additional academic support. Students could collect necessary study materials provided by teachers. Earlier Google Classroom was also used as an LMS during the pandemic period. All departments have Google Classrooms (GCR) for different semesters. The teachers took online classes regularly through Google Meet during the lockdown. Study materials and YouTube lectures were also provided for students in GCR. Special lectures, webinars, and celebration of important days were also conducted online.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club (ELC), K. K. Das College has been set up in 2023 in accordance with ECI guidelines. It is new in our college, yet by engaging and entertaining events and hands-on experience, the club intends to foster the significance of electoral literacy among the young students of the institution. However, it will do so in an apolitical, impartial, and nonpartisan way. Additionally, the institutional Electoral Literacy Club was established with the purpose of reaching out to newly registered voters who are obtaining their degree/diploma and are between 18 and 21 years of age.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes Session(s): 2023-2024 Teacher's Representative Chief Patron: Dr. Ramkrishna Prasad Chakraborty (Principal) Members from Teachers: : I.Q.A.C Co-ordinator: Dr. Nasima Munshi Ms. Rinku Saha, Department of Commerce Dr. Bidya Ratan Tikeder, Dept. of Sociology Mr. Bapi Kumar Sardar, Dept. of Education Dr. Soumana Biswas, Dept. of English Mr. Animesh Bag, Dept. of English Member from Student: Ranajoy Sarkar, Bengali Hons, Sem V Paramita Ghosh, Bengali Hons, Sem III Rahul Das, B.Com, Hons, Sem-III Soumajit Mitra , B.Com Hons, Semester V Souvik Poddar, English Hons Sem IV Itu Adhikari, English Hons, Sem V Rituparna Pandit, History Hons, Sem I Joy Tikadar, History Hons, Sem V Soumitra Mindal, B.Sc. General, Sem V Suman Mondal, B.Sc. General Sem V
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Yes, Electoral Literacy Club (ELC), K. K. Das College has undertaken following programmes and initiatives: •Organizing Ballot Bistro/ Adda like discussion •Annual Quiz Competition and Movie screening •Inviting Resource person to encourage the students •Publication of Wall Magazine (in the process) •Encouraging students to register as voters as soon as they become eighteen years of age, if they have not registered already.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in	Yes, awareness drives are arranged to encourage and motivate students to register themselves as voters, and make them aware of their voting rights.

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electoral processes, etc.	
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Yes, the college arranges awareness programmes for students above 18 years of age.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1498	1614	1610	1656	1485

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

2 Teachers

2.1

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

Response: 36

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

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
34	34	34	23	24

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
59.16	29.51	22.08	34.51	30.91

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

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

The Internal Quality Assurance Cell (IQAC) of the college plays a pivotal role in shaping the academic year, orchestrating a comprehensive strategy that encompasses teaching-learning processes, evaluation methods, and the introduction of Add On/Value Added courses. The IQAC conducts an annual meeting with all teaching staff to decide the strategies that serves as the college's roadmap for the session. Meticulously crafted Master Time-Table, an Academic Calendar, and individual Academic Plans prepared by each department facilitate the entire teaching-learning process. These resources, along with Programme Outcomes and Course Outcomes, are made readily available to students through various platforms. The college's commitment to continuous learning and improvement is further demonstrated by regular faculty development programmes, routine acquisition of new library resources, and the implementation of a Learning Management System (LMS) from the academic session 2022-2023 onwards. The college's holistic approach to education is rounded off with a robust system of continuous internal assessment and a rich array of curricular and co-curricular activities.

? The Internal Quality Assurance Cell (IQAC) conducts a meeting with all staff before each academic session to discuss strategies for teaching, learning, and evaluation, as well as new courses.

? A Master Time-Table is prepared by the Routine sub-committee for optimal use of infrastructure.

? Each department prepares an Academic Plan following the Academic Calendar and Master Time-Table.

? The Academic Calendar, Academic Plan, and Master Time-Table are uploaded to the college and departmental websites.

? The Academic Calendar is included in the Prospectus, and the time-table is displayed on the college notice board.

? Each department provides Programme Outcomes and Course Outcomes on their websites.

? Teachers regularly attend workshops and faculty development programmes.

? Books and Journals are regularly procured for the Central Library.

? Departmental Heads hold regular meetings to discuss syllabus coverage, student progression,

and implementation of activities.

?   Classes are conducted using traditional methods and ICT tools, with study materials regularly uploaded in Google Classrooms.

?   A Learning Management System (LMS) was introduced in the 2022-2023 session, with all departments uploading study materials, video lectures, and tutorials.

?   All activities adhere to the Academic Calendar, with notices circulated in advance.

?   Special lectures, seminars, and workshops are organized to supplement regular teaching, with expert speakers invited from Universities and National Institutes. Faculty Exchange programmes are also regularly organized.

?   Continuous Internal Assessment of students is conducted through various methods, including class tests, online MCQ tests, group discussions, and demonstrations

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

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

Response: 30

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

Other Upload Files	
1	[View Document](#)

1.2.2

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

Response: 12.67

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

2022-23	2021-22	2020-21	2019-20	2018-19
401	440	107	26	22

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

1.3 Curriculum Enrichment

1.3.1

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

Response:

Cross-cutting issues in curriculum refer to themes that intersect various domains of learning and are not confined to a single subject area. These issues, which include topics such as environmental education, gender equality, human rights, and digital literacy, are integral to holistic education. They encourage critical thinking, problem-solving, and the development of values and attitudes that are essential for responsible citizenship. However, integrating these cross-cutting issues into the curriculum presents challenges. These include ensuring relevance to local contexts, providing adequate teacher training, and assessing learning outcomes related to these issues. Despite these challenges, addressing cross-cutting issues in the curriculum is crucial for preparing students to navigate the complexities of the 21st century.

? The institution aims to develop students into well-rounded individuals, not just professionals. This includes fostering professional ethics, gender sensitivity, human values, environmental empathy, and awareness of sustainable development.

? These issues are emphasized within the university-provided curriculum and supplemented by seminars, webinars and programs, with expert speakers.

? The institution recognizes the adverse effects of environmental degradation and its future impacts on ecosystem. Regular Awareness Programmes and Webinars are held to discuss environmental recuperation and sustainability.

? The institution also addresses new challenges faced by youth, such as professional values and ethics, through organized programs to raise student awareness.

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

1.3.2

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

Response: 54.34

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

Response: 814

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

1.4 Feedback System

1.4.1

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 74.39

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

2022-23	2021-22	2020-21	2019-20	2018-19
523	618	591	579	683

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

2022-23	2021-22	2020-21	2019-20	2018-19
805	805	805	805	805

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

2.1.2

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

Response: 58.56

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

2022-23	2021-22	2020-21	2019-20	2018-19
180	154	156	161	156

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

2022-23	2021-22	2020-21	2019-20	2018-19
366	253	253	253	253

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

2.2 Student Teacher Ratio

2.2.1

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

Response: 44.06

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Our college prioritizes holistic learning experiences for students through a multifaceted approach. Experiential learning is fostered through study tours, field trips, film screenings, visit to museums, theatre shows. Faculty-student exchange programs and special lectures by eminent speakers further enrich the educational environment. Additionally, the college embraces Information and Communication Technology (ICT) with Wi-Fi-enabled campus, digitized library systems, and ICT-equipped classrooms.

