



YEARLY STATUS REPORT - 2021-2022

| 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 its own campus? | Yes |
| • Phone no./Alternate phone no. | 03324625999 |
| • Mobile No: | 9143028586 |
| • Registered e-mail | kkdascollege@gmail.com |
| • Alternate e-mail | kkdascollege@yahoo.com |
| • Address | GRH- 17, Baishnabghata-Patuli |
| • City/Town | Kolkata |
| • State/UT | West Bengal |
| • Pin Code | 700084 |
| 2.Institutional status | |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | Grants-in aid |

| | | | | | |
|---|---|---------------------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University | University of Calcutta | | | | |
| • Name of the IQAC Coordinator | Dr. Nasima Munshi | | | | |
| • Phone No. | | | | | |
| • Alternate phone No. | | | | | |
| • Mobile | 9830348772 | | | | |
| • IQAC e-mail address | iqackkdascollege@gmail.com | | | | |
| • Alternate e-mail address | kkdascollege@gmail.com | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year)) | https://www.kkdascollege.ac.in/aqar | | | | |
| 4. Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.kkdascollege.ac.in/academic-calender | | | | |
| 5. Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B | 2.37 | 2016 | 16/09/2016 | 15/09/2021 |
| 6. Date of Establishment of IQAC | | | 01/07/2010 | | |
| 7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| Institution | Grants -in-aid - Salaries | Government of West Bengal | 2021-2022 | 34470736 | |
| 8. Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |
| 9. No. of IQAC meetings held during the year | | | 3 | | |

| | | |
|--|---|--|
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| Institution social responsibility in collaboration with 'Garia Sahamormi Society' | | |
| New MoUs for building up academic partnership | | |
| Student centric special lectures and faculty exchange programme for the benefit of the students | | |
| Introduction of new ADD-ON courses for students | | |
| Quality incitives viz. Participation in NIRF, Academic Administrative Audit , Gender Audit etc. | | |
| 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |
| Plan of Action | Achievements/Outcomes | |
| Academic & Administrative Audit for the session 2020-2021 to be done. | Done on 06.12.2021 | |
| Gender Audit for the session 2020-2021 to be done. | Done on 03.12.2021 | |
| To conduct Internal Financial Audit | Internal Financial Audit 2020-21 was completed on 23.08.2021 and Internal Financial Audit 2021-22 was completed on 19.07.2022 | |
| To participate in NIRF | College participated in NIRF on 10.02.2022 | |

| | |
|--|--|
| To improve ICT infrastructure facilities for the students in connection to teaching learning process | Improvement of ICT infrastructure is a continuous process. All classrooms have net connection facilities. The website of the College is developing in such a way that the student gets a supplement from it. |
| To participate in NAAC accreditation process | It was decided to participate after completion 2022-2023 academic session |
| To improve infrastructure facilities | canteen for students support improved a lot in connection to space |
| To introduce more add-on courses | This year college introduced seven new add on courses along with five previously introduced. |
| Students' Centric Seminars and Workshops to be organized. | 12 subject oriented Lectures were organized |
| Students and Teachers Exchange Programmes to be conducted with the colleges under MoU and Linkages. | 4 Departments of the Institute conducted Student-Teacher Exchange Programmes with 4 other Institutions in online mode as well as in offline mode. |
| FDP and training programmes for the office staff and teaching staff to be conducted. | One software training programme was organized for non-teaching staff. |
| Feedback for the session 2020-2021 to be taken. | Feedback for the session 2020-2021 were collected from different stakeholders, analysed and action were taken. |

| | |
|--|-----|
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |

| Name | Date of meeting(s) |
|----------------|--------------------|
| Governing Body | 03/02/2023 |

14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---------|--------------------|
| 2021-22 | 19/01/2023 |

15. Multidisciplinary / interdisciplinary

Initially K.K.Das College was a commerce college. Commerce is an interdisciplinary course combining English/Bengali, Mathematics, Statistics, Economics, and Environmental Studies. From 2002, it is a multidisciplinary institution. The subjects include English, Bengali, History, Sociology, Education, Mathematics, Economics, Statistics, Computer Science and Commerce. The course structure followed in our college is of multi and interdisciplinary nature. Students can 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 is studied as a compulsory subject. The college is planning to open more multidisciplinary subjects in the coming years.

16. Academic bank of credits (ABC):

Our institution is not registered under the ABC because University of Calcutta, under which our institution is affiliated, has not registered for Academic Bank of credits (NEP-2020). However, choice based credit system is already implemented in our college, as per Calcutta university guidelines.

17. 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. Courses in Basics of Computer and Web Designing, Financial Accounting with GST, Certificate in Multimedia Animation, Diploma in Pre-Primary and Primary Teachers' Training are practical based courses. The college also offers interdisciplinary skill based courses conducted by department of Economics, Education, History, Sociology, Bengali and English, which are integrated with mainstream courses.

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

To promote Indian knowledge system among the students all courses (except the vernacular courses) are taught in bilingual mode

(Bengali/English). To preserve & promote Indian languages, ancient traditional knowledge, arts, culture and tradition many commemorative days are celebrated, most significant among all is annual celebration of International Mother Language Day. Historical events and literature of the past are taught to students. Educational tour by departments and social activities by NSS Unit of our college are conducted to spread awareness on social issues.

