



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	K. K. DAS COLLEGE
Name of the head of the Institution	DR. RAMKRISHNA PRASAD CHAKRABORTY
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03324625999
Mobile no.	9143028586
Registered Email	kkdascollege@gmail.com
Alternate Email	kkdascollege@yahoo.com
Address	GRH-17, Baisnabghata Patuli P.O. Garia Kolkata -84
City/Town	KOLKATA
State/UT	West Bengal
Pincode	700084

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		DR. NASIMA MUNSHI			
Phone no/Alternate Phone no.		03324625999			
Mobile no.		9830348772			
Registered Email		kkdascollege@gmail.com			
Alternate Email		kkdascollege@yahoo.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://c4034449-aaf9-4bc7-b67c-4496db4bead7.filesusr.com/ugd/818b5c_75cdf7e383954321a49a5153a8e980d1.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://c4034449-aaf9-4bc7-b67c-4496db4bead7.filesusr.com/ugd/818b5c_1dcc7e6aca3044df97ddf0ab31ac757c.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.37	2016	16-Sep-2016	15-Sep-2021
6. Date of Establishment of IQAC			01-Jul-2010		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting1	17-Jul-2018 1	17
IQAC meeting2	10-Sep-2018 1	17
IQAC meeting3	28-Feb-2019 1	17
IQAC meeting4	02-Apr-2019 1	17
Submission of AQAR 17-18 to NAAC	30-Dec-2018 30	17
Academic and administrative Audit for the Academic year 2018-2019	26-Aug-2019 2	28
Gender Audit for the Academic year 2018-2019	03-Sep-2019 3	7
Feedback from the Students	05-Feb-2019 15	199
Feedback from the Parents	07-Jan-2019 3	30
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Salary	State Government	2019 365	17702048
Institution	Seminar	UGC	2017 1	60000
Ms. Soma Mukherjee	MRP	UGC	2019 730	20315
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1. Regular Workshop and training on "use of ICT in teaching learning and evaluation" for teachers and training programme on software package for non teaching staff.	
2. Academic and Administrative Audit	
3. Gender sensitization programme and Gender Audit	
4. Institution social responsibility (Health Camp and eye camp for marginalized persons where marginalized persons get treatment completely free of Cost)	
5. Arrangement of special lectures by eminent scholars in different Departments	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Department of Bengali arranged a Students exchange Programme with Netaji Nagar College for three days from 24.04.19 to 26.04.19	12 students of second semester Bengali honours went to Netaji Nagar College for three days, to attend the classes there. Students from that college also came to our college to attend classes. The main objective of this activity was the awareness and adoption of alternative, multi-faceted approaches to learning.It also helped them to give an exposé .
Training program for faculty Members	Faculty Development programme was held on "Use of I.C.T. in Teaching , Learning and Evaluation" .The hands on training was given by Dr. R.P.Chakraborty, Principal of the College and Mr. Mridul Kanti Bhaumik, Faculty member and resource person from the Department of Computer Science on 07.05.2019. Special emphasis was given on Use of Google form and Google Class Room.
Training program for Support staff	Hands-on training in regular course and as per requirement were given to the

	Nonteaching staff of the College for better functioning of the college office package
Academic Calendar was prepared at the beginning of the academic session and circulated to the students and all staff of the college through the prospectus and college website	Better participation in the college activities.
1. A workshop on gender equality was organised on 29.09.18 by the equal opportunity cell of the college in collaboration with SWAYAM	86 students were participated in the workshop. The objective of the workshop was to understand the concept of gender and their impact on woman and man. The programme also encouraged participants to question and to challenge the gender stereotypes in their personal lives. The workshop taught the students that gender stereotyping is wrong as it violates human rights and fundamental freedom.
2. Workshop on gender equality was organised on 05.03.19 by the equal opportunity cell of the college in collaboration with Sutanatirsakha.	47 students participated in that workshop. The workshop was about changing behaviour and instilling empathy into the views that we hold about our own and the other genders. It helped the students in examining their personal attitudes and beliefs and questioning the 'realities' they thought they know.
3. An awareness programme on the legal rights of women was organized on International Women's day 8.3.19.	More than 100 students and the faculty members participated in this programme. It was meant to help the participants to negotiate their rights and understand the remedies available to them when rights are violated
4. Special lecture on the topic "Indian Writing in English: An Overview" for the students of second semester, Department of English on 13.03.2019.	Department of English organized a special lecture on the topic "Indian Writing in English: An Overview" for the students of second semester dated 13.03.2019. Dr. Swati Moitra, Assistant Professor, Gurudas College was the eminent speaker. Nearly 30 students were participated in the lecture. The lecture focused on the newly introduced Core Course on Indian English Literature in the Honours Course of English. The lecture gave the students proper idea about the background on Indian English Literature which is essential for understanding the course.
5. Madhava Students' Seminar on fundamentals of Real Analysis and Abstract Algebra was organised on 17.04.2019.	All students and teachers of the Department of Mathematics of our College and some students and teachers from different Colleges were participated in the seminar. Three eminent speakers were invited for delivering lectures. Prof. M .N.