1. **Experiential Learning**:
    - Several departments regularly organize study tours and field trips to enhance experiential learning for students.
    - Faculty-student exchange programs are an ongoing initiative, even in the online mode.
    - The college's Memorandum of Understanding (MoU) with other institutions facilitates faculty exchanges via online platforms, benefiting students during lockdown.
    - Eminent speakers from various fields and distinguished personalities deliver special lectures, enriching students' learning experiences.
    - Departments like English and Bengali also screen relevant films to provide a different medium for understanding course topics.
2. **Participative Learning**:
    - Students are encouraged to participate in seminars, quizzes, extempore speaking, and essay writing competitions both within and outside the college, including inter-college events.
    - Students engage in group discussions, class demonstrations, publication of wall magazine as part of the process of participative learning.
3. **Problem Solving**:
    - Project work is an integral part of experiential learning and problem-solving approaches for all students.
4. **Information and Communication Technology (ICT)**:
    - The entire college campus is a free Wi-Fi zone, granting students and teachers' internet access.
    - The library utilizes an Online Public Access Catalog (OPAC), and the book lending system is fully digitized.
    - The college subscribes to NLIST provided by INFLIBNET, providing teachers with personal IDs and passwords to access various journals for lecture preparation.
    - Faculties employ PowerPoint presentations during classes, and all classrooms are equipped with ICT facilities, including a computer in each room.
5. **Google Classroom Integration**:
    - Across all departments, Google Classroom is utilized to enhance Information and Communication Technology (ICT) usage and provide additional virtual support to students.
    - During the lockdown period, Google Classroom played a pivotal role in conducting online classes across various departments. Class recordings were made available upon student request.
    - E-books, soft copies of textbooks, and study materials are accessible to students via Google Classroom and departmental websites.
    - The college has recently introduced a Learning Management System (LMS) starting from the academic session of 2022-23.

6. **Assessment and Engagement**:
   - Faculty members employ Google Classroom for assigning tasks and conducting online assessments to evaluate student progress.
   - An **ICT Team**, comprising faculty from diverse disciplines, ensures seamless execution of online events at the state, national, and international levels using platforms like Google Meet and YouTube.
7. **YouTube Channel: ICT KKDasCollege**:
   - The college proudly hosts a YouTube channel named **ICT KK Das College**.
   - This channel features academic lectures, observations, and celebrations of significant days, specifically organized during the Covid-19 lockdown period.
   - These videos serve as a valuable repository of academic content and document various college events.

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

2.4 Teacher Profile and Quality

2.4.1

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

Response: 96.75

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

2022-23	2021-22	2020-21	2019-20	2018-19
35	35	35	24	25

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last

five years (consider only highest degree for count)

Response: 62.42

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

2022-23	2021-22	2020-21	2019-20	2018-19
21	19	19	17	17

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

- Internal assessment is an integral component of the teaching-learning process. Faculty members regularly evaluate students as part of a continuous assessment method. This practice aligns with the evaluation process mandated by the University.
- The college serves proper notice to the students on the college website as well as student Whatsapp groups regarding the Internal/External Examination.
- Each paper carries a weightage of **10 marks** for internal assessment. Various questioning methods, including essay-type, objective-type, and multiple-choice questions, are employed across different departments within the college.
- During both online and offline modes, internal assessment is conducted. Notably, during the lockdown period, exclusive online assessments were administered using **Google Forms** via **Google Classroom**. The latter platform played a crucial role in facilitating both classes and assessments for students.

- In addition to prescribed tests, teachers assign home assignments and conduct class tests. These assessments provide valuable insights into student performance. Corrected answer scripts, along with constructive feedback, empower students to enhance their understanding.
- Encouraging independent writing, faculty members willingly review and provide feedback on student-generated answers. Furthermore, select departments administer online revision tests before final semester examinations. These tests aid student preparation and allow for progress evaluation.
- Marks obtained through internal assessment are promptly uploaded to the University portal. In the rare event of unintentional errors during this process, the college takes swift corrective action. The department notifies the Principal, who subsequently informs the University's Examination section for rectification.
- External Examination is conducted according to the schedule provided by the University. The students appear for the End Semester Examination in external centres.
- The college acts as an external Examination Centre and takes adequate measures to conduct the examinations as smoothly as possible. Examination Coordinators are appointed for End Semester Examinations who perform duties like arranging seating plans of students, assigning invigilation duties to teachers.
- The college further sends the answer scripts to the University for Evaluation. The General course scripts are retained in the college for evaluation by the teachers of the college. After evaluation and scrutiny, the answer scripts are sent to the respective Head Examiners for further processing towards the publication of results.
- In case of any grievances related to marks received in Examinations, the University has a provision of reviewing answer scripts, RTI to view answer scripts after publication of results and the college provides the students with the opportunity to avail these services.
- Notices on the College Notice Board, College Website and student Whatsapp Groups inform the students about pertaining dates of review. The review process is completely controlled by the University and the college assists the students to make the application process for review as smooth as possible.

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

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

- The University designs the curriculum and the affiliated colleges adhere to it. Our college strives to ensure that the students receive the curriculum in a systematic and effective way.

- The college teachers participate in University workshops and other workshops conducted by various colleges on the newly introduced CBCS curriculum to stay updated with the University guidelines.
- The college prepares an Academic Calendar at the start of the session, which is accessible on the college website and the Prospectus. The Calendar helps the students to plan ahead for the various components of the internal assessment and the University Examination.
- Each department convenes a meeting before the beginning of each session/semester to allocate the topics among the department teachers.
- Based on the topic allocation, the Academic Plan is prepared to provide both the teachers and students with a clear timeline for completing the syllabus on time. The Academic Plan also notifies the students about the tentative dates of the internal assessments for that session/semester. The students can view the Plan on the Departmental website.
- The department receives the routine from the Routine Committee and assigns classes to the teachers according to the number of topics they will cover in that session/semester. The Routine is displayed on the Notice Board and the departments also inform the students separately about their class timings. The Routine is also uploaded on the college website before the classes begin.
- On the first day of classes, the students are briefed about the various components of the syllabus, the names of the teachers who will teach different topics in their courses of study, and the different types of internal assessment.
- Moreover, each department has Programme and Course Outcomes available on the college website for students to better comprehend what they will learn from each course. The students are constantly reminded about the various outcomes of the course they are enrolled in.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

CO-PO Attainment

Attainment of Outcomes:

- The Program Outcomes (POs)/ Program Specific Outcomes (PSOs) are accomplished through curriculum
- Course Outcomes (COs) are defined for each course and they are related to POs / PSOs.
- A set of performance evaluation criteria is used for quantitative assessment of COs & POs.

Following are the different methods for Assessment, Evaluation and Measurement of COs/POs

For CO attainment

- *Continuous Assessment*
- *Semester-end Examinations*

For PO attainment

- *Final CGPA*
- *Placement record and higher education details*
- *Teachers' feedback*

The analysis is carried out by faculty for each course and documented in **Course Assessment Report**.

Attainments of COs:

For measuring the attainment of COs, various tools are used. The contribution of COs is assessed in high, moderate and low levels.

