



YEARLY STATUS REPORT - 2020-2021

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	principal5kkdascollege@gmail.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.	03324625999				
• Alternate phone No.					
• Mobile	9830348772				
• IQAC e-mail address	iqac@kkdascollege.ac.in				
• Alternate e-mail address	iqackkdascollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.kkdascollege.ac.in/aqar				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website 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	
Institutional 1	Grants-in-aid-salaries	Govt. of West Bengal	2020-2021	33820829	
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			4		

<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)		
New MoUs signed with Academic Institutions		
ICT Training Programmes for the Teaching Staff, Non-teaching Staff and Students of different Institutions across the country was conducted by the ICT Team of the Institution through virtual mode.		
Participation in NIRF ranking		
Introduction of new Add-on Courses in online mode		
Institution social responsibility in collaboration with 'Garia Sahamormi", a Non Government Organisation		
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 2019-2020 to be done.	Done on 21.12.2020	
Gender Audit for the session 2019-2020 to be done.	Done on 22.12.2020	
ICT facilities to be upgraded to organize different programmes in online mode.	Institute was registered in G-Suit for Education In this year all Teaching members and Departments were provided with user id for smooth Teaching Learning and Evaluation with	

	unlimited storage and different facilities.
ICT based teaching learning and evaluation process through online mode in a structured and systematic way.	Online Classes and Mental Care to the students through Zoom/Google Meet platform / WhatsApp group. Evaluation process through Google Forms and assignments through Google Classroom. Extensive use of Google Workspace.
Gender Sensitization Programmes to be organized.	3 Webinars were organised
Students' Centric Seminars and Workshops to be organized.	16 subject oriented Lectures and Workshops 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 other Institutions in online mode.
FDP and training programmes for the office staff and teaching staff to be conducted.	Eight e-workshops and training programmes on " Use of ICT in teaching, Learning and Evaluation" were organized for teachers, One training programme was organized for non-teaching staff.
Add-On courses for the session 2020-2021 to be offered.	5 Add-on courses were offered
Feedback for the session 2019-2020 to be taken.	Feedback for the session 2019-2020 and 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	11/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	25/02/2022

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	1597
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	513
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	17
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	13.40757
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	
<p>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.</p> <p>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.</p>	

Following the academic calendar each department prepares an Academic Plan to cover the 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 programmes 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

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/academic-calender

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)

5

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

107

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

60

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

685

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All 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)	View File

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.kkdascollege.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	
258	
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	
Slow learners from advanced learners are identified usually through initial interaction in the class, previous results, parents'	

education, Various departments also give written assignments to the students and the performance in those assignments also indicates the learning levels of the students.

In the pandemic period teachers were accessible through WhatsApp groups, where various questions or queries related to academic matters were answered by the teachers. In the online scenario, Google Classroom provided ample opportunities to slow learners through the recorded class lectures as per their demand. Assignments were given in the Google Classroom.

The advanced learners are provided with journal articles with multiple perspectives on a topic of study. Various e-books are given as reference.

Google Classroom has been a good platform to provide study materials to the students. Study materials are provided for all students in departmental websites 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 advanced learners are always encouraged to participate in various academic activities like seminars, quiz etc. both inside and outside the college.

File Description	Documents
Link for additional Information	https://www.kkdascollege.ac.in/_files/ugd/7796f9_652ee21b4a4848c8a75fbf9958f2b5c2.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
1597	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

In the Covid-19 pandemic period initially it was a challenge both to teachers and students to conduct the teaching- Learning Process smoothly. Teachers and students was bound to accept totally the online method of classes through Google meet platform in our Institution. Advantages of Google Class room was enjoyed by teachers and students.

Project report of B.Com and Report of the ENVS Project of B.A/. B.Sc./B.Com were submitted through online mode. Challenging task of online practical classes of Computer Science and Mathematics were successfully done through google meet platform. Tutorial submission and term paper submission as per the Calcutta University guideline was done through online.

Demo Lecture and critical review work done by the students of the department of Economics as a par the direction of Calcutta University guideline. Students' centric lecture by eminent speakers in the online platform made easy for enhancing the learning experiences of students.

Different types of essay writing completion were organized during the year to enhance learning experience. Online Students and Teachers exchange programme with different Institution under the MoU in the pandemic period has given impetus to the students for their insight improvement. For development of the skills add on course were offered.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.kkdascollege.ac.in/files/ugd/7796f9_f6c50cf1570d479f8fc9df45240df02f.pdf

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

Extensive use of Google Workplace for education helped a lot to the teachers for smoothly conducting the teaching learning process in the pandemic period. Google meet, Google forms, Google Docs, Google Sheets and Google Slides are fascinating ICT tools for collaborative work.