19.Focus on Outcome based education (OBE):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 in 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 done to measure these outcomes. The assessment results are declared on time to identify areas for improvement of the students. This ensures holistic and effective educational experience at KKDC.

20.Distance education/online education:

To execute curriculum in a well-planned way ICT is used vastly. Google Classroom is used as a LMS. All departments have Google Classrooms for different semesters. Study materials and you tube lectures are provided for students in Google Classrooms. Online classes are taken through Google Meet.

Extended Profile

1.Programme

1.1 270

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 1612

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2

258

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3

297

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1

34

Number of full time teachers during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.2

35

Number of Sanctioned posts during the year

| Extended Profile | |
|---|---------------------------|
| 1.Programme | |
| 1.1 Number of courses offered by the institution across all programs during the year | 270 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 1612 |
| File Description | Documents |
| Data Template | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 258 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 297 |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 Number of full time teachers during the year | 34 |
| File Description | Documents |
| Data Template | View File |

| | |
|--|----|
| 3.2 | 35 |
| Number of Sanctioned posts during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|----------|
| 4.Institution | |
| 4.1 | 14 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 29.51454 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 40 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum is designed by the University and is followed by the affiliated colleges. Our college takes utmost effort to make sure the effective delivery of the curriculum and ensure holistic development of the students.

An Academic Calendar is prepared at the beginning of every session clearly mentioning the timeline for various components of Continuous Internal Evaluation and also their tentative University Examination. It is available on the college website and in the Prospectus.

Following the academic calendar each department prepare an Academic Plan to cover whole syllabus within stipulated time period properly.

Routine sub-committee prepares the timetable according to the requirement of each department.

Academic Calendar, Academic Plan and Time table are then uploaded in the website of the College and also website of Each Department before commencement of classes of a particular semester.

In addition to this, each department has Programme Outcomes and Course Outcomes which are available on the departmental websites for students.

To execute curriculum in a well-planned documented way ICT is vastly used.

The teachers of the college attend different workshops and faculty development programme regularly to update their knowledge and are also involved in the assessment and evaluation process.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_ed68e4eac94a42748fc2605871ed3d6b.pdf |

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

Academic Calendar is prepared by IQAC in accordance with the instructions and direction supplied by our affiliating university, based on curriculum guidance under the CBCS pattern of syllabus at the beginning of each Academic session.

It includes detailed planning about the conduct of classes, Continuous Internal Evaluation & examination, Annual Sports and various other significant activities of the college.

The Academic Calendar provides a roadmap for the entire session which ensures smooth functioning of all departments of the college.

The college authority tries to adhere to the timeline provided in the Academic Calendar and changes are not made if not extremely necessary. The Academic Calendar is helpful for not only the teachers, non-teaching staff but also for the students as they can keep in track the activities to be performed and conducted over the entire Academic Session. Special lectures which are organized

by various departments can be planned keeping in mind the availability of dates outside the days of Examination and other activities of the college. A List of Holidays is also provided which helps in the planning of various activities throughout the year. The Academic Calendar is thus integral to the smooth functioning of the college.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_7b16ac8b5c2b4ace9fb5e48d7044478d.pdf |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

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

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

9

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

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

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

11

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

440

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

408

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

Our institution believes not only in imparting professional degree but also to prepare a student to develop him/her- self as a

complete human being. So professional ethics, gender sensitization, human values, empathy towards environment and consciousness towards sustainable development become relevant and important. Emphasis are given on these issues within the curriculum provided by the University. The college provides the students with opportunities to know about these issues which are of vital importance in the society today. Seminars and different programmes on the issue of gender sensitivity were organised in the online mode. Eminent speakers were invited to share their views and experiences in their fields and to encourage the students to think in a new way to the issue.

Industrialization is the key to alleviating the curse of unemployment, it brings with it serious degradation to the environment causing serious concerns of issues of sustainability. To focus on these issues several webinars were held to discuss ways of striking the balance between industrial growths. The new challenges that is faced by the youth are professional values and ethics. Programmes were organised to make the students aware of the importance of these issues.

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

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

2

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

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

635

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

| | |
|--|-----------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | B. Any 3 of the above |
|--|-----------------------|

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://www.kkdacollege.ac.in/feedback-report |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

805

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

202

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

- Both slow and advanced students constitute the entire student community of the college. The initial interaction with the students in the classroom indicate the learning levels of students.

Action taken for slow learners

- Slow learners or rather students who require a little bit of extra help from the teachers are always encouraged to write answers at home and get them corrected by the teachers. The students can approach the teachers outside class hours in college as well as through Whatsapp and ask for any advice related to academic matters.
- Previous year question papers are provided to students.
- In the online scenario, Google Classroom provided ample opportunities to slow learners to listen to recorded class lectures as recorded class lectures were provided on demand to the students.

Action taken for advanced learners

- The advanced learners are provided with journal articles, e-books. Study materials are provided for all students in departmental websites but few advanced articles are provided for further study by advanced learners. Lectures from Youtube on a particular topic of study are also provided to students.