The Target score in various component is fixed in the following way:

Target score in Class Tests	>= 40% of Marks
Target score in Internal Assessment	>= 60% of Marks
Target score in Tutorial/Practical Examination	>= 50% of Marks
Target score in University Examination	>= 40% of Marks for honours courses >= 30% of Marks for general courses

CO Attainment level is defined based on the following criteria:

Level	Criteria (% of students reached target score)
3	>70%
2	>50%
1	>30%
0	<= 30%

CO Attainment Calculations:

For all the courses -

CO in % of each component = (Marks Obtain by a Student / Total Marks Alloted) x 100

For all the students -

CO Attainment in % of each component = (?????? ?? ???????? ?????? ???? ???? ?? ???? ?? ?????? % ?? ???? / ????? ?????? ?? ????????) x 100

Overall CO Attainment Calculations:

For Theory based Courses

Overall CO Attainment =	(0.1×Level of CT) +(0.2×Level of IA) + (0.1×Level of TU) + (0.6×Level of UE)

For Practical based Courses

Overall CO Attainment =	(0.1×Level of CT) +(0.2×Level of IA) + (0.2×Level of PR) + (0.5×Level of UE)

For Skill Enhancement Courses

Overall CO Attainment =	(0.1 × Level of CT) +(0.3×Level of IA) + (0.6×Level of UE)

Attainment of POs

Attainment level for different component are defined as follows:

In CGPA

Level	Criteria (% of students obtained CGPA)
3	80% >= 4.00
2	50% >= 4.00
1	30% >= 4.00
0	< 30%

Progression to higher studies or placement

Level	Criteria (% of passed students progress to higher studies or get job)
3	>= 30%
2	>= 10%
1	>= 5%
0	< 5%

Teachers' feedback

Level	Criteria (% of students get good feedback from teacher)

3	**>= 70%**
2	**>= 50%**
1	**>= 30%**
0	**< 30%**

PO Attainment Calculation:

The PO attainment is calculated using the following formula

Overall PO Attainment=	*(0.6 × Level in CGPA) +(0.2×Level in Progression) + (0.2×Level in Feedback)*

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

2.6.3

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

Response: 71.15

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

2022-23	2021-22	2020-21	2019-20	2018-19
151	307	497	423	156

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

2022-23	2021-22	2020-21	2019-20	2018-19
417	469	516	451	303

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.66

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0.8

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0.80

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

3.2 Innovation Ecosystem

3.2.1

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

Response:

- K. K. Das College leverages its academic and research expertise to create an **ecosystem that fosters knowledge sharing, collaboration, and innovation** through motivation and infrastructure.
- The college has signed **MoUs with several other colleges/institutions and NGOs** to facilitate knowledge exchange, library access, and research collaboration, as well as to involve its faculty and students in **workshops and career guidance sessions**.
- The college offers a range of **Add-on courses** to its students. Besides the main degree programmes, various departments of the college **and ESSR Infosys, offered courses such as teachers' training, multimedia animation, and graphic design**, among others.
- The college has equipped each department and its students with an internet-enabled computer and projector to enable **ICT-based learning**. It instills a research mindset among them. The **department of Computer Science** also provided online training to other colleges and institutions

regarding this **new educational shift and its possibilities**.

- The college has set up an **incubation centre** to support the entrepreneurial aspirations of the young generation. The committee selects the concepts to incubate after assessing their business viability, technological value, growth potential, creative content, and promotes team suitability. Departments like Commerce are also trying to arrange **industry visits** for the students.
- Teachers are encouraged to participate in professional development programmes, as well as to organize and attend **conferences, seminars, and workshops**. On duty leaves are provided to the participants.
- Various departments promote research among their students through their **project work**, which is part of their curriculum.
- The college recognizes the need for **intellectual property rights (IPR)** to gain a competitive advantage in the current scenario of innovative education and research. Therefore, it established the IPR cell in 2022. The college focuses on **managing projects and research initiatives** successfully and protecting the intellectual property of all the stakeholders.
- The college focuses on managing **projects and research initiatives** successfully and protecting the intellectual property of all the stakeholders. Intellectual property refers to any property that is created and owned by human intelligence.
- The college values **the rich tradition, culture, and history of India** and aims to improve the present by learning from the past. The college offers various courses and activities that reflect this aim. Courses on vernacular languages like Bengali, which is also a compulsory paper for all students. Courses on Indian writing in English and translation of texts from Indian languages, also offered by the English department. Commemorative **days to preserve and promote Indian languages, ancient traditional knowledge, arts, culture, and tradition**, such as the International Mother Language Day.

-

K. K. Das College is especially conscious of its social obligations. Beyond the classroom and its regular operations, it tries to interact with the underprivileged by planning **various outreach programmes through the Students' Union and NSS unit**. Every year the college in collaboration with an **NGO named "Garia Sahamormi society"** organizes a **Free Eye Check-up Camp, Eye operation Camp and spectacle distribution camp**. **Vaccination drive** for COVID-19 was organized in collaboration with the Health Department of West Bengal Government. NSS Unit organized two **"Seven days NSS Special Camp"** (2022, 2023).

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

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 26

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

2022-23	2021-22	2020-21	2019-20	2018-19
03	0	15	06	02

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

3.3 Research Publications and Awards

3.3.1

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

Response: 0.5

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

2022-23	2021-22	2020-21	2019-20	2018-19
05	03	01	02	07

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

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

Response: 1.31

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

2022-23	2021-22	2020-21	2019-20	2018-19
23	04	13	03	04

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

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

Response:

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

K. K. Das College is especially conscious of its social obligations. Beyond the classroom and its regular operations, it makes an effort to interact with the underprivileged by planning various outreach programmes through the Students' Union and NSS unit.

- To observe the National Voluntary Blood Donation Day on 1st October, the college organizes a Blood donation camp usually almost every year.

- All stakeholders of the college extend their hand whenever the society faces a crisis due to natural disaster. It may be funding collection for Kerela flood (2019), fund collection for YAAS (2020) cheque to Gov. fund, Cloth distribution in Sundarban area for 824 tiger attack affected families, food distribution among the marginalized persons at Sundarban after YAAS (2021), cloth distribution for the economically challenged persons in North Bengal (2021,2022), cloth distribution among the children at North Balia, Garagacha, in time of Durga Puja (2022).

- Every year the college in collaboration with an NGO named "Garia Sahamormi society" organizes a Free Eye Check-up Camp for marginalized people where eye check-up, Free Eye Operation and other necessary treatment are provided by the doctors of "Sankar Netralaya," Mukundopur. This program is organized in the Last Sunday of the month of November and from 25th Decemeber to 31st December every year. We took initiates regarding the post operative care at the K. K. Das College by the NSS volunteers of K. K. Das College in association with N.C.C cadets of Bhangar Mahavidyalaya after their surgeries at "Sankar Netralaya" Mukundopur. The Free Spectacle Distribution Programme generally held on the last day of Eye Operation camp and in the first week of February.

- The college in collaboration with an NGO named "Garia Sahamormi society" organizes
- Vaccination drive for COVID-19 was organized in collaboration with the Health Department of West Bengal Government.
- NSS Unit organized two "Seven days NSS Special Camp" (2022, 2023). One took place at college premises and the other one was organized at North Balia, Garagacha, Kol-94.

- Different awareness programmes such as awareness on Blood Donation, Health awareness, awareness about Thalassemia screening, Dengue awareness,
- The students of the college along with two teachers participated in a very sensitive social issue "Every Person with Disability must get counted in Census 2021" and Walk on 3rd December; Tuesday 2019, on International Day for the Persons with Disabilities (IDPD). The program was organized by DAF (Disability Activists Forum).
- An awareness programme for aged persons "Protecting aged persons from Bank fraud by hackers" organized jointly with Kolkata Police and Axis Bank, Garia Branch.
- Another awareness programme on Cyber Crime was organized in collaboration with the Government of West Bengal.

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

3.4.2

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

Response:

K. K. Das College has been honoured with several prestigious awards and recognitions in recent past. These accolades are a testament to the dedication, hard work, and commitment of our students, faculty, staff, and administration towards the social responsibilities, innovation, and community engagement as an institution.