All the departments have used Google Classroom to enhance the use of ICT and also to provide additional support to students through the

virtual medium. The college boasts of a Youtube channel called ICT KKDas College.

A dedicated ICT Team has been formed which includes faculty members from all disciplines and they enable the smooth functioning of the various online events (state, national and international level) which were organized by the college during the lockdown period through the platform of Google Meet and Youtube.

Internet connectivity exists in the campus for teachers and students

The library is equipped with OPAC and the book lending system is entirely digitized.

The college has subscribed to INFLIBNET and the teachers have been provided personal id and password which enable them to access various journals through this platform which in turn help them to prepare effective lectures.

Faculties use Powerpoint presentation during classes. All classrooms of the college are ICT enabled.

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/ict-facility

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	
16	
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	
1	
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	
346	
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 examination for new CBCS syllabus took a vital role in the process of evaluation of a students by the University, so it is included in the University Examination system.

In the lockdown period due to Covid-19, internal assessment was conducted exclusively in online mode through Google Forms. Google Classroom has played an important role during the lockdown period, both in terms of conducting classes and also in conducting internal assessments of students. Students were given assignments and tests through the classroom to evaluate their understanding of the subject. Auto generated marks through Google Forms made the internal assessment transparent.

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.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kkdascollege.ac.in/files/ugd/7796f9_7d5f1af60e874fb899447e9cb1dd64e8.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/7796f9_d9ee7436bb7749f487da0f8f804e809f.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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_6df85b46a66d46bab59eea0d4e33e166.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

513

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/final-year-result

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/sss>

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)	No File Uploaded

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)	No File Uploaded
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

40

File Description	Documents
Report of the event	View File
Any additional information	View File
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

05

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

03

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. Different awareness programmes was organized involving both staff and students, especially the volunteers of N.S.S. Cloth distribution programme on 11/10/2020 was held in Sundarban area for 824 tiger attack affected families. Blood donation camp on 14/06/2021 was organized in front of the college campus in a mobile van, 25 students of our College donated their blood .Food distribution among the marginalized persons at sundarban after YAAS was held on 23/06/2021.Vaccination drive for COVID-19 was held on 04/10/2021 in the college and cloth distribution programme from 05/10/2021 to 08/10/2021 was held in North Bengal. 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 (14/06/2021) and Health awareness programme (on 07/04/2021) were conducted by the College. Through these social awareness programmes that we also tried to bring in practice through extension activities, might usher the students towards a holistic development.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/_files/ugd/7796f9_9fcf59f84d694f7cbe17a4a1164f536b.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)	No File Uploaded
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

7

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

280

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

13

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

7

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 14well ventilated classrooms of different sizes includingone smart classroom and two computer lab. 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 40 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_a35dc8a94fd24637aa7c44bba51dbb7e.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 parts in different indoor and outdoor games and sports. There is 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 competition. Different playing kits such as cricket, football, table tennis, badminton, chase and carom 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, 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_67993ac09a544b3a82ab399a029f671b.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_de8e8f1628a14a3ba3f41a8cb436d8c7.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)

2.27016

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 is fully automated with the 17.11 version of Koha Integrated Library Management Software (ILMS) since 2017.

User can search the collection of the library through OPAC. Searching can be done using different field 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 system have been computerized through ILMS.

Library has subscription to INFLIBNET (N-LIST).

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

The library has Wi-Fi enabled internet connectivity.

The Library has 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 reader, 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_cab82598ce244268a6b85970180072ce.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)

0.5676

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

5

File Description	Documents
Any additional information	View File
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 suite 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_592b4fc9d282417ab7019991c6042564.pdf

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)**

3.70119

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_372044fb1f2844d7a096f5f0b62becf3.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

404

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

300

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**

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.kkdascollege.ac.in/_files/ugd/7796f9_7b17d8f4fdd4485f932b8c5bc5796348.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

1226

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

1226

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	View File
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	No File Uploaded
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.**

1

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_7bb3cc402d1a472e8d331001ae15e35f.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

17

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 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 prepared a fund where the members contribute.