- The students are encouraged to participate and present their views in academic discussions, debates, quiz etc.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | https://www.kkdascollege.ac.in/files/ugd/818b5c_d82471d82dea46499d1d056424b9477c.pdf |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1612 | 34 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

- The 2021-22 academic session saw a mix of both online and offline teaching. It was a challenge for both teachers and students to switch between online and offline teaching learning. The extensive and continuous use of Google Meet and Google Classroom from the previous session made the process a little easier.
- Study materials and video lectures were shared in the Google classrooms.
- Student centric special lectures by reputed academicians in both online and offline mode in order to aid the students in gaining additional knowledge about their subject.
- Educational tours were organized by various departments as part of experiential learning.

- Department of Bengali organized a visit to a Theatre Show for the students as theatre and history of theatre is part of their syllabus. Theatre is mainly an audio-visual genre and only the study of text does not provide complete knowledge about the subject. The students experienced the aspect of theatre performance.
- Faculty exchange programme has also provided additional support to the teaching learning process. This process is smoothly functioning because of MoU with various colleges.
- Project work to be included

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | https://www.kkdascollege.ac.in/_files/ugd/818b5c_5ff87f6c26e242a6b6669b872d253633.pdf |

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

- The beginning of 2021-22 session was through online teaching mode and the teaching learning process shifted to offline mode towards the end of 2021. Google Classroom by then had made a permanent place in the teaching methodology.
- Google classroom and Google forms were extensively used by all departments in providing study materials and submission of assignments and tutorials. Recordings of lectures were also provided to students on demand.
- In offline classes, teachers used PowerPoint presentations to enhance the learning experience.
- The entire college is free Wi-Fi zone and the students and

teachers have free access to the internet within the campus.

- The library is also equipped with OPAC and the book lending system is entirely digitized.
- Faculties and eminent personalities have frequently been invited for special lectures by various departments in online mode for the students. Google Meet has acted as an effective platform in facilitating the arrangement of these lectures.
- As the college has signed MoU with several colleges, exchange of faculties through online mode is very popular among students during the lockdown period.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.kkdascollege.ac.in/_files/ugd/7796f9_15feb95e081142f3aa443bec17f48a41.pdf |

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

2.3.3.1 - Number of mentors

33

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

| 2.4.1 - Number of full time teachers against sanctioned posts during the year | |
|--|---------------------------|
| 34 | |
| File Description | Documents |
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |
| 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count) | |
| 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year | |
| 8 | |
| File Description | Documents |
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |
| 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year) | |
| 2.4.3.1 - Total experience of full-time teachers | |
| 375 | |
| File Description | Documents |
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |
| 2.5 - Evaluation Process and Reforms | |

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

- Internal assessment is an intrinsic part of the teaching-learning process.
- The teachers evaluate the students regularly and it is a continuous process. Internal assessment is an integral part of the CBCS system.
- There are various types of questioning methods used by the different departments of the college such as essay-type, objective-type and multiple choice questions but in the online mode MCQ were given priority.
- During this session, internal assessment was conducted online through Google forms which ensured complete transparency in the marking as it was MCQ based assessment. As offline classes started in 2022, some departments conducted the internal assessment in offline mode.
- Apart from the prescribed tests, teachers give home assignments to students and also conduct class tests. The teachers discuss about the students' performance in the classroom with the corrected answer scripts in their hand.
- The students are also encouraged to practice writing answers on their own and the teachers are always willing to correct the answers and provide feedback on improving the answers. Teachers thus help students to prepare for the final examination and they can also evaluate the progress of the students through this way.
- Students were given assignments and tests through the Google classroom to evaluate their understanding of the subject. Feedback on assignments were provided by teachers.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://www.kkdascollege.ac.in/files/ugd/818b5c_b198846c3f45403993b24c9228fec530.pdf |

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

The college usually does not receive grievances about internal assessment as the internal assessment is taken as per University guidelines and the time frame provided by the University. Eventually the marks of internal assessment are uploaded on the University portal.

During pandemic period almost all departments provided the google forms link for internal exam and took the exam mostly in the form of

multiple choice question and the marks were auto generated. So there was no question of grievance related to the internal examination arises.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students.

On the first day of classes, the students are acquainted with 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.

Each department has Programme and Course Outcomes available on the

college website for students to better understand what they will learn from each course. The students are always reminded about the various outcomes of the course in which they are enrolled.

The curriculum is designed by the University and is followed by the affiliated colleges. Programme and Course Outcomes are prepared by the teachers which is the reflection of the curriculum.

The teachers of the college attend workshop organized by the University for better understanding through intersection and discussion on the Curriculum and its outcomes.

| File Description | Documents |
|--|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.kkdascollege.ac.in/files/ugd/818b5c_c704a79dd36749bebe804e03c2a50a60.pdf |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

The programme and course outcomes attained by the students are evaluated through the process of continuous internal assessment and final semester examination. The performance of the students in the various assessments and examinations indicate whether they have properly attained the programme and course outcomes.

The students also present their own views in various seminars both inside and outside the college and also participate in debates, prepare projects which demonstrate their understanding of the syllabus.

Feedback is collected from all stakeholders regarding the syllabus which enables the institution to understand whether the students are benefitting from the curriculum they are studying.