Here are some of the notable awards and recognitions that our college has received:

- **Green Initiatives and Dengue Awareness Campaign Programme:** It is provided by Kolkata Municipal Corporation, Ward no. 101 for taking for their achievement to initiate programmes including Green initiatives and Dengue awareness campaign within and beyond the campus.
- **Award of Recognition for the Performance towards the Marginalized Persons of Sundarbans:** It is given by Garia Sahamarmi Society for providing food, cloths, and medicine.
- **Award of Recognition to Dr. Ramkrishna Prasad Chakraborty, Principal, K. K. Das College:** It is given Kolkata Municipal Corporation, Ward no. 101 for his outstanding performances for organizing Eye Screening, Eye Operation, and Spectacle Distribution camp.
- **Award of Recognition for maintaining Green Campus, Clean Campus, and a plastic free zone:** It is provided by Bankim Sardar College for initiating various programmes including Green Campus, Clean Campus, and a plastic free zone within and beyond the campus.
- **Award of Recognition for maintaining Green Campus, Clean Campus, and a plastic free zone:** It is provided by New Alipore College for initiating various programmes including Green Campus, Clean Campus, and a plastic free zone within and beyond the campus.
- **Award of Recognition for maintaining Green Campus, Clean Campus, and a plastic free zone:** It is provided by Baruipur College for initiating various programmes including Green Campus, Clean Campus, and a plastic free zone within and beyond the campus.
- **Award of Recognition for maintaining Green Campus and Clean Campus:** It is provided by Raidighi College for initiating various programmes including Green Campus and Clean Campus.
- **Award of Recognition for maintaining Green Campus and Clean Campus:** It is provided by Deshbandhu College for Girls for initiating various programmes including Green Campus and Clean Campus.
- **Award of Recognition for maintaining Green Campus and Clean Campus:** It is provided by Dinabandhu Andrews College for initiating various programmes including Green Campus and Clean Campus.

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

3.4.3

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

Response: 44

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

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	06	07	05

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

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

Response: 34

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

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

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

Response:

- The College campus has the following features:
  - It covers an area of **20 kathas** or **2778 sq.mts**.
  - It has **internet facilities** through **LAN connection and Wi-Fi**.
  - It has **15 classrooms** of different sizes, including **one smart classroom**.
  - All classrooms are **well ventilated** and **ICT enabled** with **computers and projectors**.
  - The classrooms are used for various purposes such as **academic sessions, university examinations, seminars, lectures, cultural activities, meetings, and programmes**.
- The College does not have a separate conference room, but uses the following rooms as alternatives:
  - **Room no. 106**, which is the **smart classroom**.
  - **Room no. 205**, which has **advanced audio-visual multimedia facilities**.
- The College has **two modern computer laboratories** with the following features:
  - They have **30 computers** each with **internet connections**.
  - They have **LCD projectors** for presentations.
- The College has a total of **58 computers** in the campus forthe students use and smooth conduct of teaching-learning process.
- The College has a **well equipped central library** and some departments have **departmental book bank facilities**.
- The College encourages students to participate in various sports and games, both indoor and outdoor, by providing the following facilities:
  - A **sports sub-committee** of teachers and students that organizes sports events.
  - **Sports equipments and kits** for different games.
  - **Local clubs** that lend their playgrounds for annual sports and outdoor games practice.
  - **Open area** in front of the college for outdoor games.
  - Opportunities to take part in **university level tournaments** and **rowing competitions**.
- The College also fosters the cultural and literary talents of the students by providing the following facilities:
  - A **cultural sub-committee** that organizes cultural events and competitions.
  - **Two large rooms** and the **space in front of the college** for conducting the cultural programmes.
  - Encouragement to take part in cultural events and competitions organized by the college and other institutions.

- A **literary society** that aims to enhance the speaking and writing skills of the students by organizing workshops, debates, and creative writing competitions.

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

4.1.2

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

Response: 15.28

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

2022-23	2021-22	2020-21	2019-20	2018-19
14.97	0.82	0.89	2.99	7.25

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

4.2 Library as a Learning Resource

4.2.1

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

Response:

Library has Koha ILMS to carry out the various jobs of the library. Formerly Koha ILMS was on the intranet server base later it was shifted to cloud base method. The present version of Koha ILMS is 22.05. Users can search the collection of the library through the OPAC interface from their preferred location 24X7 from any location. Users can see the details (bibliographical details, call no, how many copies left) of books available in the library. They can reserve books, comment on a particular book, suggest books for the library, etc by logging in to their account using their user ID and password. They can view the books that were taken and their issue date, due date, and fine charged for the delayed return.

Library do acquisition of books, cataloguing of documents, labels (barcode and spine label) creation of books, barcoded library cards for members, issue/return and renew of books with the help of Koha ILMS. Library generates different reports in spreadsheet applications from the Koha IMLS. Library downloads the data field necessary for printing the accession register in tab separated text format.

Library runs article on demand service, renewal service through its official email id kkdclibrary@gmail.com. Library has Telegram groups for its users for sharing information. Library has started service through QR code. The QR code of Telegram Group, OPAC, is placed at the entrance of the library.

Library has a good collection of more than 13500 books which comprises story books, reference books, books on competitive exams, etc. Books are well stacked in the library in accordance with the Dewey Decimal Classification System. The library subscribes 8 Journals, 8 magazines and 5 newspapers on regular basis. There is one separate reading room for the users. Library subscribes regularly N-LIST for Scholarly Content..

The Library has an In-Out management system to track the users who visit the library. Best library user award introduced for attracting more potential library users to visit the library and use the library resources. Library orientation programme organized regularly to inform the students about the library.

 NLIST comprises e-books and e-journals are subscribed regularly. Library is facilitating access to Open Educational Resources (OER) for details connect with

Library website Link: https://kkdascollege-opac.kohacloud.in/

There are lists of Digital Libraries, Open Access Books, Open Access Journals, Open CourseWare, Open Course, Thesis, Dictionaries, Thesaurus & Encyclopedia which support teaching, learning and research needs. Few of them are listed below:

Open Access Books	OpenCourseWare	Open Course
Project Gutenberg	MIT Courseware	Swayam
Directory of Open Access Books	Carnegie Mellon University Courseware	NPTEL
Wikibooks	e-PG Pathshala	edX
Bookboon	eGyanKosh	Vidya-Mitra

Amount spent on purchase of Books, Journals, E-Resources

Year	Books	Journals	NLIST
2018-19	85745	0	5900
2019-20	41518	31260	5900

2020-21	0	50860	5900
2021-22	16874	2000	5900
2022-23	22953	0	5900

Issuance Record of Library Books

Year	Students	Teachers
2018	3666	822
2019	2160	427
2020	227	31
2021	415	108
2022	921	493
Till July 2023	489	179

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

4.3 IT Infrastructure

4.3.1

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

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

Response:

- ???The College has 15 ICT enabled classrooms which consists of one computer and one projector wall mounted or portable.
- There is one smart classroom.

- Two computer labs cum classrooms. one computer lab consists of 15 computers and one smart TV where is the other lab consists of 15 computers and s one wall mount projector.

- There are 58 computers in the College for students' use
- In the Central Library there are two computers and in the reading room there are four computers for students use.
- Apart from the Class rooms, computer lab and library there are computers in data cell,

- Counselling Cell and Students' Union room for the use of students.
- The College has nine laptops for teaching-learning cum administrative work purposes.
- Internet connectivity exist in the College campus through LAN and WiFI network.
- The College has a high-speed internet connection provided by Allance Broadband
- Services Pvt. Ltd. with a bandwidth of 400 Mbps
- The College has a fully computerized office with six computers and five printers.
- The College has an IQAC room with two computers and one printer.
- In the Principal's Chamber there are two computers, one printer, and one printer cum photocopier.
- Online admission process started in 2015 and office management software started from 2016
- Digital workplace under G Suit account exist for the College
- Software are developed timely on the basis of need. Viz. LMS introduced from 2022 in the office management software.
- The College has a computerized library with the following features:

- It started its computerization in 2015.

  It uses Koha software for library management.