This year due to covid-19 pandemic situation the association is unable to organize any Alumni Meet.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/files/ugd/7796f9_7d75cf6117dd49b5ba5ffd6992c13e0c.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	
<p>Good interpersonal relationships among students, teaching and non-teaching staff, neat & clean environment and greenery in campus; have provided a good academic environment in college which is a precondition of any academic institution.</p> <p>Continuous efforts are taken by the teachers to improve the quality of teaching.</p> <p>The college has continuously tried to organize Special lectures by renowned subject experts and introduced Skill based Add-On courses, which in turn promotes knowledge and inculcates skills among students.</p> <p>The Equal Opportunity Cell of the College has taken a leading role to provide special emphasis on girl students. Kanyashree scholarship provides a positive role in encouraging girl students to continue their education.</p> <p>The Cultural Society of the college organizes different cultural programmes for students and teachers for their cultural enrichment.</p> <p>Seminars on different topics are arranged apart from the curriculum which creates interest for Lifelong learning.</p> <p>Different competitions such as quiz, creative writing, dancing, singing, paintings and sports are organized by the college to develop inherent qualities of students.</p> <p>Students' representation in different sub-committees develop their leadership quality and self-confidence.</p> <p>Apart from these, personality development of students through</p>	

community service leads to holistic development.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/files/ugd/818b5c_7ec088e0502e4538bdbd2cf19622026b.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.

The college works under the management of the Governing Body and leadership of the Principal. Participation is ensured through functioning of various statutory committees and sub-committees of the college. Various sub-committees are formed by the representation of teaching, non-teaching staff and students.

Case Study: "On line Examination"

The College acts as a center for all University Examinations held in an academic year. During the pandemic, all examinations were held online. The departments individually arrange and execute the internal examination process, right from setting of question papers and evaluation of answer scripts. For University examination, the Office of Controller of Examinations, Calcutta University sent the question papers to the Principal of College via email, which in turn was forwarded to the Coordinator of Examinations. Coordinator further forwarded the question papers to the HoDs and uploaded the same in the official website of the College. HoDs uploaded the question papers in the Departmental website, the Google Class Room and in the WhatsApp group of the Department. The students submitted the answer scripts in both online and offline mode. The HoDs then distributed the answer scripts for evaluation. The teachers evaluated the answer scripts and uploaded the marks in the CU portal.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/files/ugd/7796f9_ef9db9cb1fdf426ba104e39898566665.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At the beginning of every year IQAC formulated a plan for various programmes to be undertaken during the year and placed in the Governing Body. IQAC met with different departments and sub-committees for effective implementation of the aforesaid proposals. At the end of the academic year, each sub-committee submitted a detailed report of the activities undertaken during the year.

This year like all other spheres of higher education this institute too had to face the COVID-19 pandemic as it was an unavoidable crisis for all.

But the institution felt it would be wise to see the crisis as a challenge and transform it into an opportunity.

The principal as the "change leader" and the Academic Subcommittee as the "Change manager" quickly strategised to opt for ICT based teaching learning evaluation and followed the steps under the guidance of IQAC and strong ICT team:

- Online Classes and mental care to the students through Zoom/ Google meet platform / WhatsApp group/
- Evaluation process through google forms and in Google workspace.
- Student centric lectures by experts
- Training programmes by our ICT team for teaching, non-teaching staff and students of our College and other Colleges

Successfully we achieved our goal in the pandemic period.

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_f0977d193b2244f18d9619dad6214e14.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 the 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 formulates policy for the development of infrastructure and academic affairs. All major financial and administrative decisions are taken by the Governing Body in compliance with recommendations of IQAC and other statutory and non-statutory sub-committees which ensure decentralization and participatory management.

President of the Governing Body and Principal, as Secretary of Governing Body, constitute the nucleus of administration. The management of day-to-day functioning of college rests with the able leadership of the 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.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/_files/ugd/7796f9_4ab6a024af524a6eaac0503d6c8a7618.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. 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 / P L according to West Bengal Government Rule.
- The college supports the faculty members in fulfilling the criteria needed for CAS or to develop their teaching quality by granting leave to participate in Faculty Development Programme, Orientation Programme / Refresher Course.
- The College authority encourages the faculty member to attend and present papers in International, National, State and Local Seminars or Workshops.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/_files/ugd/7796f9_ebab26161616415e9db6c8fa83f12b5d.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)	No File Uploaded

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

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

11

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

14

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

The institution has introduced a performance appraisal system for Teaching and Non-teaching Staff in order to evaluate their performance in regular academic and administrative activities of the institution.