The student progression into higher studies and placement records also indicate successful attainment of programme outcomes and course outcomes.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_32d728c8b8ac4789a273a2350cfd66c4.pdf |

2.6.3 - Pass percentage of Students during the year

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

297

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://www.kkdascollege.ac.in/_files/ugd/818b5c_42e32793569a4bc3b12d0f2aee9aef0.pdf |

2.7 - Student Satisfaction Survey

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

<https://www.kkdascollege.ac.in/ssss>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

0

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

11

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

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

K. K. Das College takes its social responsibilities very seriously. Beyond academics and its day to day functions, it tries to engage with people in need through its extension activities. This year N.S.S. unit organized Blood donation camp where 25 students of the college donated their blood. Food distribution among the marginalized persons at sundarban after YAAS was held. Vaccination drive for COVID-19 was organised in the college and cloth distribution programme for the economically challenged persons was held in North Bengal. Beside these the unit organized Seven Day NSS Special Camp. The camp took place at college premises. Different activities like College campus and surrounding cleanliness, Educational Activities for slum children in North Balia, Drawing Lessons to slum children in North Balia, Sit and

Draw Competition for slum children in North Balia and prize distribution. The students and staff of the institution as well as the NSS unit joined hands with college administration for the smooth functioning of these events. Besides these activities, awareness programmes such as Blood Donation related awareness on World Blood Donor Day and health awareness programme "Sasthwa Sachenota: Sustho Thakar Sohoj Upay" were conducted by the College.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_c4c490dd912444569395922beb512964.pdf |
| Upload any additional information | View File |

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

10

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

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

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

371

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.4 - Collaboration

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

5

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

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

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

10

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College campus is spread over 20 kathas with built up area 2778sq.mts. Whole campus is with internet facilities through Lan connection and Wi-Fi enabled.

There are 12 well ventilated classrooms of different sizes including one smart classroom. The corridors are wide enough. All classrooms are ICT enabled. All classrooms in the college premises are properly and optimally utilized during the academic sessions. Classrooms are also utilized for the purpose of University examinations. Large rooms are also used for organizing seminars, special lectures, cultural activities and other academic activities, administrative meetings and miscellaneous programmes.

The college has no separate conference room. The smart class room, Room no. 106 is utilized as a Conference Room as and when necessary. Also Room 205 is used as a conference room as this room is equipped with advanced audio-visual multimedia facilities.

There are two well-designed modern Computer Laboratories with LCD projector and 30 computers with internet connections. The computers/ laptops are also interfaced with LCD projectors for Presentations.

There are total 48 computers in the college for smooth conduct of teaching - learning Process.

The College has a well equipped central Library and Departmental

Book Banks .

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_5ef75ee0b9834a6dbf66c230e7492fe8.pdf |

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

College with small infrastructure encourages students to take part in different indoor and outdoor games and sports. There is a sports sub-committee comprising of teachers and students. This committee organizes annual sports. Students take part in University level football and cricket tournaments.

Sometimes students take part in Rowing competitions. Different playing kits such as cricket, football, table tennis, badminton, chase and carrom board are in place.

The College does not have its own playground but for organize annual sports and for practice local clubs extend their support. The college can use a playground of a local club with prior written permission. Students can use the open area in front of college premises for playing badminton.

The cultural sub-committee of the college efficiently organizes different cultural events and competitions. Two large rooms and the space in front of the college are used for organizing different cultural programmes. Students are encouraged to take part in different cultural events and competitions organized by the Institution and other Institution.

Literary Society of the college nurtures the creative sides of the students. It aims to enhance the speaking and writing skill of the students by organizing workshops, debate, and creative writing competitions.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_ee073acbe2b247d484342d3f4aed4827.pdf |

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_9b124d62e7ef4d61beb965493885c1f8.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

0.82

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

The Library of the college has been fully automated with the 17.11 version of Koha Integrated Library Management Software (ILMS) since 2017.

Users can search the collection of the library through OPAC. Searching can be done using different fields like title, author, editor, subject, place of publishing, publisher, year of publishing, classification number, ISBN No, etc.

Library issues Bar-coded laminated library card to all users. Issue/Return and Renew systems have been computerized through ILMS.

Library has a subscription to INFLIBNET (N-LIST).

Library has a collection of 13800 books, 8 journals, 8 magazines and 5 newspapers. Library books are well stacked in accordance with the Dewey Decimal Classification System.

The library has Wi-Fi enabled internet connectivity.

The Library has an In-Out management system to track the users who visit the library.

The library is under CCTV surveillance to prevent any untoward losses.

There is a well-furnished separate reading room for the users.