  It has OPAC for book searching.

  with **unlimited storage capacity**.
- Online billing procedure (HRM) introduced by the higher education department .For that purpose, college provided required updated hardware equipment.
- College also provides required updated hardware and internet facilities (with sufficient bandwidth) to the examiners (teachers) for uploading marks for university examinations and also internal assessment .
- CCTV surveillance was started in College campus in the academic year 2016-2017. Still now the entire College campus is under CCTV surveillance.
- LMS (Learning Management System) provided by the college for the benefit of the students and also the teachers. This facility started from the academic year 2022-2023

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

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

Response: 25.83

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

Response: 58

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 40.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
24.77	12.75	7.93	14.22	11.50

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

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

Response: 50.5

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

2022-23	2021-22	2020-21	2019-20	2018-19
552	1568	1079	412	360

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

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

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

Response: A. All of the above

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

5.1.3

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

Response: 15.5

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

2022-23	2021-22	2020-21	2019-20	2018-19
439	282	10	00	488

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

5.1.4

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

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

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

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

Response: 15.78

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

2022-23	2021-22	2020-21	2019-20	2018-19
67	99	55	12	9

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

2022-23	2021-22	2020-21	2019-20	2018-19
151	307	497	423	156

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

5.2.2

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

Response: 0.62

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

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

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 9

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

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

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

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

Response: 16.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
34	14	7	9	18

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

5.4 Alumni Engagement

5.4.1

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

Response:

- The Alumni Association was registered in the year 2016. The Association is not so much active as we expect, may be because of their business of life. At present, there are 636 members. Every year the number of alumni members are increasing. The college has endeavor to arrange an Alumni Meet once in a year. Current students are also encouraged to participate at the meet with Alumni to exchange their views.
- From the Academic year 2019-2020 the new members of the association has started to contribute in the College fund Rs.300.00 per head.
- During 2021-22, immediate after the pandemic-struck situation the association was unable to organize any Alumni Meet.
- **Present Alumni Members and their Contribution :**

Year	Members	Contributions
Up to 2019- 2020	256	Nil
2020-2021	266	109800
2021-2022	353	105900
2022-2023	265	79500
TOTAL	1140	Rs.295200

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

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

Response:

The college is committed to fostering sensitive, self-reliant, confident, and competent citizens. It aims to provide quality education and holistic development, with a special focus on the underprivileged and female students. To achieve this, the college has implemented various institutional practices that reflect its governance and leadership. These practices include creating an academic environment, ensuring quality in teaching and learning, promoting knowledge and skill, and fostering holistic development. The college operates democratically, with sub-committees and departments enjoying operational autonomy and policy compliance. It also ensures feedback, remediation, and financial transparency, demonstrating its commitment to its vision and mission. The college has implemented the National Education Policy (NEP) 2020 from the academic session 2023-24, recognizing the importance of the new syllabus in catering to the needs of 21st-century students. The college's democratic functioning, policy compliance, and commitment to quality education and holistic development make it a leading institution in its field.

The college strives to uphold its vision of building sensitive and self reliant citizens - confident and competent - and help them to develop as complete human beings within the larger goal of quality education and holistic development of students, especially weaker sections of the society and the girl students.

To achieve this, the college has adopted various institutional practices that effectively reflect its governance and leadership, fulfilling the mission of

1. Creating an academic environment in the college
2. Ensuring quality in teaching and learning
3. Imparting education that promotes knowledge and skill
4. Promoting holistic development of students with special emphasis on girl students

- College is governed by the governing Body in compliance with policies formulated by the University Grants Commission, the Higher Education Department, Government of West Bengal and the Calcutta University.
- The college delegates authority and operational autonomy to various sub-committees for assistance, in particular the Finance Sub-committee and IQAC and aims to attain sustainable growth of the institution by way of making internal resource mobilisation wherever tenable.
- The college ensures feedback, remediation, and financial transparency in its functioning.
- Vision and mission statements are communicated to all stakeholders through the official Website of college, prospectus, and information boards in college premises.
- The college has implemented NEP 2020 from the academic session 2023-24. The college aims to

- cater to the needs of the students of 21st century.
  - The long-term plan was formulated in 2017-18 academic session, based on which, IQAC prepares the short-term annual plans, which again are implemented by various sub-committees. GB, IQAC, sub-committee, faculty and departmental meetings are held at regular intervals where members express their views freely.
  - Departments enjoy autonomy with respect to allocation of classes to teachers, distribution of workload, assignments and internal assessments and undertaking co-curricular activities like excursions.
  - Anti-ragging, Equal Opportunity, Anti-sexual Harassment Cell and Eco Club work together to imbibe human values.
  - Sports Sub-committee, Literary Society & Cultural Society NSS and Students' Body organize various co-curricular programmes for overall development of students.

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

6.2 Strategy Development and Deployment

6.2.1

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

Response:

The college has a comprehensive institutional perspective plan that outlines its vision, mission, goals, objectives, strategies, and action plans. This plan is effectively implemented by various institutional bodies such as the governing body, academic sub-committee, finance sub-committee, IQAC, placement cell, alumni association and clubs. The plan aligns with the needs and expectations of all stakeholders, including students, faculty, staff, alumni, employer, and society, and actively involves them in its planning, implementation, monitoring, and evaluation. The plan is also reflected in the college's policies, administrative setup, appointment, service rules and procedures, which are designed to ensure smooth and efficient functioning, transparency, accountability, and responsiveness to changing needs and demands. The college's perspective plan includes aspects such as academic excellence, infrastructure development, financial prudence, and collaborations. The college operates according to the statute of the affiliating university and guidelines issued by the Higher Education Department of the Government of West Bengal.

The plan is reflected in the policies, administrative setup, appointment, service rules, and procedures of the college, which are designed to facilitate the smooth and efficient functioning of the institutional bodies. The policies, administrative setup, appointment, service rules, and procedures are also transparent, accountable, and responsive to the changing needs and demands of the stakeholders and the

environment

Aspects included in perspective plan are:

- *Academic Excellence -*
  - *Development of Faculty members*
  - *Addition of new courses*
  - *Addition of short term add-on courses*
  - *Improvement of Teaching, Learning and Evaluation methods*
  - *Research and Innovation*
- *Development of Infrastructure*
- *Financial prudence*
- *Collaborations*

College functions as per statute of affiliating university and guidelines issued by Higher Education Department of Government of West Bengal.

Governing Body (GB)

The Governing Body (GB), comprising 12 members, is the chief administrative body. It formulates policies, makes significant decisions, and ensures quality and transparency. Decisions are based on recommendations from the IQAC and other sub-committees. Curricular, co-curricular, and key academic matters are decided in respective meetings

Administrative Set Up

The President and Principal form the core of GB's administration. The Principal, aided by a team and Finance Sub-committee, manages daily operations and financial matters, pending the President's approval.

Appointment and Service Rules, Procedures, Recruitment and Promotion Policies

Service rules are governed by Calcutta University Statutes and State Government rules. The college cannot independently appoint teachers; appointments are based on recommendations from the West Bengal College Service Commission. Teacher promotions follow the UGC's Career Advancement Scheme. Additionally, there are State Aided College Teachers approved by the state government.

At beginning of each academic session, IQAC formulates a plan for various programmes to be undertaken during the year. After GB approval, IQAC coordinator meets different sub-committees for effective implementation of aforesaid proposal. At the end of each academic year, each sub-committee submits a detailed report of activities undertaken during the year.

Apart from regular curriculum, College in collaboration with a professional institute had arranged few add-on courses for skill development of students.

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

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

The institution is committed to fostering a healthy and conducive atmosphere through the introduction of various welfare programs. These programs, available to both teaching and non-teaching staff, include the General Provident Fund (GPF), the GSLI scheme, a Co-operative credit society, a fund for providing repayable loans to non-teaching staff, and the Health Scheme of the West Bengal Government. The

institution also ensures timely pension benefits, promotes teachers through the Career Advancement Scheme (CAS), supports faculty development, encourages participation in seminars and workshops, and provides necessary technological aids. Additionally, the institution has organized a Covid vaccination drive, software training for non-teaching staff, and an annual appraisal system to evaluate staff performance. The institution also maintains an attendance register, promotes non-teaching staff based on performance, and collects student feedback at the end of every session. These measures reflect the institution's commitment to its staff's welfare and the creation of a supportive work environment.