An Attendance Register for teachers is maintained wherein it is mandatory for every teacher to record the time of arrival and departure and is regularly examined by the Principal. Time of arrival and departure, number of classes allotted and classes taken (theory and practical) and other administrative and exam-related duties performed are also recorded. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher is also duly recorded.

An Attendance Register for non-teaching staff is maintained. A Leave Register is also maintained under the supervision of the Head Clerk. The Institution promotes its non-teaching staff according to the time scale as per the guidelines of the Government of West Bengal and after consideration of their performance in the College.

Based on the performance and the feedback, the principal takes personal interest in guiding the Nonteaching Staff. The Head Clerk and the senior members of the Non-teaching Staff groom the new recruits to help them to enhance their performance.

Biometric attendance has been introduced.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/_files/ugd/7796f9_b942ae93f0ed4e149f436ec0b04a6e78.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.

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

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/_files/ugd/7796f9_f7a138a1b77f44dbb531495c72b9c736.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)

1.86603

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

In order to maintain effective and efficient use of available resources of the college the institutional mechanism is as follows :

In the Governing Body meeting the report of the Finance sub-committee is placed there by appraising every member of the Governing Body about the trends of college finance.

The statutory audit process in the college is regularly done and the observations of the statutory auditors are complied with

The college has an internal audit mechanism which monitors the financial transactions in the college with a goal of strengthening larger internal check and control

Funds mobilized from students' fees are maintained in separate bank accounts and are used for the purpose of teaching learning.

TALLY has been introduced for maintaining the financial account system.

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_a2a670d8f7fc4759a407da13a4caeab6.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. 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_6bb6fb58663548f094eb358716da2bcd.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 the education system. Extensive use of Google workplace i.e Google forms, Google docs, Google sheets, Google slides, Google Classroom and Google Meet platform has made the e-Learning system easy. Google classroom has made the review process easier.

File Description	Documents
Paste link for additional information	https://www.kkdascollege.ac.in/_files/ugd/7796f9_6a3ee831adbf4c829eddc1ee459e418f.pdf
Upload any additional information	View File

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)

A. All of the above

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. The college has one "Equal Opportunity Cell" and a "Counseling Cell" to monitor the environment of gender equity in the campus. Three webinars have addressing the issues specifically are as follows:

Webinar on 8th March, International Women's Day was organized by the Equal Opportunity Cell

International Webinar on Body and Literature on 20/08/2020 organized by IQAC and Dept of English, K K Das College.

Webinar on Gender, Epidemics and Health Care in Colonial Bengal, organized by IQAC and Department of History, K K Das College on 07/08/2020.

The College has an Anti-Sexual Harassment Cell, Anti-Ragging Cell and Grievance Redressal Cell to address gender discriminations and harassments in the campus if any.

The small campus with CCTV cameras provide close surveillance. Security personnel and lady attendant are also employed to ensure safety and security of female students.

The College has a fully equipped First-Aid Box, Stretcher, and wheelchair. Fire extinguisher, three stairways and an emergency exit.

There are separate Girls' and Boy's common rooms and wash rooms.

vending machine of sanitary napkins is in place.

File Description	Documents
Annual gender sensitization action plan	https://www.kkdascollege.ac.in/files/ugd/7796f9_b88188fe790740269f96bc4844d5bfad.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_0bd517bcf24c4270a3a1d02b6c42db2d.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

D. Any 1 of the above

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

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

Solid & Liquid Waste Management:

The College has an efficient waste management system. A Cleaning personnel is appointed to regularly dispose of both bio-degradable 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 awareness programme.

The College has a proper sewage system linked with 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 are manage 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_91124f5861b84755b659ac091cd18137.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	View File

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

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

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

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

B. Any 3 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.

The college has organized one webinar on the occasion of Ambedkar Jayanti on 14th April, 2021 to encourage social inclusiveness and Yoga Day on 21st June, 2021 spreading the message of harmonious coexistence.

International Mother Language day was observed to spread the message of inclusiveness over linguistic diversities.

Saraswati puja was organized by the students in the college to encourage communal and religious harmony.

An Inter College Cultural Competition was organized in the college on June 2021 and another competition named "Alor Pathajatri" on 20th September with the similar vision of promoting inclusiveness and harmony.

Various cultural events on the occasions of Rabindra Jayanti, Rabindraproyan Divas Independence Day, Teacher's day and Foundation day 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.

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 sensitize them to their constitutional rights and obligations.

The College has 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, Earth Day Celebration and World Environment Day Celebrations are observed in the College.