There are three computers, two barcode readers, one laser printer and one scanner for the library management purpose and two computers for the use of library users.

| File Description | Documents |
|--|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_39ac4c0b68b245e99baea7632a3b56ed.pdf |
| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | C. Any 2 of the above |
| File Description | Documents |
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |
| 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) | |
| 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 24774 | |
| File Description | Documents |
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |
| 4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year) | |
| 4.2.4.1 - Number of teachers and students using library per day over last one year | |
| 3 | |

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

4.3 - IT Infrastructure

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

There are 14 ICT enabled classrooms including a seminar cum smart classroom and two computer labs cum classrooms. Two Computer Labs consists of 30 Computers. For teaching learning purposes there are 2 Printers, 6 Projectors (with one portable projector), 9 Laptops as well as one Central Library (with 5 Computers, 1 Printer). There are WiFi enabled computerized facilities in the college. The College Office room is fully computerized with 7 computers and 5 Printers. There is an IQAC room with two computers, one printer. The Principal's Chamber is equipped with 3 computers and 2 Printers with photocopiers.

The Library started its computerization from the year 2015 where the books database is maintained by

Koha software and OPAC is for searching for books.

The College automation was initiated in 2014 through

an online admission process by skillhut company. Office management was started

in the year 2016 by Aidni Infotech private limited and updated by e-Blue Soft in the year 2020.

The College registered with G-Suite for education in the year 2017. During Covid-19 pandemic period extensive use of G Workspace was done.

College provided uniform mail id under G-suit. with unlimited storage to the teaching staff and all departments.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_e0020724631e4c6b8311b5723635e223.pdf |

4.3.2 - Number of Computers

40

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

15.04326

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

There is a systematic procedure for maintenance of physical and academic Infrastructure.. Purchase requirement of any matter is placed before the Principal. If the amount is less than Rs.20000/- (Rs. Twenty thousand) Principal can purchase taking at least three quotations or directly from the market.

If the amount is more, then the Finance committee resolves the matter of purchase and the purchase committee decides the method of purchase, following Govt. rule.

Books of Library purchase after getting requisition from the departments and from the listed vendor with a highest rate of commission rebate upto 20%.

Physical infrastructure is maintained by two or three local workers on labor contract basis or fully contract basis following the Govt. rule.

Computers are maintained by two reliable persons. Banded laptop or computer are purchased directly from dealers.

All the water purifiers are well maintained through AMC.

Fire extinguishers are timely refilled.

Class rooms are well maintained by sweeper/ cleaners.

CESC company provides electricity in college. Electricity maintenance is done by authorized persons/ company. Generators, Water Pumps, Air Conditioners are checked regularly. Photocopy Machines are under AMC.

Maintenance and repairing of Civil work, Plumbing, Furniture etc

are done by the skilled persons.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_eb5c2ded2b814905b60cd4145dec02c8.pdf |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

483

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

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

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

82

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

A. All of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.kkdascollege.ac.in/files/ugd/7796f9_79828966f9044f9e9a32890727ca32d2.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

254

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

254

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

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

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

38

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

11

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

The college has a Students' Council (which is known as Students' Union) which is an elected statutory body. The elected students of the Students' Union are included in different bodies and sub committees of college administration as per established processes and norms and join hands with college administration to ensure overall development of the college.

General Secretary (GS) of the Students' Union is the member of Governing Body of the college and puts forward his suggestions on different student centric issues related to the academic and administrative matters.

They have representations in sports sub-committee and cultural sub-committee.

Students' Union organizes different cultural programmes to observe the important days like 'Republic Day', 'Independence Day', Teacher's Day.

They also organize Freshers Welcome, Saraswati Puja, BasantaUtsav, Indore game competition, Annual cultural (Social) programme, Annual Sports.

The council also join hands with the NSS unit of the college to conduct different activities related to Institutional Social Responsibility like blood donation camp, relief fund collection etc

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.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_517b045a4d474d4facea0817dde1ac29.pdf |
| Upload any additional information | View File |

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

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

21

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

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

In the year 2019-2020 the association first prepared a fund where the members contribute.

During 2021-22, immediate after a pandemic-struck situation the association was unable to organize any Alumni Meet.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_3952f5206bd347c38de3d2a792e78331.pdf |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution started as K. K. Das College of Commerce in 1964 with the noble objective to provide a learning platform and groom students with requisite corporate skills to improve their employability.

Vision and mission statements are communicated to all stakeholders through official Website of college, prospectus, information boards in college premises

IQAC plans, supervises academic activities, plays a prominent role in improving teaching-learning, co-curricular activities, preparation and implementation of academic calendar. It has been a proactive player in creating a learner centric environment, increasing use of ICT, expanding scope of library and developing research culture.

A neat & clean environment and green campus is also a motivating factor for making students college bound and academically inclined.

Anti-ragging, Gender Sensitization, Equal Opportunity, Sexual Harassment cell and Eco Club work together to imbibe human values.

Cultural Society and NSS organises programmes for cultural enrichment and personality development of students. This leads to holistic development of students.

Active participation of students in various academic & administrative bodies help them to gain self confidence, leadership qualities and understand rules and regulations.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_7eb92ff08ca4448b880f36c6e9a165cd.pdf |
| Upload any additional information | View File |

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

College ensures a democratic way of functioning by delegating authority and operational autonomy. Governing Body (GB) as apex administrative body, comprises Principal as secretary, representatives from Teaching and Non-teaching staff, a students' representative and few External Members nominated by affiliating University and State Government. College is governed by policies formulated by GB in compliance with opinions of majority of its members.

Participation is ensured through functioning of various statutory committees and subcommittees which are formed by teaching and non-teaching staff and student representatives.