Mukherjee, Retired Professor, Department of Pure Mathematics, University of Calcutta gave lecture on Fundamentals of Real Analysis. Dr. Sunil Kumar Maity, Associate Professor, Department of Pure Mathematics, University of Calcutta spoke on abstract algebra. Dr. Parthasarathi Mukhopadhyay, Associate Professor, Department of Mathematics, RKM Residential College, Narendrapur, deliver a wonderful lecture on Ancient Mathematics. The main objective of the seminar was to create interest in learning mathematics among the students.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	07-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

30-Apr-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

MIS software of the college performs the following operations through CAS 7.1 developed by a Kolkata based software company -

- Online Admission Process: The admission in the 1st semester in the College is done only through on line and strictly on merit basis, payment is also made on line through net Banking or any mode of payment through payment gate way.
- Registration Process: After admission in 1st semester students need to be registered in University. The process is also made on line through the office package CAS 7.1 .
- Fees Collection

There are two method of collection of fees from students, one through off line mode and the other through online payment. Students can get the fees details form their portal and can submit the required amount to Bank or in the College cash account. • Notices Notice for stakeholders published in College website and also the students can get it from their portal. • Upload Study Materials There is a provision of uploading study material by the Teachers and the students can get it from their portal. • Attendance Process (Partially) Attendee can be recorded by the teachers from their portal and students can get it from their portal to understand their condition. • Examination (Partially) Assignment for students can be uploaded in their portal by the teachers for internal marks and advancement of knowledge. • Result Tabulation (Partially) Result tabulation sheet are also under this package it can be done on line In spite of all the above mention official work Affiliated University and Govt. of West Bengal has also introduced some on line packages for smooth functioning of different type of official administrative work viz. • Salary Payment The state government HRMS billing and payment of staff salary is made through the Integrated Financial Management System of the government online in a centralized way • University related work The university portal acts as a gateway which the college accesses using its login id to perform various University related academic and administrative works effectively. The uploading of university examination marks and access to various university related documents of any student is made online through university portal.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

- The curriculum is designed by the University and is followed by the affiliated colleges. Our college makes utmost effort to make sure that the curriculum provided by the University is delivered to the students in a

systematic and effective manner. • The teachers of the college attend University workshops which are held on the newly introduced CBCS curriculum so that they are well aware of the instructions of the University. • The college develops an Academic Calendar at the beginning of the session which is available on the college website and also in the Prospectus. The Calendar helps the students to get an idea about the timeline for various components of the internal assessment and also their University Examination. • Before the beginning of each session/ semester, each department holds a meeting at the departmental level in which the topics are distributed among the teachers of the department. • In accordance to the division of topics, the Academic Plan is then prepared so that both the teachers and students have a proper idea of the timeline which is to be followed to complete the syllabus on time. The Academic Plan also informs the students about the approximate time when the internal assessments would be conducted in that particular session/semester. The students can access the Plan on the Departmental website. • The department then receives the routine from the Routine Committee and teachers are assigned classes in accordance to the number of topics they would be teaching in that particular session/semester. The Routine is displayed on the Notice Board and the departments also separately inform the students about their class timings. • On the first day of classes, the students are acquainted about the various components of the syllabus, the names of teachers who would teach various topics in their courses of study and the different types of internal assessment. • In addition to this, each department has Programme and Course Outcomes available on the departmental websites for students to better understand what they will learn from each course. • Classes are held according to the Routine but extra classes are taken by teachers whenever necessary to complete the syllabus on time. • The teachers provide the students with information about books available in the college Library. In addition to this, internet resources, journal articles in pdf format, materials from various books are also provided to students. • Apart from the regular lecture method, in some departments films are screened to aid curriculum delivery. Visuals create a vivid picture in the mind of the students and help them in a better understanding of the topic of study. • Special lectures are arranged by most departments at regular intervals to provide the students with additional knowledge that they can gain from resource persons from various colleges and Universities. • Power point Presentations are also used by some teachers which include certain audio and visuals so that the students gain more interest towards the curriculum which is being taught.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate in Communicative English	NA	01/11/2018	180	Break all interview session, Communication skill	Writing Skill, Spoken Skill Manners and Etiquette
Award of Basic Computer (office package)	NA	01/11/2018	180	Data entry, Official jobs	MS Office, Internet
NA	Master Diploma in Financial Accounting with GST	01/11/2018	730	Auditor, Accountant, Financial analyst, Financial	Tally Operation, GST Calculation, Computation

NA	Master Diploma in Multimedia Animation with 3D Max	01/11/2018	730	officer, Tax manager, etc. Multimedia artist, 2D animator, Graphic designer, Production editor, Studio editor, 3D house building decorator, etc.	of Tax, E Filing E Commerce Graphic Designing, Web Designing, Sound Editing, Animation
NA	Master Diploma in Teachers' Training	01/11/2018	730	Teachership from toddler group to class X	Subject expatriation, School Project, Lesson Plan, Art Craft
Certificate in Art Craft	NA	01/11/2018	180	Teachership art craft, Own art craft business	Show piece type, Pottery, Candle making, handicraft

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Honours	01/07/2018
BSc	General	01/07/2018
BA	Honours	01/07/2018
BA	General	01/07/2018

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

	Certificate	Diploma Course
Number of Students	22	22

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled

No Data Entered/Not Applicable !!!