A Blood Donation program on 14th June, 2021 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 Amphan and Yaas inflicted areas in the Sunderbans in the year 2020 and 2021. The College has also contributed in the chief minister's relief fund for the Amphan inflicted people of the Sundarbans.

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

<p>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 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</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

The institution is a social body and ushers social feelings among all its stakeholders. An attempt is made to cast the students into a secular spirit by means of various events like the Republic Day, International Woman's Day, International Mother Language Day, Saraswati Puja, Basanta Utsav, Rabindra Jayanti, Birthday of Dr. B.R Ambedkar, Birthday of Vidyasagar , Independence Day, Teachers Day / Foundation Day, Orientation Program, World Health Day, World Environment Day, are organized and celebrated by means of workshops and seminars. The college has a literary and cultural society which plays an active part in developing the qualitative side of the learners and the staff.

The college is proactive about the mental health and the psychological wellbeing of all. It helps to generate a positive feeling by organizing seminars in music therapy and yoga thus, providing ample opportunities for students and staff.

The institution celebrates Raksha-Bandhan as a means of promoting fraternity and attempts to eradicate feelings of casteism and

communalism by celebrating the Birth Anniversary of Dr.B.R Ambedkar.

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

7.2 - Best Practices

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

1. Title of the Practice- Title of the practice: "e Songiog and e Obhyash"

Objectives of the Practice-

Quick communication of information to all stakeholders and practice of IT in teaching learning and also in office management system.

The Context-

ICT empowerment programme was started from 2015 in our institute. Some important goals were achieved. It serves to satisfy the growing quest for knowledge in the current educational scenario.

The Practice -

Teaching, Learning and Evaluation through Google workplace during pandemic period were successfully done . online Feedback system, Communication of staff with principal through emails and official whatsapp Group are in place. Online Admission process, office automation and Library automation are also maintain. Online Add on course were organized.

Evidence of Success

In the pandemic period classes and Examination were conducted through online mode including uploading of marks in university portal. Information communication was done through official whatsapp group, email and website for students and staff.

Problems Encountered and Resources Required

In all purpose "e Songiog and e Obhyash" internet connectivity is most important. Some times problems encountered due to lack of connectivity of internet.

NOTES

The fast and effective communication is the most important impact of E Songiog' NoStakeholder will be left out of the information sharing process. Thus any information that may be of vital importance to them reaches them effectively even when they are not attending college due to any personal inconvenience or otherwise'

2.Title of the practice-: "Sarbik Sattwar Sandhane"

Objectives of the Practice

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

The context

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

The Practice

Blood donation camp, disaster management unit, gender sensitization programme are some of the initiatives of the college to promote holistic development of the students. These initiatives shall contribute in making responsible citizens of the future.

Evidence of Success-

The college organized webinars on gender sensitization, mental counselling, career counselling , Add on course, cultural programmes, which helped students immensely in pandemic period. Various Departments organized students' centric special lectures on their syllabus to prepare them for the examination.

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

Smaller Contour with Larger Dreams

Our evidential smallness never stops us from fulfilling expectations of stakeholders and undertaking beautiful and effective initiatives. Here lies the distinctiveness of K. K. Das College: Smaller Contour with Larger Dreams.

The harmonious relationship among teachers, students and other members of institution, filled up with love care and blessings, make this college a home for all.

K. K. Das College takes its social responsibilities quite seriously. In each and every year from 25th December to 1st January the college transforms in to a small recovery centre, in collaboration with Garia Sahamarmi Society (NGO), for the eye treatment of the marginalised people at Sankara Nethralaya of Aditya Birla Group, Kolkata. The N.S.S. volunteers and staffs under the leadership of Principal join hands with Sahamormi for smooth functioning of the event.

Regular Blood donation camps and awareness programmes are also organised in the college as a part of our social responsibilities.

The college, in collaboration with Garia Sahamarmi Society, use to conduct several outreach programmes in different remote areas of Bengal for the upliftment of the marginalised people.

The apparent smallness of the college never became hindrance to broader social goals. We believe in "Small is Beautiful".

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

7.3.2 - Plan of action for the next academic year

In the academic year 2021 -2022 we are planning to

1. Improve the ICT infrastructure facilities for the students in connection to teaching Learning Process.
2. Participate in NAAC accreditation process in the current year
3. Improve the physical infrastructure facilities.
4. Introduce more add-on courses / job oriented courses
5. Organize more research oriented seminars
6. Organize more ICT training programme for teaching and non-teaching staff