Case study: " Examination"

College acts as a centre for all University Examinations held in an academic year. In this session, University Examinations were held in both online and offline mode. Academic subcommittee arranges execution of internal examination process in coordination with all departments.

For University examination, question papers reached HoDs via Principal through email from Calcutta University. Entire process of examination till uploading of marks in CU portal, was done under supervision of HoD with help from departmental teachers in online mode.

In offline mode, examination committee is formed, with the Principal as the Centre-in-Charge, which is responsible for smooth execution of examination, from receiving question papers to submission of answer scripts to Calcutta University.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_28f010bb49384be7bc125d66e8b23b5b.pdf |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

All staff and students are involved in various activities so as to instil a sense of belonging. Principal, staff (both teaching and non-teaching) work under the supervision of the Governing Body which defines policies and procedures, frames rules and regulations.

Strategic Plan has been drafted and displayed in college website keeping in view comprehensive approach of long-term development. It encompasses dimensions including Collaborations, Self-reliance, Governance and Integration.

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

At beginning of each academic session, IQAC formulates a plan for various programmes to be undertaken during the year. After GB approval, IQAC 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.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_b4c8b321b5114659a380ec113e16e4b4.pdf |
| Upload any additional information | View File |

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

College functions as per statute of affiliating university and follows academic guidelines issued by it. Order from Higher Education Department of Government of West Bengal is also adhered to. The Governing Body (GB) formulates policy for development of infrastructure and academic affairs. All major financial and administrative decisions are taken by GB in compliance with recommendations of IQAC and other statutory and non-statutory sub-committees which ensure decentralization and participatory management.

President of GB and Principal, as Secretary of GB, constitute nucleus of administration. Management of day-to-day functioning of college rests with able leadership of Principal. In discharge of this duty, he has the IQAC Coordinator for quality improvement, HODs,, Teachers' Council Secretary, Bursar, Librarian, Nonteaching Council Secretary, Head Clerk and Accountant to assist him.

Service rules and procedures are guided by Calcutta University Statutes and rules of State Government as amended from time to time. The College has no autonomy to appoint any teacher on substantive basis. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission.

Promotion of substantive teachers is guided by Career Advancement Scheme (CAS) of UGC. Besides, there are State Aided College Teachers (SACT) who have been approved by state government.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_9cc71fe225c04a3a8949518cc64d8051.pdf |
| Link to Organogram of the Institution webpage | https://www.kkdascollege.ac.in/organogram |
| Upload any additional information | View File |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The institution seriously takes into consideration its obligation towards ensuring the welfare of its teaching and non-teaching staff.

The following welfare measures are provided:

General Provident Fund (GPF) for the staff is ensured through government treasury. Maximum staff members are linked with GSLI scheme. The college has a Co-operative credit society for the staff members. College has initiated a fund for providing

repayable loan to non-teaching staff. It is made sure that the pension benefit reaches at the earliest to the retired staff. College arranges for quick dispersal of PF loan and loan from Co-Operative Society. Government Health Scheme can be availed through college. All types of leaves are allowed including CCL / PL according to West Bengal Government Rule.

College supports faculty members to develop their teaching quality by granting leave to participate in Faculty Development Programme, Orientation Programme, Refresher Course, etc.

The College authority encourages the faculty member to attend and present papers in International, National, State and Local Seminars or Workshops.

Few departments are provided with laptop / desktop to aid teaching.

Covid vaccination drive was organised in association with Health Department, Government of West Bengal for all stakeholders.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_bc94c6c22f504fa896ac44842e24bb15.pdf |
| Upload any additional information | View File |

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

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

0

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

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

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

1

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

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

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

4

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

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
- 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.
- The self-appraisal for teachers focuses mainly on the following aspects:
 - Administrative Training Programme Attended
- Students feedback is taken at the end of every session. Students evaluate faculties according to measures like punctuality, domain of knowledge, class control and many more. This feedback is analysed and communicated confidentially to each and every teacher.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_07fb927de2cf42d583806e4d4fbf795c.pdf |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

External audit is conducted on a regular basis every year. The auditor is appointed by the Higher Education Department of Government of West Bengal. Every year, the auditor submits his Audit Report, where he includes his observations and suggestions. This report is placed in the Governing Body meeting. This year, due to the pandemic, the appointment of the auditor has been delayed. Moreover, due to the abnormal situation, the auditor could not attend the college for performing audit. (to be discussed with Sir - Auditor for 2019-20 has been appointment)

Internal Audit system is in place in the institution. This year also appointment of internal auditor has been made by the Governing Body. The internal auditor conducts periodic audit, critically examining the books of accounts. He submits his final report regarding the accounting procedures and suggests corrective measures if any.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_cc7593455cb640db80fa22b98cbd788d.pdf |
| Upload any additional information | View File |

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

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

1.48401

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

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

The institution seeks grants and aids from various government and non-government sources. For the last two years, due to the pandemic situation and the overall downturn of the economy leading to cash crunch, the college could not approach such external sources.

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 saved means two rupees earned".