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Honours	28
BA	Honours	40
BCom	Honours	1
BA	Honours	217
BSc	Honours	21
BCom	Honours	207
BA	General	238
BSc	General	11
BCom	General	227
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

The college currently collects feedback from students and parents. Students feedback is collected online (using google form). Parents feedback is obtained offline by circulating feedback forms. The feedback questionnaire is prepared by the college. Analysis: The data obtained is then compiled and analysed in Excel graphically and in tabular form. Action Taken: The action taken report based on the summarized students feedback report is as follows: • For dissemination of information, the college has adopted updated and modernized website which will be easier to navigate • The college conducts career fair annually to expose the students to industry environment • As suggested by the affiliating institution (University of Calcutta), the college is in the process of upgrading the infrastructural facility as per the recent upgraded curriculum requirements of the students • The college conducts annual Parents and Students orientation programme at the beginning of the academic session to promote healthier studentsinstitution relationship • Since responses indicated that students felt their lecturers are knowledgeable, skilled, enthusiastic, committed, and prepared, the teachers are committed to make the lecturers more interesting by incorporating effective teaching methods and technologies to enhance student learning. Use of ICT is now prevalent in most of the departments of the institution. • The college has conducted students centric seminars, lectures, debates and quiz competition in addition to regular teaching • The students are also encouraged to participate in intercollege competitions • Continuous evaluation system is followed by the departments. The

performances of the students are assessed. Accordingly the teachers counsel the students to improve their writing skills and prepare for future examinations. • The reading material books is updated as per the requirements of the curriculum The feedback from parents and in response the action taken is illustrated as follows: • To make the teaching more practical based and interesting, different departments have organised student centric seminars and lecturers in which other colleges participated as well. Educational excursions are also arranged for the students. • To improve parentinstitution interaction an annual parents meet is organised by the college at the beginning of academic session. • 3 certificate courses and 3 diploma courses are also introduced for skill development of the students. The courses mainly focus on improving the employability opportunities of the students. • To face real life situations students are always encouraged to participate in extracurricular activities and competitions organised by other institutions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours in Bengali	95	296	83
BA	Honours in English	76	224	68
BA	Honours in History	39	148	37
BSc	Honours in Mathematics	26	51	17
BSc	Honours Economics	14	27	6
BCom	Honours in Accounting and Finance	188	496	174
BA	General	197	1370	197
BSc	General	40	36	4
BCom	General	130	329	97

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1490	0	23	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
38	12	6	5	1	6

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1490	23	1:65

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	15	2	0	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Sreyashi Sarkar	Assistant Professor	Awarded Ph.D. from Calcutta University
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	08	Sem I	03/01/2019	21/02/2019
BSc	09	Sem I	03/01/2019	21/02/2019
BCom	10	Sem I	24/12/2018	12/03/2019

BA	11	Sem I	03/01/2019	21/02/2019
BSc	12	Sem I	03/01/2019	21/02/2019
BCom	13	Sem I	24/12/2018	12/03/2019
BCom	10	Sem III	10/01/2019	03/04/2019
BCom	13	Sem III	10/01/2019	03/04/2019
BA	08	Part 3	25/04/2019	25/06/2019
BSc	09	Part 3	25/04/2019	25/06/2019
BCom	10	Part 3	25/04/2019	25/06/2019
BA	11	Part 3	30/05/2019	14/08/2019
BSc	12	Part 3	30/05/2019	14/08/2019
BCom	13	Part 3	30/05/2019	14/08/2019
BA	08	Part 2	11/06/2019	12/09/2019
BSc	09	Part 2	11/06/2019	12/09/2019
BA	11	Part 2	26/06/2019	22/11/2019
BSc	12	Part 2	26/06/2019	22/11/2019
BCom	10	Part 2 Old	16/08/2019	28/11/2019
BCom	13	Part 2 Old	16/08/2019	28/11/2019
BA	08	Part 1 Old	30/08/2019	03/12/2019
BSc	09	Part 1 Old	30/08/2019	03/12/2019
BCom	10	Part 1 Old	31/08/2019	11/12/2019
BCom	13	Part 1 Old	31/08/2019	11/12/2019
BA	08	Sem II	11/07/2019	30/08/2019
BSc	09	Sem II	11/07/2019	30/08/2019
BCom	10	Sem II	20/07/2019	30/09/2019
BA	11	Sem II	12/07/2019	30/08/2019
BSc	12	Sem II	12/07/2019	30/08/2019
BCom	13	Sem II	20/07/2019	30/09/2019
BCom	10	Sem IV	26/07/2019	06/11/2019
BCom	13	Sem IV	26/07/2019	06/11/2019

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

From the academic session 201819, University of Calcutta introduced the CBCS system for BA, B.Sc. (Honours and General) courses of study. CBCS system had already been introduced for the Commerce stream from 201718 session. Continuous internal assessment is an integral part of the CBCS system and all departments of the institution take class tests, term papers, projects, oral presentations as part of the internal assessment. In addition to this, the teachers take additional effort on their part to continually assess the students' progress in class. Few departments engage in regular revision of previous days' lesson through oral questionanswer session. Group discussions are organized by certain departments. Home assignments are given by majority of departments and the assignments are corrected with necessary comments and handed over to the students. The students benefit by understanding their mistakes and hence

improve their performance. Class tests form a major part of the continuous assessment of the students. These efforts are made by the teachers so that the students can cope up with the demands of the syllabus and can prepare themselves well for the examination. This system of evaluation is not only beneficial for the students of the semester system but also the students of the Annual mode.

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

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

2.6 – Student Performance and Learning Outcomes

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

https://c4034449-aaf9-4bc7-b67c-4496db4bead7.filesusr.com/ugd/818b5c_418edef6976c4662bf53fae5afc52c8f.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
08	BA	Honours in Bengali	37	35	94.59
08	BA	Honours in English	15	15	100
08	BA	Honours in History	20	19	95
09	BSc	Honours in Mathematics	4	3	75
09	BSc	Honours in Economicss	1	1	100
10	BCom	Honours in Accounting and Finance	74	59	79.73
11	BA	General	130	98	75.38
12	BSc	General	10	8	80
13	BCom	General	163	91	55.83

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2.7 – Student Satisfaction Survey

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

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CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	1.6	0.2
Minor Projects	730	UGC	1.7	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	HISTORY	1	0
International	ENGLISH	1	0
International	BENGALI	1	0

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

Department	Number of Publication
BENGALI	2
ENGLISH	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	43
Presented papers	6	2	0	0
Resource persons	0	0	0	3

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness programme on Blood Donation	NSS Unit of K.K. Das College in Collaboration with Students' Health Home	2	184
Blood Donation camp	NSS Unit of K.K. Das College in Collaboration with S.S.K.M. Hospital	2	100

Free Eye Check up Camp for marginalized persons	NSS Unit of K.K. Das College in Collaboration with an N.G.O."Garia Sahamarmi"	4	24
Free Eye Operation camp for marginalized person	NSS Unit of K.K. Das College in Collaboration with an N.G.O."Garia Sahamarmi and Aditya Birla Shankar Netralayay	6	44
Free spectacle distribution	NSS Unit of K.K. Das in Collaboration with an N.G.O."Garia Sahamarmi	4	18
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness	K.K. Das College NSS unit with Students Health Home	Awareness programme on Blood Donation	2	184
Gender Issue	K. K. Das College Equal Opportunity Cell with Swayam, a women's rights organization	Workshop	2	86
Gender Issue	Swayam, a women's rights organization	Gender equality Mela	2	7
Gender Issue	K.K. Das College Equal Opportunity Cell with Sutanutir Sakhya Kolkata and Forum for Social Action	Workshop on Gender Equality Sensitization	1	56

Gender Issue	K. K. Das College Equal Opportunity Cell	Awareness programme on the legal rights of women	3	100
Gender Issue	Swayam, a women's rights organization	Training Programme	2	5
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student exchange	12	College Fund	3
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and eGovernance 3. ICT use for innovative Pedagogy 4. Teacher Exchange Programme 5. Collaborative Research Work	Academic	Raidighi College, Raidighi, 24 Pgs South	01/06/2019	31/12/2019	1500
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and eGovernance 3. ICT use for innovative	Academic	Muralidhar Girls College, P411/14, Gariahat Road, Kol700029	05/09/2018	31/12/2019	1500

<p>Pedagogy 4. Teacher Exchange Programme 5. Collaborative Research Work 6. Value based cultural and social initiatives for grea</p>					
<p>1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and eGovernance 3. ICT use for innovative Pedagogy 4. Teacher Exchange Programme 5. Collaborative Research Work 6. Value based cultural and social initiatives for grea</p>	Academic	<p>Vijaygarh Jotish Roy College, 8/2. Bejoygarh, Jadavpur, Kol700032</p>	05/09/2018	31/12/2019	1500
<p>1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and eGovernance 3. ICT use for innovative Pedagogy 4. Sharing of Human resource 5. Sharing of Infrastructure 6. Collaborative Research</p>	Academic	<p>Bankim Sardar College, Tangrakhali, 24 Pgs South, W.B 743329</p>	05/09/2018	31/12/2019	1500

Work 7.Valuebased cultural and s					
1. Quality Initiatives 2. Online sharing of innovative ideas in Teaching Learning and eGovernance 3. ICT use for innovative Pedagogy 4. TeacherExchange Programme 5. Collaborative Research Work 6.Valuebased cultural and social initiatives for grea	Academic	Maheshtala College, Budge Budge Trunk Road, Maheshtala, Kol700140	05/09/2018	31/12/2019	1500

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
New Alipore College	03/06/2019	Develop academic and educational collaborations through resource sharing between the two Institutions and strengthening professional relations between the departments/ institutions.	30

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15605000	806776

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	17.11.05	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13098	551546	230	65397	13328	616943
Reference Books	248	10443	0	0	248	10443
e-Books	3135000	0	0	0	3135000	0
Journals	7	60324	0	1800	7	62124
e-Journals	6000	0	0	0	6000	0
Digital Database	1	0	0	5900	1	5900

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
MRIDUL KANTI BHAUMIK	Google Classroom	G Suit for Education	08/01/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	48	28	46	0	0	8	0	0	12

Added	7	2	9	0	0	0	1	0	4
Total	55	30	55	0	0	8	1	0	16

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
415385	97965	1484615	631521

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

There is a systematic procedure for the purchase as well as maintenance of equipments and infrastructure in our college. Proposal is submitted by HODS to the Principal. The Principal then submits the proposal to the Finance Committee. After the approval of the Finance Committee, the proposal is forwarded to the Purchase Committee for further action. Library: The requirement of books is taken from the departments, and then these lists are checked by the Librarian. The final list of books is duly approved and signed by the Principal. The order is then placed to the vendors for the delivery of books. Journals are also recommended by teachers and the final list of journals is approved by the Library Committee. Newspapers and magazines are also purchased from our college fund. Library conducts Orientation Programme for the first year students. Students are motivated to take membership of library and to register themselves for NLIST facility. Users' footfall is maintained in a register. Library cards are issued to the users for the issue, return and renewal of books. Library has Online Public Access Catalogue (OPAC) which helps users to find out any document easily. Regular dusting and cleaning is done by the library staff. The library books which are in damaged condition are sent for binding. Binding is done by external agencies. Sports Complex: The College provides facilities for indoor games like table tennis, carom, chess, etc. The College has no playground in its possession however the college has cricket, football and rowing teams which participate at University level championships. For regular practice, local clubs extend their support. Computers: There are two computer labs at the ground floor of our college. There are also computer systems in the Principal's Room, office, library, Teachers' Room, IQAC room and in some classrooms. Computers are maintained by the respective company up to warranty period and after the warranty period computers are maintained by the College with the help of trained technicians. Non repairable computers are disposed off. All the computers are connected by LAN and have internet connection. Classrooms: There are 13 classrooms including one Smart classroom and 4 class rooms with projectors and WiFi facility. Drinking water: All the water purifiers are well maintained. The quality of drinking water is tested regularly. Overhead water tanks are cleaned regularly. Two water cooler dispensers have been installed. Fire extinguishers: Staff were given training

about how to operate fire extinguishers. The fire extinguishers are refilled timely. Sweeping and Security: College outsourced authorised sweeping agency to keep the college clean and Security agency for the security purpose of the College. Maintenance and repairing of civil work, Plumbing, Furniture etc are done skilled technicians. Electricity: CESC Company provides electricity to the college. Electricity charges are borne from the college fund. Electricity maintenance is done by authorised persons/ company. Generators, Water Pumps, Air Conditioners are checked regularly. Photocopy Machines are under AMC.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund and Scholarship	44	49305
Financial Support from Other Sources			
a) National	SC, ST, OBC, Minority, SVMCM, Kanyashree Scholarship	384	3950060
b) International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language lab	12/07/2018	100	Orell
Personal Counselling	12/07/2018	215	Teachers of the College
Mentoring	12/07/2018	1490	Teachers of the College

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
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		redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Fresher's Welcome	Institution level	630
Rabindra Prayan	Institution level	20
Quiz Competition	Institution level	18
Debate	Institution level	20
Teacher's day and Foundation day Celebration	Institution level	273
Celebration of 150th Birth Anniversary of Gandhiji	Institution level	180
College Social	Institution level	1073
Annual Sports	Institution level	345
Adventure Sports Tracking	Institution level	43
Saraswati Puja	Institution level	600
International Mother Language day	Institution level	153
Basanta Utsav	Institution level	600
'Sole April' Inter college Cultural	Institution level	122

Competition

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

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

Students' Council (which is known as Students' Union) of the college is an elected body and always join hands with faculty members and college administration to ensure overall development of the college. Students' council was appreciated by the NAAC peer team members in August 2016 for maintaining a disciplined cordial atmosphere in the college. The NAAC peer team members mentioned in 2016 that the college is a highly disciplined institution. Students' Council organizes different cultural programmes to observe the important days like 'Republic Day', 'Independence Day', Fresher's Welcome, Saraswati Puja, Teacher's Day Celebration, Basanta Utsav etc. in the college premises. Indore game competition, Annual cultural (Social) programme are conducted by the Students' Council. General Secretary (GS) of the students' council is the member of governing body of the college. GS puts forward his suggestions on different issues related to the academic and administrative matters.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

K. K. Das College was established on 5th September 1964 and from that period the institution is providing opportunities to students and nurturing them to become eminent identities of the society. College has been successful in making a large number of students who are well established and settled in different corner of India. The institution took many initiatives to bring the exstudents together and form the registered Alumni Association till 2015. But successfully the college had been able to form a registered Alumni Association in the year 2016. At present, there are 100 members. Every year the number of alumni are increasing. The college is being able to arrange an Alumni Meet once in a year. Current students can also participate at the meet along with exstudents and can exchange their views. After taking many efforts Alumni Association had been formed and registered, but still it is not that much active as expected. In future years, college is expecting the Alumni Association to become more active.

5.4.2 – No. of enrolled Alumni:

100

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

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

The college works under the management of the Governing Body and the leadership of the Principal. But for the smooth functioning of any institution, decentralization is extremely necessary and the participation of the entire strength of human resources is crucial for the optimum benefit of the institution. The two practices of decentralization and participative management during the last year has been in Academic and the Administrative aspect of the college. • Academic: The Academic subcommittee overlooks the academic aspect of the college. The Teachers' Council is a statutory body which consists of teachers of all categories and it helps in the smooth functioning of academic matters. The Academic Subcommittee holds meetings at regular intervals and undertakes the task of smoothly conducting examinations (both internal examinations and University examinations). The college acts as a centre for all University Examinations held twice (December/January April to July) in a year. The Academic Subcommittee divides the responsibility of conducting examinations among the teachers in substantive posts while all the other teachers participate in the examination process by performing their duty of invigilation. The nonteaching staff also provides their support in the Examination process. The Principal acts as the Centre in Charge for all University Examinations. The college has been successfully conducting University Examinations with the participation of all staff members. • Administrative: The Governing Body of the college has representation from all the internal stake holders with the Principal of the College as secretary of the Governing Body. There are three teacher members, one nonteaching member and there is one representation from the student community. The president of the Governing Body is nominated by the Department of Higher Education , Govt. of West Bengal along with other three members and the affiliated University nominates two members in the G.B.. This ensures participative management and bolsters the confidence of the stakeholders as well. Participation is also ensured through the functioning of various statutory committees and sub committees of the college as well. All members of the teaching staff and in some cases even the nonteaching staff along with student representatives form the various subcommittees. There are certain disciplinary subcommittees like Anti Ragging Cell, Grievance Cell which look towards maintaining a peaceful campus which our college boasts of. The Finance Committee and Purchase Committee is there for financial decisions and purchase related issues. Apart from these, there are various subcommittees dealing with separate issues regarding cultural, research, environmental, grievance, gender, antiragging and reservations related policies of the college.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The College being affiliated to Calcutta University has to follow the University Curriculum. Teachers of the college attend multiple workshops

arranged by the University for understanding the various components of the new syllabus under CBCS system. The teachers also chalk out the Academic Plans at the beginning of each semester to make the syllabus students friendly. The Academic Calendar provides a timeline for the completion of syllabus and the schedule for various internal assessments and University examinations. Films are screened in some departments to provide the students a better understanding of the curriculum by taking recourse to the audiovisual medium

Teaching and Learning

Traditional chalk and talk method is followed. ICT based teaching aids have been introduced. A smart class room has been constructed for delivering audiovisual lectures. Special students oriented lectures and workshops are arranged. Internet facility is made available for students and faculty. Remedial/ special classes have been arranged as per necessity. Faculty and student exchange programmes have been introduced in some departments. Field trips and excursions are organized by a few departments to help the students gain exposure to the outside world of knowledge.

Examination and Evaluation

Due to the introduction of CBCS, internal assessments have become an inherent part of the examination process that students have to undergo. The teachers of the college act as examiners in the Internal Assessment, Tutorial and Practical Examinations. The college acts as a centre for University level Examinations. As part of continuous appraisal home assignments, class tests, projects, oral demo teaching, online test etc are also conducted

Research and Development

Existence of a Research Cell in the college. Faculty members are provided with computer and internet facility. Online journals are made available for the faculty members through INFLIBNET facility. Faculty members are encouraged to attend Faculty Development Programmes, Refresher Courses, Orientation Programmes and seminars. Financial Provision has been kept in the budget for Research Cell. Three Minor Research Projects have been completed. One of the faculty members

	have been awarded doctorate degree.
Library, ICT and Physical Infrastructure / Instrumentation	Library has been partially automated. Existence of N List facility for teachers. Use of KOHA 17.11.05(Library automation Package) Regular Books as well as reference books are available for ready reference. Research journals are subscribed on regular basis for the benefit of both teachers and students. Existence of one smart class room. Some classrooms have been provided with LCD projectors. Wellequipped Computer Laboratory is available for students.
Human Resource Management	The College Governing Body ensures optimum utilization of its human resource. Existence of a very sympathetic and efficient Governing Body addresses the needs of the staff and recognizes their services towards the institution. Service Rules are made transparent. All entitlements and benefits are taken care of on regular basis. Salary, PF benefits, gratuity, Group Insurance benefits are disbursed without delay. All categories of leave are approved. Existence of K. K. Das College Employees Cooperative Credit Society for helping the employees with loan facility at time of need.
Industry Interaction / Collaboration	Industry interaction maintained through sending of students for training purpose to Corporate Organization (Taj SATS Air Catering Lt)
Admission of Students	Online admission process is followed strictly with total transparency. Merit Lists are published on the college website based on the merit points obtained by applicants. Government and University rules regarding reservation of seats is strictly followed. The Admission Committee overlooks the entire admission process and follows the guidelines of the University. The entire process of admission and fees submission takes place online and a student comes to college only on the first day of commencement of classes when document verification takes place.

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

E-governance area	Details
Planning and Development	Governing Body Notice and Resolutions maintained in emode along with traditional resolution book. Members intimated via emails.

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Faculty Development Program on Use of ICT in Teaching, Learning Evaluation in the Perspective of NAAC	NA	07/05/2019	07/05/2019	29	0
2019	Workshop on	NA	08/06/2019	08/06/2019	40	0

Promotion
under
Career Adv
ancement
Scheme

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGCSponsored Orientation Programme	1	04/09/2018	03/10/2018	28
UGCSponsored Winter School	1	31/12/2018	22/01/2019	21
UGCSponsored Orientation Programme	1	06/02/2019	06/03/2019	28
UGCSponsored In terdisciplinary Refresher Course	1	14/02/2019	06/03/2019	21
Workshop on Some Topics on Microeconomics Mathematical Economics	1	05/03/2019	05/03/2019	1
Workshop on Data Analysis and Applied Econometrics	2	03/05/2019	03/05/2019	1
Workshop on "Teaching Popular Literature in Classroom"	2	03/05/2019	03/05/2019	1
Workshop on CBCS Curriculum in Economics for course to be taught in 3ed/4th Semester	1	31/05/2019	01/06/2019	2

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

- Financial Audit done on regular basis by Government recommended auditors. • Audit done till 2016 2017 Financial Year

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

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

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

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

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

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

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

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

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No

d)NBA or any other quality audit

No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Academic Administrative audit	26/08/2019	26/08/2019	27/08/2019	28
2019	Gender Audit	03/09/2019	03/09/2019	05/09/2019	7