The following welfare measures are provided:

- General Provident Fund (GPF) for staff is ensured through government treasury.
- Majority of staff members are linked with the GSLI scheme.
- College has a Co-operative credit society for staff members. Teaching and non-teaching staff are allowed to take loan in case of emergency.
- College has initiated a fund for providing repayable loan to non-teaching staff
- Health Scheme of West Bengal Government can be availed through College..
- Teachers' promotion occurs periodically through Career Advancement Scheme (CAS), wherein structure is provided by UGC, while process is in accordance with state government rules.
- Few departments are provided with laptop / desktop to aid teaching.
- Covid vaccination drive was organized in association with Health Department, Government of West Bengal for all stakeholders.
- Software training for non-teaching staff has also been organized.

IQAC has introduced a system of appraisal of teaching and non-teaching staff annually in a specific format to evaluate their performances. Based on this, college administration monitors their activities, and takes initiative for motivating them towards improvement of their performance.

- The self-appraisal for teachers focuses mainly on the following aspects:
  - Educational Qualification
  - Papers taught
  - Orientation and Refresher Courses attended
  - Number of Workshops / Seminars / Conferences attended
  - Number of Research Papers presented in conferences/seminars
  - Administrative & Examination–related Duties performed
  - The achievements of the faculty such as publications, awards, honours, etc. are recognized by the College
  - Administrative Training Programme Attended
- Attendance Register (along with record of biometric attendance) for all staff is maintained wherein it is mandatory for everyone to record time of arrival and departure and is regularly examined by Principal.
- Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by all staff is also duly recorded.
- Institution promotes non-teaching staff according to time scale as per guidelines of state government after considering their performance.
- Students evaluate faculties according to measures like punctuality, domain of knowledge, class control and many more. This feedback is analyzed and communicated confidentially to teachers.

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

6.3.2

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

Response: 0

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

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

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

6.3.3

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

Response: 57.56

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

2022-23	2021-22	2020-21	2019-20	2018-19
32	15	39	11	21

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

2022-23	2021-22	2020-21	2019-20	2018-19
11	11	12	11	11

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

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

Response:

The college maintains a robust financial system, with regular statutory audits and an internal audit mechanism that oversees all transactions. The Principal and Bursar adhere to strict expenditure discipline, while the Finance Sub Committee makes prudent fixed deposit investments. All financial receipts and payments are processed through banks, and funds from various sources are maintained in

separate accounts. The college also uses TALLY for its financial account system. Despite economic downturns during the pandemic years, the college has sought grants and aid from various sources, receiving a government grant of Rs. 4,00,000/- for ICT development in August 2023. The college practices austerity, curbing unnecessary expenditures and mobilizing internal resources. This financial discipline has resulted in a surplus, which is used to increase funds. The college also has a systematic approach for fund mobilization, with periodical meetings held to plan for funds release to various academic activities. The college ensures optimal utilization of its physical infrastructure and human resources, contributing to its efficient operation.

- The statutory audit process in the college is regularly done and the observations of the auditors are complied with
- The college has an internal audit mechanism that monitors the financial transactions in the college
- The Principal and the Bursar of the college adheres to strict expenditure discipline
- The convenor of the Finance Sub Committee makes prudent fixed deposit investments
- Financial receipts are made through banks while most payments are made through account payee cheques
- Funds obtained from UGC are maintained in separate bank accounts
- Funds obtained from the State Government for payment of salary to employees is done through HRMS
- Funds from students' fees is maintained in a separate bank account
- TALLY is used for maintaining financial account system
- The institution seeks grants and aid from various government and non-government sources.
- In August 2023, a government grant of Rs. 4,00,000/- has been received for ICT development.
- The college has tried its best to mobilize internal resources through austerity measures. The institution does not indulge in extravagance and curtails unnecessary expenditures. This expenditure discipline results in surplus which is used to increase funds through fixed deposits and other similar schemes.
- The motto is "One rupee savings means two rupees Earning".
- College Authorities have an approach for fund mobilization, periodical meetings are held with sub-committee to prepare, draft and approve the plan for funds release to various academic activities. The sources of funds are:
  - Tuition / Academic fee which is collected from students
  - Grants for organizing various international, national and state level seminars conferences and workshops
  - Financial assistance received for NSS from the Central Government through Calcutta University
  - Financial support from the State Government also contribute to the institute

Optimal utilization of physical infrastructure is ensured through setting up of a appropriate routine and human resources are utilised through teachers performing various academic and administrative duties concurrently.

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

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) is instrumental in shaping and implementing administrative, academic, and management strategies at the institution. Over the past five years, it has focused on institutionalizing and enhancing quality assurance, leading to comprehensive development. IQAC regularly evaluates the teaching-learning process, implements quality enrichment initiatives, and recommends modern teaching aids, infrastructure development, and new courses. Each department prepares an academic plan and course outcome at the start of the year, which IQAC consistently monitors. The institution has implemented an Integrated Library Management System (ILMS) and adopted new technologies to enhance the teaching-learning process. IQAC encourages teachers to pass eligibility tests and participate in various professional development activities. It fosters a research culture among teachers, and the number of faculty members awarded doctoral degrees has increased over the past five years. IQAC collects and discusses online feedback from various stakeholders to guide future actions for overall development. The institution implements an Academic and Administrative Audit (AAA) through systematic internal and external reviews of performance in various aspects, overseen by a committee led by the Principal and IQAC.

1. IQAC regularly assesses the teaching-learning process to achieve learning outcomes, implementing various initiatives to enrich quality. It recommends modern teaching aids, infrastructure development, and the introduction of new courses.
2. Each department prepares an academic plan and course outcome at the start of the year, which IQAC consistently monitors. Departments maintain records including syllabus, notes, student attendance, and past exam papers. At the year's end, each department presents a detailed activity report to IQAC.
3. The institution has implemented an Integrated Library Management System (ILMS) with up-to-date books, e-books, and access to numerous national and international journals. The National Library and Information Services Infrastructure for Scholarly Content (INFLIBNET), or N-LIST, is available to teachers and students to augment the teaching-learning process.
4. To enhance the teaching-learning process, the college has progressively adopted new technologies, including ICT-enabled classrooms, high-speed Wi-Fi, digital boards, e-learning resources, and virtual platforms like Google Classroom and a Learning Management Sysytem (LMS). These adaptations were crucial during the COVID-19 crisis, enabling continuity of learning.
5. IQAC encourages teachers to pass eligibility tests (NET / SET) and participate in various workshops, FDPs, conferences, seminars, refresher courses, and faculty induction courses organized by MHRD, UGC, etc.
6. IQAC fosters a research culture among teachers through expert-led workshops. Over the past five years, the number of faculty members awarded doctoral degrees has increased, reflecting in

student development and educational excellence.

7. IQAC collects and discusses online feedback from various stakeholders to guide future actions for overall development. The Mentor-Mentee mechanism, recommended by IQAC, has proven to be an effective interaction mode between teachers and students.

8. The institution implements an Academic and Administrative Audit (AAA) through systematic internal and external reviews of performance in teaching-learning, research, extracurricular, and administrative aspects, overseen by a committee led by the Principal and IQAC.

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

6.5.2

Quality assurance initiatives of the institution include:

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

Response: A. Any 4 or more of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

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

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

Response:

The concept and purpose of **Gender Audit** and the initiatives taken by the college to promote **gender equality** and **sensitization are described below**.