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/files/ugd/7796f9_05d58cd53f23492fa2f79dac76494669.pdf |
| Upload any additional information | View File |

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

Academic Calendar, Academic Plan and Structured Routine preparation:

IQAC takes initiatives to draw up a concrete Academic Calendar at the beginning of the academic session. Thereafter, it is shared with the head of the departments which in turn is shared with the faculty members. This makes everyone aware about the various activities that need to be undertaken on key dates throughout the year / semester. Academic Plan is prepared by the departments on the basis of Academic Calendar.

A consolidated and Structured Routine is prepared for each semester by the routine committee under the supervision of IQAC.

Programmes under MoUs & Linkages

The College has academic linkage and MoUs with different HEI to provide quality teaching to the students. A lot of academic programmes were conducted by the College under the initiative of IQAC and different Departments in collaboration with the HEI under MoUs/ Academic Linkages.

The Department of Mathematics of K, K, Das College and Sammilani Mahavidyalaya has taken an initiative to take online classes under the same time table for even semester in 2021 and a good number of classes of odd semesters 2020, which is probably the first initiative in West Bengal taken by the above mentioned colleges.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_1d7b13463e654b8cb77e93617778ff57.pdf |
| Upload any additional information | View File |

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

Academic and Administrative Audit:

In order to create quality culture in the college, IQAC resolved that every year the academic and administrative audit would be conducted. Initially from the year 2017-18 Internal Academic and Administrative audit was conducted. External Academic and Administrative Audit was implemented from the year 2018-19. The prime objective of this kind of Audit is to monitor and evaluate the institutional process through systematic reviews. These Audits help to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution.

Use of ICT in Teaching Learning Process:

Continuous effort has been taken by the institution for use of ICT in Teaching Learning Process which was reviewed from time to time by the IQAC under the leadership of the principal. The pandemic has changed education system. Extensive use of Google workplace i.e Google forms, Google docs, Google sheets, Google slides, Google Class room and Google Meet platform has made the e-Learning system easy. Google class room has made the review process easier.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.kkdascollege.ac.in/_files/ugd/7796f9_525442a3caa6402981e69a6e3deaaee8e.pdf |
| Upload any additional information | View File |

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

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://www.kkdascollege.ac.in/annual-reports |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is a process of providing a fair and just distribution of privileges and responsibilities to individuals of all genders. There is a close relationship between sustainable economic growth and gender equity. This is very crucial for developing countries like India. There are various courses in B.Com, B.Sc., B.A. academic curriculums which enabled teachers to interact with the students on gender sensitizing issues. It encourages awareness among the students. For instance, in subjects like Commerce, History, Sociology, Education or in Economics, there are papers like Labour Costing, Overhead costing, India as a plural society, Domestic harmony, Feminist Movements in India. Rural developments and Self-help groups. Apart from this, the college has an Equal Opportunity Cell and a Counseling Cell, Anti-Sexual Harassment Cell, Anti-Ragging Cell and Grievance Redressal Cell to monitor the environment of gender equity in the campus. International Womens' Day on 8th March, 2022 was celebrated in the College premises. In the college campus CCTV cameras, security

personnel and a lady attendant are also employed to ensure safety and security of female students. There are separate girl's and boy's common rooms and washrooms and vending machine of sanitary pads have been installed.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://www.kkdascollege.ac.in/files/ugd/7796f9_d68834f7c26949d5a83b91116ec42327.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.kkdascollege.ac.in/files/ugd/7796f9_5f2d7afaa13543e6a3d12fa95e0533cd.pdf |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

Solid & Liquid Waste Management:

The College has an efficient waste management system. A Cleaning personnel is appointed to regularly dispose of both biodegradable and non-bio-degradable waste from the college premises and keep the campus clean. NSS volunteers of the college undertake the task of cleaning the college campus in regular intervals as a part of an awareness programme.

The College has a proper sewage system linked with the sewage system of Kolkata Corporation. The Canteen wastes are also

disposed of properly.

E-Waste Management:

Dysfunctional Computers, computer accessories and other dysfunctional electronic devices are stored in a separate room and E waste is managed properly.

The College has successfully minimized the use of paper due to an increased focus on ICT among the students and Teachers.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | https://www.kkdascollege.ac.in/_files/ugd/7796f9_22d74fb04bc449e88feec484812d826e.pdf |
| Any other relevant information | View File |

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

A. Any 4 or All of the above

5. landscaping with trees and plants

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

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

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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

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

It is the duty of an educational institution to encourage an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff.

- India is a country hosting communities of multiple linguistic varieties. International Mother Language day was observed in the college to spread the message of inclusiveness over linguistic diversities.
- Saraswati puja is a religious festival of the Hindu community. Yet, it is observed in the college, not as a religious but as a cultural event to encourage communal and religious harmony.
- Various cultural events on the occasions of Rabindra Jayanti, Rabindra Prayan Dibash, Inter-College Cultural Competition (Alor Patha Jatri), Independence Day, Teacher's day and Foundation day, NSS Foundation Day, Yoga Day and World Music Day, Rakhi Bandhan Utsav are regularly organized to bind the students with a common goal of harmonious coexistence by following the ideals of the great leaders and thinkers who have shaped this great country.
- Orientation programs for students are organized by the college and especially conducted by the principal to guide them in life and imbibe in them moral qualities required in an ideal human being.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

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

An Educational Institution is responsible for imbuing the students with the necessary qualities of an ideal citizen and sensitizing them to their constitutional rights and obligations.

- The College has a Equal Opportunity Cell, Anti-Sexual Harassment Cell and an Anti-Ragging Cell. The students are counseled by the Principal and the teachers about their constitutionally ensured rights, social and constitutional duties.
- To make students aware of their constitutional and social duties related to the environment World Environment Day Celebrations are observed in the College.
- A Blood Donation program on 14th June, 2021 in the occasion of World Blood Donor Day was arranged in the College which made the students aware of their social and moral responsibilities as blood donors in a healthy society.
- A Webinar on Intellectual Property Rights has been arranged in the College to teach the students about their constitutionally ensured right to intellectual property.
- The College has organized programs of distribution of basic amenities like food and clothing in the cyclone Yaas inflicted areas in the Sunderbans on 23/06/2021.

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

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

B. Any 3 of the above

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

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

The college is a social institution, a body to frame all its students & staff as responsible citizens of India. Different events are held in the college so as to instill a democratic as well as secular spirit in all its students. Events like celebrating the birth anniversary of Netaji Subhash Chandra Bose, the Republic Day, International Mother Language Day, Rabindra Jayanti, Birthday of Dr. B. R. Ambedkar, birthday of Vidyasagar, Independence Day, Teachers' Day/Foundation Day, World Health Day, World Environment Day are held in the on-line & off-line mode. The college has a literary & cultural society which plays an active part in organizing these events.

While the students & the staff are regularly encouraged in participating in these events, it not only contributes to sharpen their inner talents but also expands their future prospects. The college looks into the physical & mental well-being of the students. An Annual Sports is regularly scheduled & also inter-college events are held. The mental & psychological well-being of the students is looked into by organizing seminars on Music therapy & Yoga on world Music day & Yoga Day.

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

7.2 - Best Practices

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

1. "e Songiog and e Obhyash"

Objectives-

- Quick communication of information to all stakeholders.
- Practice of IT in teaching learning, office management.

Context-

ICT empowerment serves to satisfy the growing quest for knowledge.

The Practice -

- Teaching-Learning-Evaluation through Google workplace
- online Feedback system
- Communication of staff through email, whatsApp Group
- Online Admission, office automation, Library automation

Evidence of Success-

- Classes and Examination through online mode
- Uploading of marks in university portal.

Problems Encountered and Resources Required

Stable internet connectivity is important. Problems encountered due to lack of connectivity of internet.

2. "Sarvik Sattwar Sandhane"

Objectives

To promote a blend of traditional education and modernity in a world that is in a state of constant flux.

Context

Social alienation being a disease, promoting cooperation is the panacea to the malaise. College has been associated with Blood Donation Camp, Eye care camp, Gender sensitization, etc.

The Practice

- Blood donation camp
- Disaster management unit
- Gender sensitization programme

Evidence of Success-

- Webinars on gender sensitization, mental counselling, career counselling,
- Add on course
- Cultural Programmes

Problems Encountered and Resources required

Inculcating values in a student within a small span of time in this college life is difficult task

Human resource and financial supports is required.

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

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

Small is Beautiful

The College is small in length and breadth but this gives us the distinctiveness to perform effectively to meet stakeholders' expectations as this smallness helps us to

1. Decimate misallocation of finance

2. Optimise the use of physical spaces

3. Marshalling the limited human resources

Further small becomes beautiful as it harmonises human relation within the institution as the college becomes home for all and students remain blessed with "loving care" of the teacher mentors.

The success of this institution emanates from the smallness of the size of the college and the management sees it not as a crisis but as an opportunity to excel from within the limited domain.

The quality policy of the college is thus "Small is Beautiful"

All change managers of this institution thus aims to perform with the idea of "let small be more productive"

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

Future Plans

Curriculum

- Proposal to Parent University for new graduate level courses.
- Inclusion of more add on courses.
- Encourage experiential learning through excursions and field trips.

Teaching-Learning & Evaluation

- Initiate Student Mentorship regularly.
- Systematic psychological counselling to the students.
- Special Programmes for advanced and slow learners.

Research & Extension

- Motivate teachers to enroll in /complete Ph.D., submit proposals for research grants and publish research papers.
- Organise student oriented seminars.

Infrastructure

- Construction of the 3rd floor.
- Green campus and Clean campus initiatives by all stakeholders.
- Digitalise each class room with internet connectivity.
- Increase student-computer ratio.
- Renovate building and equipment facilities.

Learning Resource

- Increase the number of books in the Library.
- Extension of departmental library.

Student Progression

- Establish linkages with industry for student internships.
- Maintain students' progression database.
- Conduct career guidance program for educational and occupational exploration.

Governance, Leadership & Management

- Plan and develop strategies to raise funds for the college.
- utilization of college funds under different heads.

Innovation Practices

- Inculcate environmental consciousness among all.
- Provide technology enabled learning environments.
- Continuation of scholarship programmes for needy students.

Institutional Commitment towards community

- Assist Government and local bodies in community projects through NSS and NCC unit
- Observation of important commemorative days with students, staff and community