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Gender equality organized by the College in collaboration with another Women's Right Organization "Swayam", Kolkata	29/09/2018	29/09/2018	47	39
Workshop on Gender equality organized by the College in Collaboration with an N.G.O." Sutanutir sakhya" who are working for a better world for women	05/03/2019	05/03/2019	34	13
Women's day celebration in the College followed by special lectures on "legal rights of women" by eminent lawyers.	08/03/2019	08/03/2019	39	71

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

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

The most important challenge of the day is to protect our environment and to

preserve our rich biodiversity. Eco club was formed for this purpose. This club has been actively organized several awareness campaign. The Eco Club of KKDC started functioning from the year 2015. The main purpose of Eco Club is to enable students to feel, think and be aware of the environmental issues. It organizes activities such as cleaning of the campus, plantation of trees etc. Earth Day was celebrated on 22nd April, 2019 by the Eco Club and N.S.S. unit of the College, where a campus cleaning drive was organized and a lecture was delivered by Prof. Sugata Hazra, Director of the School of Oceanographic Studies, Jadavpur University. Regular plantation is one of the main initiatives of the eco club for the last five years. Further, we are planning to distribute small plants among the local people to encourage people to take active part in plantation and in promoting greenery.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	25/11/2018	1	Free Eye Check up Camp for marginalized persons in Collaboration with an N.G.O."Garia Saharmiri"	Public Health	28
2018	1	1	24/12/2018	8	Free Eye operation Camp organized in Collaboration with an N.G.O."Garia Saharmiri"	Public Health	50
2019	1	1	17/02/2019	1	Free spectacle distribution in Collaboration with an N.G.O."Garia Sa	Public Health	22

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence day	15/08/2018	15/08/2018	600
Raskha Bandhan	25/08/2018	25/08/2018	600
Fund Collection Drive for Kerala Flood Victims	30/08/2018	01/09/2018	25
Awareness lecture on importance of blood donation	24/09/2018	24/09/2018	184
Blood Donation camp by NSS unit	01/10/2018	01/10/2018	100
Celebration of 150th birth anniversary of Gandhiji	06/10/2018	07/10/2018	250
Free Eye Check up Camp for marginalized persons in Collaboration with an N.G.O."Garia Sahamarmi"	25/11/2018	25/11/2018	28
Free Eye Operation camp for marginalized person	24/12/2018	31/12/2018	50
Republic Day	26/01/2019	26/01/2019	120
Free spectacle distribution in Collaboration with an N.G.O."Garia Sahamarmi	17/02/2019	17/02/2019	22
Celebration of Basanta Utsav	20/03/2019	20/03/2019	600

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

1. Campus cleaning on a regular basis by the NSS Unit.
2. Regular plantation
3. LED/CFL environment friendly lights.
4. Active e waste management system.
5. An active Eco Club.
6. Plastic free Campus.

7. Smoking free campus.

8. Green generator installation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. eSanjog ebong e obhayas The context that required the initiation of the practice Regular communication with their stakeholders is one of major tasks of any institution. Systems like sms gateways, e mails, have transformed the communication system between the college and its stakeholders. Objectives of the practice: The most significant objective is the fast and effective communication. This system further assures that every record is well maintained and ensures a paperless process. The Practice: SMS gateway is a system through which a message can be communicated to a large number of students. The college uses this system to communicate important messages to the students effectively. Institution communicates with the guardians in the same manner. The office use the software package 7.1, provided by the Aidni Infotech Private Limited ,to maintain the student management system. The Principal regularly communicates with the teacher through e mails. The staff of the College use emails to communicate with the principal regarding their leaves and other official purpose. Apart from this, various departments of the college also have different Whats App groups for regular communication with students and teachers. This platform further ensures that the stake holders are in constant touch with one another and every in formation reaches out to them on time and without fail. The college also maintains its own website which can be accessed by the students for study materials, programme outcomes, course outcomes, routine etc. The website is being developed as a learning resource. The Google form is used by the institution for the registration process of various programmes of the college. It is also used to obtain feedback from various stakeholders. Some departments have created Google Class rooms. It helps the teachers to assign tasks for the students and the students submit the same. To encourage this E Obhyash the principal regularly enriches the students with various quotations of eminent personalities in the website. This helps in moral boosting of the students. Obstacles faced if any and strategies adopted to overcome them: Frequent change in phone numbers of the students causes problem since such changes are not always updated by the students in our system. The college tries to direct the students to inform any changes in their contact details, so that contact numbers can be updated for effective communication. Though small in number, some students have no access to the internet on their mobile phones and this makes it difficult to communicate with them on Whatts App messaging system. Impact of the practice: The fast and effective communication is the most important impact of E Songjog. No stakeholder is left out the information sharing process. Thus any information that may be of vital importance to them reaches out to them effectively even when they are not attending colleges due to any personal inconvenience or otherwise. Resources required: More system developing programme and faculty development programme for the teachers and the non teaching staff for the better use of technology are to be organized

2. Sarbik Sattyar Sondhan "Whenever one perceives in himself something full of bliss, calm and pure, -he should know it to be 'sattva'". (Manusm?ti XII.27) In today's claustrophobic, normative, bourgeois mode of existence, education should not be operational and functional, rather be openended and pragmatic infusing morality, ethics and subjectiveness. There is an urgency of imparting tradition, understanding modernity, and consolidate both in the world of unrest. Our institution as clearly mentioned in 'Vision and Mission', founds the essence of sattava imperative and beneficial for our students to ensure their holistic advancement. Our goal is to develop a culturally conscious, socially proactive and selfreliant individual. It marks with the denial of societal discrimination, derogatory gender practice and

linguistic prejudice. The context that required the initiation of the practice:

Our identity is what we are, what we are not, what we share with others and what not. Therefore, our being, 'sattava' becomes the construction of 'Others', the more we leave for others the more we appear 'purna', contented. It lays our extension to society, culture and nation. Our college has always been in association with Blood Donation Camp, Eye checkup and Eye Operation Camp, Cultural programme, Adventure sports, Gender sensitization initiative and so on. It keeps their faculty of apprehending social mobility open, provides an insight into the lives of other people and makes them a clog of building an unified organic whole. Objectives of the practice: It is important to know 'thy neighbour', the greater phenomenological world we live and entangled with. Social work widens our quest of self discovery. Blood donation or Eye operation is not simply an act ended itself it is loaded with immense possibility, hope and human camaraderie. Such practices bestow among the students a sense of responsibility, relieving stress and a zeal of working hand in hand for better tomorrow

The Practice: Every year, NSS unit, K. K. Das College organizes blood donation camp on 1st October that happens to be National Voluntary Blood Donation Day. This year it started with the thought provoking deliverance of Sri Dipankar Mitra on 24th September, 2018. It is worthy to mention that almost 100 students were present on this occasion and 84 students donated blood. For a safe medicoprocedure each student has to go through a simple physical examination and short blood test to identify if there is any previous health issue. It ends with the collection of blood samples and the distribution of free card issued by Government. In this year Garia Sahamarmi Society, an NGO, society in collaboration with K. K. Das College NSS unit, successfully conducted their 10th free eye operation camp for the marginalized section of the society . Around 168 patients benefitted from the initiative. Two rooms of the college were transformed into two hospital wards. Building selfreliant competent and confident citizens is the vision of the institution. Keeping this mind, the college organizes certificate courses on adventure sports. In February 2019, the students went on a trekking trip to Chitrey under the supervision of trainers provided by Vagabond Adventure with a group of 40 students, four trainers, a faculty member and the Principal. On their way, they not only enjoyed , but also cleaned the wastes and trash whatever came on their way and disposed them in dustbins. Gender consciousness is a critical issue needed to be addressed with intensive care and dispersed among all. Our Equal Opportunity Cell has always been proactive in this regard. This year 20 students participated in a session of Gender sensitization organized by Swayam, a NGO, on 29th September, 2018 with the objective of making out the societal construction of gender. Another workshop was held on 5th March 2019, in collaboration with 'Sutanutir Sakhya' Kolkata and Forum for Social Action on 'Gender Equality Sensitization'. Awareness programme on the legal rights of women was also organized on 8th March, 2019. The Cultural Committee organized a one day inter college competition of singing, dancing and recitation on 11th April, 2019. Almost 80 students including teachers from 12 different colleges had participated there. Obstacles faced if any and strategies adopted to overcome them: As an institution we have faced many difficulties. But the student participation was gleefully satisfied. In respect of Blood donation, the fear among students was still there. The lecture of Dipankar Mitra surely was instigative. Female participation except in the cultural programme was meagre. Gender sensitization, we hope, would play a vital role here. We are expecting a greater number of participation from them in forthcoming years. Although we have shortage of resources, the convenient position of our college serves in other way round. Impact of the practice: Either it is blood donation or eye operation camp, the benefit appears in both directions. It provides assistance to the economically weaker, spatially backward and marginal section of the society and leads the students to a realization, awakening sensitivity and an understanding of the greater purpose of life as well. The quality of

leadership, human bonding, and the value of togetherness are unconsciously getting imprinted in them through these selfless voluntary life practices. It solidifies the foundation of the students as a spirited individual, a responsible citizen and a trusty fellow. We want to build our campus a gender neutral space, a place of equity. Noticeably, female students are coming upfront now, adhering challenges of life more freely. Resources required: The College infrastructure and Human resource of the College together with a little amount of College fund are required.

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

https://c4034449-aaf9-4bc7-b67c-4496db4bead7.filesusr.com/ugd/818b5c_b4a4231e92044645983bfa2cef55c6d3.pdf

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

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8.Future Plans of Actions for Next Academic Year

1. Construction of Building As the college has a severe lack of infrastructure, we need to construct an additional floor to increase the number of class rooms which will help us to introduce new courses. The additional floor will provide us the opportunity to enhance our facilities for the students. 2. Development of I.C.T infrastructure The college is already on the path of ICT development and various workshops have been organized in the college. Still there is room for betterment. In future we want to introduce more advanced techniques associated with ICT. 3. Establishment of linkage with Industry and Academic Institutions The linkage with different industries will be increased in the future so that, our students can gets better placement opportunities. Equally the linkage with different academic institutions will help our students to exchange their ideas and also gain exposure to additional knowledge. 4. Organizing of Student Centric seminars and workshop The college plans to organize more student centric seminars and workshops for the holistic development of the students. It will help our students and faculty members to develop their academic understandings 5. Better feedback mechanism Development Feedback system already exists but it has to be improved. In future a strong 360 degree feedback system needs to be introduced in a better form so that the college can get better constructive suggestions from all directions.