- The main points are:
    - Gender Audit is a **study** to check the **gender balance** of the college and a **tool** for planning actions from a **gender perspective**.
    - It **critically examines** the ability of the institution to provide a **safe and secure environment** for girls students, faculty and staff.
    - It **assesses** the operations of the institution from the **gender perspective** and highlights its **strengths and weaknesses** in ensuring **equality**.
    - The college has an **Equal Opportunity Cell** and a **Counseling Cell** to **monitor** the gender equity within the campus.
    - The college organizes various **workshops, seminars and webinars** on gender equality programs to **aware** the students and staff.
    - The college celebrates **International Women's Day** every year by the Equal Opportunity Cell.
    - These programs help all the students to **build an awareness** regarding gender sensitization.

Apart from the events, the syllabi of UG programme includes the courses related to gender. For Example:

- The Statistics department has a paper covering 'Demographic Methods' as their CC4/GE4 in their semester 4.
- The Education Department has 'Historical perspectives of women education' as their DSE B1 in 6th semester.
- The Economics department has 'Population and human development' in their CC XII in their 5th semester.
- The English Department covers a paper on 'Women's writings' under CC11 'in semester5.
- In Semester 2 History Department has 'Economy and society (Circa 300BCE- Circa CE 300)' as CC3.
- The Sociology Department has 'Sociology and other Social Sciences' as their CC/GE1 in their 1st Semester.

Almost all programmes have modules that focus on gender issues that promotes gender sensitivity among

students.

Facilities for Women in the Campus:

- The College has security personnel to supervise the safety and security of all students, faculty and other staff.
- The College has a lady attendant to provide assistance to female students regarding certain discreet issues if they arise.
- The institution provides the students with a girls' and a boys' common room which ensures the free exchange of ideas among the students.
- The college is under the surveillance of CCTV to ensure the safety and security of female students and staff members.
- College has a Sanitary Napkin Vending Machine with its destroyer unit.
- There are separate toilets for girls students and female staff.

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

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

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

7.1.3

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

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

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

Response:

The college promotes **inclusiveness and harmony** among the students and staff, despite of their **diversities**, and how it sensitizes them to their **constitutional rights and duties** as citizens.

- The main points are:
  - The college celebrates various occasions to encourage **social inclusiveness** and **harmonious coexistence**, such as:
    - **Ambedkar Jayanti** and **Yoga Day** for social and physical well-being.
    - **International Mother Language Day** for linguistic diversity and respect.
    - **Saraswati Puja** and **Basanta Utsav** for cultural and religious harmony.

- - **Annual Sports** and **Inter College Cultural Competition** for interaction and bonding among students.
    - An Inter College Cultural Competition **'Soul April'** is organized in the college almost every year with the similar vision of promoting inclusiveness and harmony.
    - **Rabindra Jayanti, Rabindraproyan Divas, Teacher's Day, and Foundation Day** for following the ideals of the great leaders and thinkers of the country.
  - **The** college organizes programmes on the **Independence Day** and the **Republic Day** every year to instill **patriotism** and **duty** among the students.
  - The occasion of **'Raksha Bandhan'** is also celebrated in the college campus with great vigor in order to enhance human camaraderie and cultural harmony.
  - The college has **Equal Opportunity Cell, Anti-Sexual Harassment Cell, and Anti-Ragging Cell** to protect the students' **rights** and **safety**.
  - The college counsels the students about their **constitutionally ensured rights, social and constitutional duties** by the Principal and the teachers.
  - The college observes various days to make the students aware of their **constitutional and social duties** related to the environment, gender, and health, such as:
  - **Earth Day** and **World Environment Day** for environmental awareness and protection.
  - **International Women's Day** for gender equality and empowerment.
  - **Blood Donation Program** for social and moral responsibility as blood donors.
  - The college arranges a **Webinar on Intellectual Property Rights** to teach the students about their **constitutionally ensured right to intellectual property**.
  - The college organizes programs of **distribution of basic amenities** like food and clothing in **Amphan and Yaas inflicted areas** in the Sunderbans in the year 2020 and 2021.
  - The college also contributes to the **Chief Minister's relief fund** for the Amphan inflicted people of the Sundarbans.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

      Title of the Practice: **"e-Songiog and e-Obhyash" (e-connectivity and e-practice)**

- **Objectives of the Practice:** KKDC aims to integrate ICT into the entire working system of the college to enhance its operational efficiency by optimizing student learning experiences, simplifying administration processes, and ensuring real-time connectivity among stakeholders,

thus facilitating the overall learning experience and institutional functioning.

- **The Context:** KKDC faces staff shortages due to government employment policies, making manual operations difficult. ICT has simplified operations and saved resources. Introducing modern teaching methods to students from poor socio-economic backgrounds can enhance learning experiences, improve soft skills, and provide access to e-resources, thereby making them globally competent. ICT was particularly useful during the COVID-19 pandemic.

- **The Practice:** The college is dedicated to use modern technology to enhance its services to all stakeholders. It uses both paid and open-source software applications to manage various activities. ICT is used in four areas: student administration, accounts and finance management, stakeholder interaction/communication, and teaching-learning processes. The college offers various online services, including maintenance of student database, online application for Semester I courses, merit list publication, bulk messaging software, online university registration, enrollment, fee payment, and semester-end examination form fill-up. Students can access the college's website and communicate through official WhatsApp groups. CCTV surveillance is available on campus, and the college uses G-Suite and LMS services for 24/7 access to classes. The college provides audio-visual rooms for interactive lectures and demonstrations, and offers computer laboratories for students. During the COVID-19 pandemic, renowned institutions have provided online value-added courses. High-end interactive projectors and internet-enabled computers are available in classrooms for seminars and lectures. The college also has a well-equipped open access computerized library with internet facilities for faculty and students. E-resources are available through national networks like INFLIBNET and Shodhganga for remote access. The college also has a database of question papers for student reference. Biometric attendance is mandatory for staff, and leave records of the staff are maintained through email.

- **Evidence of Success:** ICT has enabled efficient use of time and resources, avoiding duplication of administrative processes. Technology-enabled learning has increased student engagement and motivation, accommodating diverse learning styles. ICT has made the library user-friendly and provided greater access to e-resources. During the pandemic, G-Suite services were used extensively, with online classes becoming the primary mode of communication. Student-centric programs and commemorative days were also conducted online. Information communication is done through official WhatsApp groups, email, and website among all stakeholders.

- **Problems Encountered and Resources Required:** The college faced several challenges in implementing ICT facilities, including a lack of trained staff, insufficient funds, inadequate infrastructure, uninterrupted power supply, network issues, English-dominated software and online content, high internet fees, and hindering two-way interaction. However, these issues were successfully overcome through coordination between faculty, students, and non-teaching staff. The digital divide among students remains a barrier to smooth operation of e-classes.

<div align="center">

Best Practice 2

</div>

2. **Title of the Practice: "Sarbik Sattvar Sandhane" (In pursuit of overall excellence)**

- **Objectives of the Practice:** KKDC recognizes and nurtures students' unique innate talents, focusing on their holistic development. It aims to symbiotically integrate academic and human values in the students, thereby fostering living skills, leadership qualities and character development which form the basis of a great successful life.

- **The Context:** Education is more than just information; it involves life-building, man-making,

and character-making ideas. Our college aims to develop students' intellectual, cognitive, physical, creative, and social abilities, crucial for professional success and a balanced personality. This strategy also nation-building. We provide a student-centric learning environment, nurturing creative side through cultural and co-curricular activities. Teachers play a central role in helping students discover their identities and lead meaningful lives through holistic teaching methods and institutional policies.

- **The Practice:** The objective of overall student development has been achieved through various strategies:*For Intellectual and Cognitive Development:* Teaching methodologies like problem-solving, project-based, inquiry-based, and group learning are adapted to meet individual student needs and promote academic excellence. Supplementary strategies include regular seminars, value-added courses, literary activities, industrial visits, and field trips to national institutes and historical monuments.*For fostering Physical Capabilities:* The college hosts annual sports events, encourages inter-college student participation in sporting events, provides recreational facilities like table tennis, chess, carom, and badminton, and celebrates Yoga Day to promote physical activity among students.

- *For Raising Social Awareness:*

1. The NSS unit of the college conducts social activities like Blood Donation Camps, Thalassemia Detection Camp, NSS Special Camp for the children living in the slum areas.
2. Social outreach programmes like food and cloth distribution to the deprived ones, free eye operation camp, etc.
3. Special lectures and rallies by NSS, Eco Club, Equal Opportunity Cell and IQAC of our college on health, hygiene, environmental, and gender sensitization to raise awareness among students.
4. Eco Club and NSS unit conduct plantation and cleanliness drives in college and its vicinity to protect environment.

- *For fostering Cultural Capabilities:*

1. The college's Cultural Society and Students' Union organize cultural events like Rabindra Prayan, Basanta Utsab, Rakhi Bandhan, Saraswati Puja, Teacher's Day, College Foundation Day, and Fresher's Welcome to showcase and identify students' cultural skills.
2. Students are encouraged to participate in intra and inter college cultural competitions.
3. Observance of important days of national pride and birth anniversaries of national heroes.

- **Evidence of Success:** Students' interest and enthusiasm are evident in their growing enrollments in add-on courses, progress to higher studies and employment, and participation in various extra-curricular competitions. Many students have won awards and recognitions in these areas. The services of our NSS volunteers for the underprivileged, including free eye operation camps, food and cloth distribution during the COVID-19 pandemic are acclaimed by the society.
- **Problems Encountered and Resources Required:** The dominant problem is to manage ample time required to carry out these extensive activities amidst the hectic academic schedule of the college. The paucity of financial resources to carry out these extensive programmes is a major problem, as well.

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

7.3 Institutional Distinctiveness

7.3.1

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

Response:

The performance of the Institution in one area distinctive to its priority and thrust

"It is a privilege to serve mankind,

for this is the worship of God.

God is here, in all these human souls."

– Swami Vivekananda

K.K.Das College considers itself as an integral social organ which functions to fulfill various social responsibilities. Our college in collaboration with an NGO "Garia Sahamarmi Society" undertakes various programs on different aspects of social work so as to benefit the underprivileged. Hand in hand with this noble temple of service, our institution participates in all their major programs. Most notable among them is the annual Free Operation Camp for the needy, which our college specifically monitors. Majorly hailing from the rural area of the city, these people are deprived of the basic eye care needed for everyone. They suffer from multiple eye disease like cataract, poor vision, glaucoma and night blindness. Our N.S.S unit along with the N.C.C. cadres of Bhangar Mahavidyalaya, conducts the eye operation camp with the esteemed hospital Aditya Birla Sankara Nethralaya, Mukundupur, Kolkata. This camp is held in the last week of December for 7 days, every year.

These camps are held for the underprivileged of various social backgrounds where they can avail the best treatment. These eye camps are organized for the general awareness of the illiterate, ignorant poor people, who are deprived of basic eye care subjecting them to immense pain and suffering. K. K. Das College and Garia Sahamarmi Society hold eye camps for catering to the needs of these impoverished people. Our students take care of these patients wholeheartedly and sincerely. Beginning from escorting these people to the eye camps, until their final recuperation, our college plays an active role. In the attempt of arousing a sense of social responsibility, our college employs the services of our students who are members of the N.S.S unit. These students look into the entire set-up of these eye camps. They supervise the camps, provide necessary medicines prior to and also after the completion of the surgery process.

The Free Eye Operation Camp involves a systematic process of preliminary eye examination and medication, surgery for operable cases, sheltering the patients in the college and power correction. On the first place, free eye screening test is conducted in our college. Many people, even from the remotest village of Jharkhali (Sundarbans, South 24 Parganas), turn up for the screening. A team of specialized ophthalmologists from Aditya Birla Shankar Netralaya, Mukundupur examine the patients. The most severe cases are referred for eye operation. This procedure of initial health check-up is conducted a month before the eye operation camp. Patients who are advised further investigation and surgical corrections are taken to the Aditya Birla Shankar Netralaya, Mukundupur by the members of Garia Sahamarmi Society. From cataract removal to micro surgery, all sorts of medical procedures are undertaken by the experts to improve the vision of the patients. The patients after the operation are returned to the college camp and sheltered for post surgery medical assistance and nursing. During these seven days, K.K.Das College is transformed into an infirmary where the patients receive intensive post operative care by our students. The patients are provided free medicines and directed with necessary instructions. The entire event is concluded with free corrective glasses distribution among the operated patients after two-three months of surgery post medical inspection.

In this way our students are oriented into the service to society. They are induced to respect, love and care others alongside their formal education. The students learn to form a support to the underprivileged and help them in such moment of need.

Year 2020-21 and 2021-22 were periods of obstruction when the free eye operation camp could not be conducted due to the COVID – 19 pandemic causing a great set-back. But our college, firm and strong, in its objective, continued to serve the society. It left no stone unturned and social service continued in the form of food and cloth distribution to the needy at Kranti, Changamri, Gajoldoba, Bungri, Deanna Forest, Khairbari, Bakali and Ramsar in North Bengal to Surdarban Area in South Bengal. Besides raising funds, working with Garia Sahamarmi Society, our college has attained a great progressive dimension. Our students worked sincerely helping and extending support to the distressed people affected by cyclone (Yaas, Amphan), tiger attacks, winter cloth distribution and community kitchen Maa Annapurna Bandar. Our students collectively pledge to serve the society in every aspect.

By adhering to the teachings of Noble Swami Vivekanada, our students thus gain the sense of social responsibility and imbibe team spirit, time management, punctuality, empathy and care, as embodied in the vision and mission of the college. Fundamentally supported by our honourable Principal, our students function unanimously towards helping others and emerge as complete human beings. By these noble actions, we teach our students to carve a niche for themselves in the society. The morality and nobility of human life form the basis of these actions. The greatness of our institution lies in these ventures taken despite every obstacle encountered since the great sage Swami Vivekananda said-

"It is a privilege to serve mankind, for this is the worship of God. God is here, in all these human souls."

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Besides all of the aforementioned things, the college is responsible and responsive towards the needs of the society, it engages with numerous community developmental projects such as providing food, clothes and medicines at times of distress organizing blood donation camp, and many others throughout the year. It has partnered with Garia Sahamarmi Society and arranges cataract operation every year for the underpriviledged people living in Sunderbans area and other parts of West Bengal.

Concluding Remarks :

Overall, leveraging strengths such as effective curriculum delivery and student-centric approaches while addressing weaknesses like limited research focus and infrastructure limitations could help capitalize on opportunities and mitigate potential threats. Continued emphasis on quality assurance and adaptation to changing educational landscapes will be crucial for the college's sustained growth and success.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 842 Answer after DVV Verification: 814 Remark : DVV has made changes as per the report shared by HEI.
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies Remark : DVV has made changes as per the report shared by HEI.
2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years* 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)** Answer before DVV Verification:

2.1.2.1 Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
195	202	169	178	226

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
180	154	156	161	156

2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**
Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
359	359	359	359	359

Answer After DVV Verification :

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

366	253	253	253	253

Remark : DVV has made changes as per the report shared by HEI.

5.2.1

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

   5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**
   Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
67	99	55	12	9

   Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
67	99	55	12	9

   5.2.1.2. **Number of outgoing students year wise during the last five years**
   Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
148	308	497	423	156

   Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
151	307	497	423	156

Remark : DVV has made changes as per the report shared by HEI.

5.3.2

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

   5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**
   Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
49	21	11	16	22

   Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
34	14	7	9	18

Remark : DVV has made changes as per the report shared by HEI.

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations