



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	KRISHNA CHANDRA COLLEGE
• Name of the Head of the institution	DR. GOUTAM CHATTERJEE
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	+919002244569
• Mobile No:	9434015200
• Registered e-mail	principalkccollege@yahoo.com
• Alternate e-mail	principal@kccollege.ac.in
• Address	HETAMPUR, BIRBHUM
• City/Town	HETAMPUR
• State/UT	West Bengal
• Pin Code	731124
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	THE UNIVERSITY OF BURDWAN				
• Name of the IQAC Coordinator	SK. ANOWAR HOSSAIN				
• Phone No.	9883560190				
• Alternate phone No.					
• Mobile	9883560190				
• IQAC e-mail address	iqac@kccollege.ac.in				
• Alternate e-mail address	skah.math@kccollege.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/AQAR2020-21_Rev-2.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://admin.kccollege.ac.in/assets/img/uploads/article_body_image/KCC_ACADEMIC_CALENDER_2021-221.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.03	2018	03/07/2018	02/07/2023
6.Date of Establishment of IQAC			19/07/2014		
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	
4 Science departments: Chemistry, Mathematics, Physics, Zoology	Strengthening component of the Star College Scheme	DBT	2020 duration 3 years	5400000	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	6
<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? 	Yes
<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)	
1. Received financial assistance from DBT under Strengthening component of the Star College Scheme to improve science teaching.	
2. Durga Puja gifts (cloth and food items) have been provided to the deprived sections of Hetampur village.	
3. Several webinars, e-workshops, certificate courses, lecture series, quiz have been organized by different departments through online and offline mode.	
4. Make the library system digital	
5. Strategic management of the pandemic crisis	
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
To conduct webinars, e-workshops, certificate courses, lecturer series, quiz	Several webinars, e-workshops, certificate courses, lecturer series, quiz have been organized by different departments through online and offline mode.
To organize orientation programme for newly admitted first year students	Department-wise orientation programme organized
To form a 125 yrs. celebration committee of K. C. College for several activity	During pandemic situation the committee was successfully conducted various type activities such as webinar, lecturer series, competition, cultural programme etc. via online mode throughout the year. After pandemic situation, the committee, whole staff, students of our college successfully celebrated 125th year of Krishna Chandra College offline on 24-26th June with various dignitaries.
To organize COVID-19 vaccination camp	Under the initiative of IQAC, the college authority along with NSS and NCC was provided COVID-19 vaccines to students and staff of the college with the help of local hospital.
To organize an awareness programme about the process of online semester end examination	Department-wise awareness programme organized
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	18/11/2022

14. Whether institutional data submitted to AISHE			
Year		Date of Submission	
2021-2022		03/01/2023	
15. Multidisciplinary / interdisciplinary			
Sl No.	Name of Parent Department	Name of topics/programmes	Name
1	Botany	Cell Biology: Cell structure and function; Characteristics of prokaryotic and eukaryotic cells; Origin of eukaryotic cell (Endosymbiotic theory); Plasma membrane (chemical composition) and membrane transport; Cell organelles; Cell division	
		Phytogeography: Principles; Continental drift; Characteristic features of major terrestrial biomes (one each from tropical, temperate & tundra); Phytogeographical division of India	Ge
		Bioenergenetics: Concept of free energy, endergonic and exergonic reactions, coupled reactions, redox reactions.	
2	Chemistry	Transition Metal & Coordination Chemistry, Analytical and Industrial Chemistry	Phy En
		Basic Analytical Chemistry: Analysis of soil; Analysis of water; Analysis of food products	G
		Analytical chemical biochemistry: Carbohydrates; Proteins; Enzymes; Biochemistry of disease: A diagnostic approach by blood/ urine analysis.	Medic
		Analytical and Environmental Chemistry:	Env Botan
		Pharmaceutical Chemistry:	Medic
3	Mathematics	Computer Graphics	PI
		Object Oriented Programming in C++	PI
		Mechanics I & II	
		Probability and Statistics	Phy
		Industrial Mathematics	PI
		Bio Mathematics	
4	Physics	Renewable energy and energy harvesting	En
		Weather forecasting	Geog

		Computational physics skill	Ma
		Medical physics	
		Nano Materials and Applications	
		Biophysics	Bio
5	Zoology	Microbiology	Mate
		Community Nutrition and Health Statistics	Mate
		Zoogeography	
6	Bengali	PrabandhaSahitya: Bankimchandra & Rabindranath	Stude
		Prachya Kabyatattwa' based on Sanskrit Aesthetics	
		Elementary knowledge of the types of literature and folk literature of Bengal	Stude
7	Economics	Insurance Market And Its Products	Ma
		Indian Stock Market Trading	Ma
		Business Plan Formulation	Ma
8	Education	Educational Philosophy	
		Educational Psychology	
		Educational sociology	
		History of Education in India	H
		Value Education	A So
		Yoga Education	P
		Music and Fine Arts in Education	
		Basics of Educational Research and Statistics	Ec
9	English	Indian Classical Literature	Sansk
		Postcolonial Literatures	
		Partition Literature	H
		Literary Theory	H
		Translation Studies	
		Film Studies	H
		Contemporary India: Women and Empowerment	H
		Academic Writing and Composition	H
		Language (L1/1): Language, Variety and Stylistics	Ph A So

10	Geography	Statistical Methods in Geography	Edu
		Economic Geography	
		Environmental Geography	B
		Advanced Spatial Statistical Techniques	Educa
		Environmental Geography	B
		Research Methodology and Field Work	
		Remote Sensing and GIS	
		Evolution of Geographical Thoughts	
		Resource Geography	
		Soil and Biogeography	Zoolo
11	History	Archives & Museums in India	
		Understanding Heritage	
		Understanding Popular Culture	
		Art Appreciation: An Introduction to Indian Art	
		History of Modern East Asia: 1840-1919	Sout
		History of China & Japan : 1919-1949	Sout
		Museum & Archives in India	
		Indian History & Culture	
		Understanding Heritage	
		Ethnographic Practices in India: Tradition of Embroidery, Textile making, Knitting, Handicrafts	T
		Women's Studies in India)	
		Some Perspectives on Women's Rights in India	
		Understanding Popular Culture)	
		An Introduction to Archaeology	
		Gender & Education in India	
		History of Indian Journalism	
Art Appreciation: An Understanding to Indian Art			
12	Philosophy	Annambhatta: Tarkasamgraha with Dipika	
		Psychology	Psy
		Philosophy of Human Rights	
		Socio-Political Philosophy	
		Special Text: Kathopanisad	
		Special Text: Rabindranath Tagore: Sadhana	
13	Pol. Science	Western political thought	PE
		Political theory	Hi
		Public administration - basic theories	
		Legislative support	
		Peace and conflict resolution	Ec
		International relations	H
		Sociology and politics	H
		Public opinion and survey research	Ec

		Select comparative political thought	Ph
		Advanced political theory	Ph
		Public policy: concept and implications in india	Ec
		Understanding globalization	
		Political economy of international relations	
14	Sanskrit	The History of Indian Philosophy	
		Indian Epigraphy and Chronology	
		Sanskrit and World Literature : William Jones, Charles Wilkins, H. Wilson, Max Muller, J.G.Buhler	
		Indian Ontology and Epistemology	
		Indian System of Logic	
15	Commerce	Principles of Economics	
		Business Law	
		Computer Applications in Business	
		Business Mathematics and Statistics	Mathe

16.Academic bank of credits (ABC):

- According to National Education Policy 2020, Academic Bank of Credits (ABC) is a national level facility to promote the flexibility of curriculum framework and offer academic mobility of students so that they can verify the credits, store the credits, transfer or redeem such credits, and promote them as and when required. It is working on the principle of multiple entry-multiple exits as well as any-time, any-where, and any-level of learning.
- The institute concurs in principle with the ABC.
- The affiliating University of Burdwan has uploaded the certificates of UG Examination (Hons.: BAH & BCH & BSH) to the National Academic Depository. Students are able to download their certificates from Digi locker App by providing valid Registration Number, Roll Number and Examination Year. The affiliating university has appointed a Nodal Officer, National Academic Depository (Digi locker), The University of Burdwan.

17.Skill development:

Presently, the Institute don't have any mandatory formal vocational courses, soft skills and value education courses. We do agree that

such courses are very much crucial to improve the employability of the students. However, the institute offers need based skill education for the students and also organized, workshops, training, seminars etc. The curriculum includes skill enhancement courses strengthening practical aspects of the subject.

To enrich academic-industry interaction, the experts of various fields are invited. Students are inspired to take up research and entrepreneurship through Star College Scheme and Technology Based Incubators-like initiatives taken by the government. The students are also given value-based education to inculcate life skills and human values for their holistic development.

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

The college conducts various events and activities and takes initiatives promoting Indian knowledge system. To list a few:

- The college magazine encourages poetry and writings in Indian languages as well as regional art forms.
- Departments have sought to revive cultural assets like folk music for communicating affirmative messages in society. Almost all cultural activities are conducted by the local language (Bengali).
- All the teachers and non-teaching staff of the institute are well-versed with the local language (Bengali). The courses in the institute are delivered mostly bilingually.
- The college offers Bengali and Sanskrit as UG level Programmes.
- There are frequent celebrations of national and regional festivals and events, birthday of national figures, yoga training, etc.
- Programs on philosophy of great Indian thinkers are also held to inspire youth.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- An Academic Calendar as per the University of Burdwan academic schedule, is prepared at the beginning of session. Faculty Members prepare paper-wise teaching plans and translates through lectures, presentations, power-point presentations, assignments, educational visits to various research institutions/places, using ICT (including internet facilities etc.), virtual classes (also used as a regular practice during covid-19 pandemic) and discussions.
- The institute has hoisted the programme outcomes (POs), programme specific outcomes (PSOs) and course outcome (COs) in the college website and communicated to the students by the respective teachers during orientation programmes at the very beginning of the course. The students are also encouraged to take up courses with a definite objective of developing skills or gaining knowledge so that they can complete the goal by the end of the course. The students are free to learn as per their choice under the CBCS framework.
- These outcomes are evaluated through internal assessment and semester-end examinations, seminars, workshop, projects and during their participation in different co-curricular activities.

20.Distance education/online education:

- As an affiliated college under the University of Burdwan, presently we do not have the scope to offer any courses in an ODL Mode. No vocational courses are offered through ODL/blended mode. However, during the pandemic period, courses are delivered by the teachers using online platforms like Zoom/Google Meet.
- The college also conducts a Distance Education PG programme affiliated to the Vidyasagar University in the six subjects Bengali, Environment Science, History, Political Science, English, and Sanskrit.
- Students are encouraged to use the online platforms like YouTube, NPTEL, INFLIBNET etc. Students' feedbacks are taken online. Institute empowers the students with the usage of online tools and materials for learning. Webinars and e-

workshops are organized periodically. Information exchange and collecting are done using collaborative platforms like Google Forms and Google Docs.

- The institution has certain amenities, and our teachers are skilled to offer education in blended mode. However, ODL/online/blended learning requires much more funds for the further development of the ICT facilities and space constraints.

Extended Profile

1.Programme

1.1	441
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3183
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1026
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	704
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	40
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	46
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	42
4.2 Total expenditure excluding salary during the year (INR in lakhs)	70.16954
4.3 Total number of computers on campus for academic purposes	78

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

For effective curriculum delivery a well-planned and documented process is followed. Action taken by the college for the same are presented below:

1. As the College is affiliated with The University of Burdwan,

it fully follows the University curriculum. The College prepares the academic calendar with the help of the academic calendar of the affiliating university. The syllabus is distributed among the teachers in departmental meetings and classes allotted as per the routine. The departmental routines are approved by the principal.

2. The principal supervises the regularity of classes. Teachers note down the topic taught in every class to keep track of the progress of the coverage of the syllabus. Regular departmental meetings are also held to discuss the extent to which the syllabus has been completed.
3. Teachers also supplied study material through WhatsApp, Google Classroom, and the Departmental website. Departments use tutorials, continuous assessments, and mentor-mentee exchanges to identify the learning difficulties and special needs of the students.
4. Students are supported with a bridge course at the beginning of a semester to help them to catch up with the prerequisites.
5. The College provides a Wi-Fi- enabled campus and a good student-computer ratio for its students as an additional boost.
6. Apart from the conventional chalk and talk method, ICT based teaching-learning methods are extensively used.
7. For smooth and quick communication, the WhatsApp groups are created.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kccollege.ac.in/uploads/Prospectus/E%20Prospectus%20KCC_2022-23_Modified.pdf

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

The University of Burdwan circulates an academic calendar before the start of the academic session. The academic calendar consists the information about the beginning, dispersal of the classes, practical examination, theory examination and semester break. Apart from Academic Calendar provided by the University, our college prepares Academic Calendar which reflects academic activities such as scheduled dates for Internal Assessments, conferences and other cocurricular activities etc. Each department engages in continuous internal evaluation (CIE), which is a routine practise. CIE is

performed for theory papers through examinations, assignments, presentations, etc. University regulations state that the IA module has a 20% weighting and that the end-of-semester exam has an 80% weighting. Each student's IA marks are explicitly displayed to them before posting, and any discrepancies are resolved. In case of practicals CIE is conducted while experiments are performed by the students through interaction, viva-voice etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://admin.kccollege.ac.in/assets/img/uploads/article_body_image/KCC_ACADEMIC_CALENDER_2021-221.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.

A. All of the above

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

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

File Description	Documents
Any additional information	View File
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)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
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

The college worked as the torchbearer of education in the district of Birbhum for the last 125 years. Apart from providing the best

quality of education the college also works for the holistic development of society. The college conducts various co-curricular activities throughout the year. Through these co-curricular activities, the college raises awareness about professional ethics, gender, human values, environment and sustainability. All the stakeholders of the college actively participate in such programs. Also, the NCC and NSS units of the college organize several events. The college has a code of conduct for all of its stakeholders to maintain professional ethics. The college celebrates different gender sensitization programs like celebrating international women's day to increase awareness about gender equity. Also, the college is committed to raising awareness about the environment for a sustainable future. The college organizes various awareness events on the occasion of world environment day, forest week etc. In all the programmes, there is a mandatory Ability Enhancement Compulsory Course (AECC) titled 'Environmental Studies'. It enables students to develop a comprehensive understanding of various facets of life forms and ecological processes. It also helps students to identify relevant environmental issues, analyse the various underlying causes, evaluate the practices and policies, and develop a framework to make informed decisions.

File Description	Documents
Any additional information	View File
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

04

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

58

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

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://kccollege.ac.in/igac-new.php?id=16

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

2188

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

612

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

In every class, students are divided into various groups depending on their level of understanding, interactions with teachers, background knowledge on a particular topic, question answer session,

periodic assessment etc. Departmental and Master Routines are also prepared in such a manner that the classes are equitably distributed among the teachers. Number of classes per teacher are so maintained that the syllabus can be covered as per the Academic Calendar. But still all students cannot grasp the concept equally well within that time frame. To cope up these problems, teachers share with the students prepared notes either in Whatsapp group or Telegram. However, some students need extra care. So extra classes are arranged for them. Teachers from the different departments extend their support to the needy students through phone calls, telegram, email, and other social media apps to provide suggestions, whenever required. Toppers from each department in the University examinations are awarded with prizes and Certificates to encourage a healthy competitive mindset among students. Online resources or study materials are accessible from the college website for each student to strengthen their knowledge on the subject. Students are encouraged to participate in conferences, seminars and workshops to gain knowledge.

File Description	Documents
Link for additional Information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_2_1_Additional_Inf_o.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
3183	40

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

Our institute believes in the adoption of student-centric methods to enhance students involvement as a part of participatory learning and problem-solving methods. These include: 1. Students participate in competitions at various levels for real-time exposure and are

simultaneously encouraged to participate in State, National, and International Levels. 2. Organizing local level field visits for students for making them familiar with the local current issues. To further sensitize the students, about the local socio-economic conditions with a motive to establish a social connection and to provide support to the particular group of people, who are in need of it. In this kind of field visit, special emphasis was given to making them aware of the healthy diet and hygiene, by preparing and providing a specific diet chart for a particular family and further inquiring about malnutrition and obesity. 3. Institute frequently organizes various student activities for promoting the spirit of teamwork and goodwill. The institution also conducts activities such as NSS camps, Tree plantation, Swatch Bharat Abhiyan, and Health awareness camp to help the students to learn the art of living in a team for Social and community welfare. 4. Project work is organized to make our students aware of the experiments and research in brief. 5. The case study method is also adopted and used during the teaching-learning process in order to develop the problem solving ability among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_3_1_Additional_Inf_o.pdf

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

Nowadays in the field of education, having the required knowledge about ICT-enabled tools is very essential for making teaching learning process effective. Thus in order to make use of these ICT tools during teaching, faculty members keep themselves updated about new development in this field. Almost all the teachers of Krishna Chandra college are well equipped and trained in respect of using ICT-enabled teaching tools for facilitating the teaching learning process.

ICT Tools: The teachers used ICT tools including computers, projectors and several softwares. Institute premises are Wifi enabled with a bandwidth upto 300 MBPS(?). Latest softwares are used by many departments such as Mathematics, Chemistry and Physics.

Teaching pedagogies: Google Meet, Zoom and Whatsapp were used to conduct online lectures, share resources and conduct internal exams and assignments. Pedagogy was mainly participative. Teachers also used Powerpoint presentations, lecture recordings, uploading on google drive, and Audio/video aids. Google Forms were used for taking feedback, research-based activities etc. All webinars, workshops, BU exams, outreach programmes have been conducted through ICT

Online library resources: College library has IP access as well as remote access to e- resources.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://admin.kccollege.ac.in/assets/img/uploads/article body image/2 3 2 Additional Info.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

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

22

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

457

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 integral part of CBCS programme. Since the evaluation of these assessments are confidential, there is little

scope to show the answer scripts to the students but individual weaknesses are taken up in class and discussed

1. **Internal assessment schedule:** The students are informed beforehand about the academic calendar, requirements of the exam and tentative dates according to both teacher, student requirements and contextual factors. During the pandemic a lot of flexibility was given to students in submitting the assignments due to extraordinary circumstances. Extra time is given to some students who have a disability or other problems.
2. **Modes of internal assessment:** Online assessment was used during pandemic as per BU guidelines. Continuous assessment, End-of-unit tests, mid-unit tests are conducted by teachers according to the requirement of the course. This includes written assignments that can be emailed or uploaded, presentations by students etc. Questions banks are available in the college library and through BU website. The teachers ensure speedy evaluation and students are given feedback about their performance.
3. The college has set up an examination committee for the smooth functioning of conducting exams. The committee follows the guidelines issued by University of Burdwan. All exam related procedural guidelines need to be followed by the teachers strictly.
4. If students have any grievances, then they can approach the teacher directly. In case it doesn't get resolved then can approach the grievance redressal committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_5_1_Additional_Information.pdf

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

There is no grievance of students regarding evaluation process till date. But there is a learning environment and learning commitment with learning comfort in the college where students can freely communicate with their respective mentors and try to solve any difficulties with full satisfaction. The internal evaluation system of the College is fairly transparent and efficient with adequate

checks and balances. Students feeling aggrieved have the option of taking up the matter with the Heads of the respective departments. In addition to that the College has a Grievance Redressal Cell. The Grievance Committee will meet as and when required depending on grievances received. Students can lodge their complaints in writing on any issue, including internal evaluation process. Students even have the liberty to take up the issue to the Principal. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) by the principal after the recommendations are submitted to him by the Grievance Redressal Committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article body image/2 5 2 Additional Info.pdf

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 outcomes encompass a broad spectrum of knowledge, skills, abilities And attitudes that students acquire during the pursuit of graduate Courses. The College offers a number of programmes in Science, Humanities and Commerce, Each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available On the University website. The College has well-designed and effective mechanisms to communicate Programme and course outcomes to all stakeholders, which are: Fresh applicants can get the requisite information from the college website as well as from the prospectus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://kccollege.ac.in/admin-panel/CKUPLOAD/1457389097.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.

1. College always emphasize on the output of student. It regularly directs the IQAC To execute it properly. The mission statement of the college itself clearly states the Approach of the college towards the holistic development of students. There are three programmes in the college viz. Arts, science and Commerce, though these are traditional in nature but college has been continuously working on the attainments Of these outcomes. Very systematically, from the first year of their college, the Purpose of their academic journey is elaborated through principal address, induction programme, and classroom interactions. In order to focus on the outcomes, they are categorized in the slow, average and advanced learner on The basis of their entry level marks. Close awareness of basic conceptual clarity, life-skills, Practical exposure and their behavioral change are few of the parameters to Recognize or evaluate the attainment of their outcomes. Lectures on competitive examinations, career counseling are Playing crucial role in the overall development of the students.
2. The Best students' awards are given to students. Star performers are felicitated on the Annual Day in different categories such as best students of the year, university toppers and students who have received scholarships.
3. Students are given the opportunity to interact with their distinguished alumni regarding job opportunities and future perspectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_6_2_Additional_Inf_o.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

690

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	No File Uploaded
Paste link for the annual report	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_6_3_Supporting_Doc.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)

http://admin.kccollege.ac.in/assets/img/uploads/article_body_image/SS_2021-2022.pdf

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)

62

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

04

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	View File
Paste link to funding agency website	https://dbtindia.gov.in/#

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

03

File Description	Documents
Report of the event	View File
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

15

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

15

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

The college believes in providing opportunities for all round development of its stakeholders and the communities through various extension programmes and outreach activities that address social issues for their holistic development. The college organizes a number of activities to promote the institute-neighborhood community relationship and to sensitize the students towards the community needs. The National Service Scheme [NSS Unit-1 & 2], Women's Empowerment Cell [WEC] and NCC company of the college always remain in the forefront to promote the institute-neighborhood community relationship through such activities. Along with carrying out various social service activities NCC company of the college adopts one village each & every year. It carries out different social service activities in the adopted village with a view to developing the village holistically. The college organized regular seminars, workshops, and training as part of extension programmes for inculcating scientific and research temperament in the students. Major highlights of such activities are -

1. Women's Empowerment Cell organised a talk on the occasion of International Women's Day
2. One Day Webinar on "Importance of Timely Vaccination". An Awareness Programme organised by NSS units.
3. Special care is taken about educating the old & aged people in the village. Awareness campaign on "Beti Bachao, Beti Padao" has drawn a special attention of the villagers by NSS & NCC Unit.
4. Sanitary Pad Distribution Drive by Women's Empowerment Cell.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/3_3_1_Add_Info2.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

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

30

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

2722

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

04

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	No File Uploaded

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

03

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

1. Classroom:

- The institute has 42 classrooms.
- The Number of ICT enabled Classrooms is 12.
- There are two seminar halls with ICT facilities.
- One LED TV
- Two Interactive Board

The optimal utilization of the classrooms is ensured and innovative teaching-learning practices are encouraged.

1. **Laboratories:** The institute has spacious and well-equipped laboratories.
2. **Seminar Hall:** There are two seminar halls with ICT facilities. Seminar halls equipped with LCD projector, computer, audio-visual facilities and Internet facilities. The seminars/webinars, Guest lectures, workshops etc are conducted in the seminar halls.
3. **Library:** The central library is located in the Ground floor. The Library is well-stocked. The total number of books in the central library is 21574.
4. **Internet Facility:** - Bandwidth available of internet connection in the Institution is 50mbps.

The institute provides several physical facilities like classrooms with ICT facility. It is a dedicated WIFI campus. Its also have its own playground, indoor sports complex, which helps the students to competence with the present society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article body image/4 1 1 Ext Prof.pdf

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

The college provides enough physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular activities efficiently. The students of the college are engaged in different physical and cultural activities like- annual sports, indoor and outdoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc. The NSS and NCC are specially formed to contribute as much as possible in different co-curricular activities and social works. The institute has a newly constructed auditorium for extracurricular activities. Each year the students union organizes Annual fest in the college premise.

There is a well built stage in the college ground is used for cultural activities and functions like celebration of Independence day, Republic day etc.

The college organizes annual sports yearly basis and a rich number of people took part in the event. There also different common room for boys and girls in the college. The Common Room is equipped with Carrom board, Table Tennis board and Chess board.

The college organizes NSS camps in a regular basis and other activities are carried out regularly. The college provides infrastructure and funds for all NSS activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_1_2_Ext_Prof.pdf

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_1_3_Ext_Prof.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)

00

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)

Library is automated using Integrated Library Management System (ILMS) namely CAMS 3.0 since 2018. Web OPAC Library system is running in the library which provides different library resources.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_2_1_Ext_Prof.pdf

4.2.2 - The institution has subscription for the A. Any 4 or more of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

0.0590

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

69

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

This Institution frequently updates its IT facilities including Wi-

Fi. The Institute has 78 number of computers, 3 Wi-Fi enabled computer lab, 1 well equipped computer center with Wi-Fi facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_3_1_Exp_Pro.pdf

4.3.2 - Number of Computers

78

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)

70.16954

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.

College has a conventional procedures and policies for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc.

Maintenance of the laboratory:

- The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the Principal and purchase committee as per the requirements of the teaching departments of the college.
- Record of maintenance account
- The Lab attendant issues equipment to the students
- The lab attendant keeps a record
- Stock register is regularly maintained.

Maintenance of library:

- The college Library is automated.
- The library software is used for Library for housekeeping operations.
- The list of books and other materials for purchase in the library.
- The departmental libraries have a good stock of texts and references.
- Provision of 'no dues' certificate
- Library periodically does the stock verification.

Maintenance of the sports facilities:

- Student'union takes responsibility for the maintenance of the sports facilities. The college authority purchases them by calling quotations.
- Some of the sports items are available

- Gym facilities are available for the use of the students.

Maintenance of Computers and IT facilities:

- Use of stock register.
- ICT facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kccollege.ac.in/admin-panel/CKUPLOAD/226745892.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

2458

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

425

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://admin.kccollege.ac.in/assets/img/uploads/article_body_image/5_1_3_Add_Info.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

00

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

00

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

5.1.5 - The Institution has a transparent

A. All of the above

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

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

12

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

105

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

00

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.

02

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)

Krishna Chandra College, Hetampur has an active student council named as student council of Krishna Chandra College. It is a group of elected students consisting of a president and a secretary working together within the framework of a constitution to provide a means for student's expression and assistance in college affairs and activities, give opportunities for student experience in leadership and encourage student relations. Teachers' Day, Fresher's Welcome, Students Farewell and College Annual Fest are organized exclusively by the Students' Council. Several awareness programmes and seminars and webinars are organized by the Students' Council with the guidance of the teachers. Council members play an active role in College Annual function, College Sports and during new admission. Inputs and suggestions are sought from Students' Council members when organizing student related events. . Council acts as a liaison between teachers and students as well as between college administration, various committees and students to facilitate easy flow of information. Student's representation is also there in various committees. In the present pandemic situation where face to face interaction with students is difficult the role of Class Representatives (C.R) that are selected by fellow classmates have increased a lot for disseminating vital information and acting as a link between students and teachers. The college has separate common rooms for boys and girls. 24 hours Wi-Fi facility in the college is available. There is a sound relationship between the teachers and the student union.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/5_3_2_Ext_Prof.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

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

In the agenda number 4 of IQAC meeting, dated 05/01/2022, it was resolved that the registration process of alumni of K. C. College will be completed after discussion with the eminent alumni who will be present in the event of 125th celebration on 24/06/2022 - 26/06/2022 of Krishna Chandra College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

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

It is necessary to have the practice of decentralization and participating management for the smooth, efficient and successful

functioning of any institution.

- The Governing body of the college takes various major development decisions of the institution.
- The principal of the institution has decentralized his powers by forming various Advisory Committees and a subcommittee consisting of teaching and non-teaching staff for the smooth running of the institution.
- The IQAC of the college plays a very crucial role in maintaining the quality in teaching, learning and evaluation processes.
- The Teacher's council of the college promotes the professional standards in the institution.
- There are departmental coordinators/HoDs in each of the departments who are endorsed to look after various departmental aspects like preparing departmental load distribution, conducting class tests, conducting departmental seminars/workshops and organizing educational tours, etc.
- Also, teachers participate in administrative and executive processes as: Representatives in the Governing Body, Nodal officer, bursar, public information officer, conveners of university exams and member of board of studies.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/mission.php
Upload any additional information	No File Uploaded

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

As the Institute works toward a decentralized governance system, all functions have the authority for delegation and operational autonomy. In the college, the governing body has the highest decision-making power.

Admission of Students: The institute follows a de-centralised online admission process as prescribed by the Government of West Bengal and our affiliating university. The students are selected on the basis of their marks in 10+2 level. The institute provides helpdesk facility to the students to resolve the admission related queries.

Human Resource Management: As per the directions of HRMS of the Government of West Bengal. Staff development and skill-building

programs are organized by the College. CAS promotion policy of the Higher Education Department, Govt of WB is followed. The Principal, Teachers' Council, Advisory committees, Sub-Committee, and the Bursar ensure active monitoring of all College functioning.

Library, ICT and Physical Infrastructure/Instrumentation:The library functions under an advisory committee (namely Library Committee). The central library of the college has a large collection of books. The institution has an ICT room and a virtual classroom together with free wifi facility.

Research and Development:Some of the faculty members are involved in research. The institute organizes various seminars and workshops to inculcate research skill and knowledge among the teachers and students.

Teaching and Learning:Departments distribute the workloads amongst the departmental teachers as per requirements.

Curriculum development:The institute follows the curriculum developed by the affiliating university.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/pageview.php?id=53
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A pandemic of Covid19 is a calamity on a scale that has never been seen before, and the national lockdown during the period made the teaching-learning process extremely challenging. In order to ensure that the teaching process continued smoothly, although virtually, at Krishna Chandra College, we developed a strategic plan. The first online classes were conducted on Google Classroom, which was readily accessible to everyone. The institute strictly obeys the guidelines and the directions given by the Govt. of WB and the University of Burdwan.

The strategic plan of the institute is prepared in keeping in mind the following

1) Directions from the Higher Education Department, Govt. of WB and

the University of Burdwan

- 2) Academic calendar given by the University of Burdwan
- 3) Improved teaching-learning procedure
- 4) Effective Leadership and Participative management
- 5) Financial Planning & Management
- 6) Student needs
- 7) Employees Advancement & Welfare
- 8) Augmenting infrastructure
- 9) Future plans of the institution

Deployment:

The faculty members of the institute are encouraged to participate in various workshops and seminars to improve their knowledge to provide improved education to the students. The IQAC of the institute plays a pivotal role to maintain the quality standards of education in the institute. Apart from that, there are several advisory committees and subcommittees to monitor actively the functioning of the institution. This year the institute received grants under the strengthening component of DBT star college scheme in its non-recurring head to revamp its infrastructure.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_2_1_Add_Info.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.

The role & responsibilities of the above institutional bodies are

mentioned in the Statute of the affiliating University of Burdwan:

1. The President of the Governing Body: The President monitors the overall administrative parts of the college.
2. The Governing Body: The major decisions regarding developmental plans are framed in the Governing body meetings.
3. Principal: The Principal is the academic and administrative head to decide on academic and non-academic activities.
4. Bursar: He/she manages the domestic and internal finances of the College .
5. Co-ordinators of the departments: They are responsible for academic and administrative functioning of the departments.
6. The faculty members: The Faculty members take care of the curricular, co-curricular, and extra-curricular activities.
7. The teacher council: The teachers' council is the statutory body in the College which promotes professional standards in teaching.
8. The librarian: The Librarian plans for procuring of books and maintains all functions of the Library.
9. Placement cell: The placement cell organizes campus interviews for the final year and pre-final year students.
10. Advisory committees: There are several advisory committees for taking decisions.
11. Sub-committee: The Governing Body appoints a Sub-committee for financial affairs from amongst the members of the Governing Body.
12. Office: Office looks after regular day to day official work.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_2_2.pdf
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	No File Uploaded
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 institute is committed to safeguarding the welfare of teaching and non-teaching staff. The institute encourages the faculty members of the institute to regularly participate in workshops, seminars and conferences. For attending such academic events 'on duty leave' is granted to them. The institute also takes timely measures to process documents and to form committees for the promotion of the teaching staff. The institute is committed towards the timely processing of relevant documents of the non-teaching staff also. Both the teaching and non-teaching staff of the institute get benefit from the GSLI policy. Apart from that, the institute takes quick steps for sanctioning loans for any staff from his/her accumulated PF balance, and also is sometimes given salary advance to facilitate the teaching and non-teaching staff of the college. Moreover, the institute has a welfare society named 'Krishna Chandra College Employees' Credit Co-operative Society Ltd.' from where the member staff can get personal loans whenever needed.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_3_1_Add_Info1.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

00

File Description	Documents
Upload any additional information	View File
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

00

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	No File Uploaded
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

09

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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 institute has an appraisal system for teaching and non-teaching staff. Feedback is regularly collected from different stakeholders like students, parents, teachers etc. The feedback is taken on different aspects like academic facility, infrastructure facility, research facility, level of student satisfaction etc. Then the feedback is scrutinized to improve performance. Also, a complaint/suggestions box is provided on our college campus for collecting suggestions from different stakeholders. It is opened periodically. The Grievances & Redressal Cell analyzes the nature of the grievances received and solves the issues. Also, the promotion of faculty members is based on the API score of the UGC Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_3_5_Add_Info.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

The institute has a robust mechanism for conducting the audit. The auditors verify/audit the following data: 1) All cash and bank receipts and transactions, 2) Cash balance, 3) Bank reconciliation of all Bank Accounts, 4) Salary register and its reconciliation of

TDS, 5) Interest earned on investments, 6) Budget, 7) Fees reconciliation statement with student record 8) income and expenditure statements etc. Each year the accountant of the institute prepares a financial statement of the institute. After that, the statements are audited by the auditors. The audit includes two components:

Internal Audit:The Governing Body of the institute appoints a chartered accountant firm on a contract basis to audit the financial statements of the institute. They check statements related to funding and other documents etc.

External Audit:The external audit committee set up by the DPI, Govt. of West Bengal audits the books of accounts in each financial year and submits the audited report to the institute. They check documents related to Government funding, fees, provident fund, tax, annual bank reconciliation statements, all cash and bank receipts and transactions, income and expenditure statements etc.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_2_Add_Info.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)

01

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

Every year our institution prepares a budget keeping in mind the requirements of departments, offices, and various advisory committees. Our institute mobilizes funds from the following sources: 1)Government Sources:Our institute receives salaries and other grants from the Department of Higher Education, Government of West Bengal. 2)Tuition fees:Tuition fees are received from students at the time of admission. 3) Funding agencies:Different funding agencies like UGC, DBT, and DST are approached from time to time by the institute for different projects. 4)Miscellaneous sources:Also the institute receives funds from well-wishers and non-government organizations (NGOs) for specific purposes. Also, the institute receives interest on its fixed deposits. The institute ensures proper and sustained utilization of the funds received from the above sources. The salary grants are utilized for the salary of teaching and non-teaching staff. Half of the tuition fees received from the students are shared with the Government of West Bengal. The remaining half of the funds are utilized for: 1) Infrastructure:construction of building expenditure and renovation of a building 2)Physical assets:as per requirements of different departments 3) Academic purpose:organization of seminars, workshops, research activities and other academic activities, student-related extra-curricular activities, contingencies, maintenance, remuneration of external visitors and other routine expenses. 4) Salary of casual staff:providing salary to the casual staff. The grants received from the funding agencies are utilized by the respective project heads. The financial support received from well-wishers, and non-government organizations (NGOs) are utilized for specific purposes.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_4_3_Add_Info2.pdf _Info.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

Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching-learning process, structures & methodologies of operations, and learning outcomes at periodic intervals. The cell conducted significantly in the following areas:

1. Conducted regular meetings for improvement.
2. Prepared strategies for quality assurance and ensured implementation.
3. Organized webinars, seminars and other programmes in collaboration with other departments, NCC and NSS.
4. Collected and analysed feedback.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_5_1_Add_Info.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

The IQAC of the institute plays a pivotal role in reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals. The IQAC took the following steps to review various academic and operational activities:

- Prepared the academic calendar in concordance with the affiliating university well in advance mentioning admission,

examination, vacation and other events schedules.

- Took the initiative to display the calendar on the notice board and hoist it on the institutional website.
- Organized orientation program for newly admitted students.
- Students were explained the Time-Table, CBCS Programme structure, syllabi, Cos, POs and PSOs of the courses before the commencement of the semester.
- Conveying important notices to the students through Whatsapp, Telegram and Gmail.
- During the partial closure of the institute due covid-19 the IQAC ensured that classes be taken online mode.
- The principal of the institute monitored the weekly class report of the departments.
- Ensured re-opening of the institute maintaining strict COVID-19 protocols.
- Collected and analyzed feedback from students for the improvement of teaching and learning.
- Collected and analyzed feedback from teachers and parents for improvement.
- Reviewed the feedback from the stakeholder and implemented accordingly.
- Reviewed the performance of the students in the Univesity Examinations.
- Encouraged faculty members to participate in FIPs, RCs, FDPs, STCs, Seminars, Conferences Workshops etc. to enhance their knowledge.
- Encouraged and assisted departments to conduct webinars, workshops, quizzes etc.
- Ensured timely submission of AQAR.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/igac-new.php?id=1
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
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

The United Nations has specified 17 goals to achieve by 2030 to ensure sustainable development across the globe. Gender equity is one such goal. Our institute is actively committed to the attainment of such goals for society and development. Female students form a significant part of our student community. So our institute takes various measures to promote gender equality. The college responds proactively to university/ other notifications and faculty attends gender related events. College provides a safe and secure environment and CCTV cameras are installed. The institute has formed women's empowerment cells. The cell in collaboration with IQAC has organized a talk on 8th March 2022 by Dr. Miratun Nahar on the topic "Bishwa Naridibas: Ami Je Bhaba Bujhi" on the occasion of International Women's Day to promote gender equity. Apart from that different departments take various initiatives throughout the year to raise gender awareness. Also, there is a separate girls' common room for the female students of the institute. There are also separate hostel facilities for girls and boys. Female faculty members represent 31% of the total faculty members of our institute. All of them represent various advisory committees. Some female faculty members are also coordinators of various departments.

File Description	Documents
Annual gender sensitization action plan	NIL
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://admin.kccollege.ac.in/assets/img/uploads/article_body_image/7_1_1_Add_Info2.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

The institute is committed to keeping cleanliness in its surroundings as it is beneficial both aesthetically and environmentally. The institute also takes several initiatives around the year to educate the students about cleanliness. Everywhere in the institute, there are several dustbins with different markings to segregate biodegradable waste from non-biodegradable waste. For hazardous chemicals, the institute has a strict policy. We have a separate policy for solid chemical waste and liquid chemical waste. The glass materials along with other solid wastes are kept in a container which remains closed always except when any waste is being added. When the container gets filled the waste is generally transferred into a larger pit for destruction. The liquid wastes are managed in two ways. First, we try to reuse the liquid waste if possible. If it is not possible to reuse the liquid waste then the waste is allowed to pass through a proper drainage system so that it can reach a shot pit in a separated specific area.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://admin.kccollege.ac.in/assets/img/uploads/article body image/7 1 3 Geo tagged photographs.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

A. Any 4 or all 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:

A. Any 4 or All of the above

- 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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and

E. None of the above

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

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	No File Uploaded

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

B. Any 3 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

The institute plays a dominant role in promoting an inclusive environment. The institute has students from different cultural, regional, linguistic and economic backgrounds. The institute strictly maintains a reservation policy as specified by the government. The institute provides fee concessions to help students from the economically weak background. The institute has a Women's Empowerment Cell and Committee for SC/ST/OBC to promote inclusiveness. The NSS wing of the institute sensitizes the villagers to promote tolerance and harmony towards cultural, regional, and linguistic diversities from time to time through its various programs. These programs also help the students to understand societal needs and challenges. The institute observes different days to sensitize students about harmony. The institute also trains local youths to raise awareness about harmony among the villagers. The institute also educates the students to raise awareness about the inclusive environment through the mentorship program.

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

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

The institute organizes regular events to sensitize students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. In the curriculum course on Environmental Science is offered. The institute organizes flag-hoisting ceremonies on Independence day and Republic day. The NSS unit has organized a webinar on the "importance of timely vaccinations" to raise awareness in this covid-19 period. Also, the NCC unit of the institute has celebrated various days like International Day of Yoga, International Day Against Drugs Abuse & Illicit Trafficking, World AIDS Day, National Voter's Day and many more to raise awareness. The institute has organized a webinar on International Women's Day. Faculties took the initiative to educate the students about the fundamental rights and duties of responsible students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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**

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	No File Uploaded
Any other relevant information	View File

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

The institute celebrates and organizes events regularly on the occasion of different national and international commemorative days and festivals with the active participation of all the stakeholders with great enthusiasm. The institute has celebrated many national commemorative days like Independence Day, Republic Day, and National Voter's Day as well as various international commemorative days e.g. International Yoga Day, World AIDS Day, International Women's Day, World Forestry Day, World Water Day, World Health Day, World Earth Day, World No Tobacco Day and International Women's Day etc in collaboration with the NCC and NSS wing. Also, the institute has celebrated the birthday of our great national personalities Mahatma Gandhi, Netaji Subhash Chandra Bose, Swami Vivekananda and Dr

Sarvepalli Radhakrishnan. Also, the institute has organized a Puja Gift and Daily Essentials Distribution Programme before Durga Puja to help the local people.

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	View File

7.2 - Best Practices

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

Best Practice I

Title of the practice:: Leveraging technology in the teaching-learning method.

Best Practice II

Title of the practice:: Green Initiative for Sustainable Future.

Note: The details are attached herewith

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

The institute aims to provide the best quality of education among

all students irrespective of their caste, creed, and gender. The institute always tries to implement distinctiveness in the work. Almost all the students of the institute are from the surrounding villages. The number of girl students is also good in a number. Most of the students are from poor economic backgrounds. The tuition fee and living costs at the hostel of the institute are pretty low compared to other institutes in the district. The institute aims to motivate them to contribute to society by acquiring proper knowledge. The institute is also gradually ramping up its infrastructure, including its ICT facility. This year we have received the grants under the strengthening component of the DBT star college scheme under the non-recurring head. The institute conducts special health-related Seminars/workshops and health check-up camps to find out the health issues of the students. Moreover, the faculty members of the institute together with non-teaching staff and students participate in various social activities, such as distributing clothes and food among the economically weaker villagers this year. Also, the institute works in the field of raising awareness about environmental issues among the villagers.

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

For effective curriculum delivery a well-planned and documented process is followed. Action taken by the college for the same are presented below:

1. As the College is affiliated with The University of Burdwan, it fully follows the University curriculum. The College prepares the academic calendar with the help of the academic calendar of the affiliating university. The syllabus is distributed among the teachers in departmental meetings and classes allotted as per the routine. The departmental routines are approved by the principal.
2. The principal supervises the regularity of classes. Teachers note down the topic taught in every class to keep track of the progress of the coverage of the syllabus. Regular departmental meetings are also held to discuss the extent to which the syllabus has been completed.
3. Teachers also supplied study material through WhatsApp, Google Classroom, and the Departmental website. Departments use tutorials, continuous assessments, and mentor-mentee exchanges to identify the learning difficulties and special needs of the students.
4. Students are supported with a bridge course at the beginning of a semester to help them to catch up with the prerequisites.
5. The College provides a Wi-Fi- enabled campus and a good student-computer ratio for its students as an additional boost.
6. Apart from the conventional chalk and talk method, ICT based teaching-learning methods are extensively used.
7. For smooth and quick communication, the WhatsApp groups are created.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kccollege.ac.in/uploads/Prospectus/E%20Prospectus%20KCC_2022-23_Modified.pdf

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

The University of Burdwan circulates an academic calendar before the start of the academic session. The academic calendar consists the information about the beginning, dispersal of the classes, practical examination, theory examination and semester break. Apart from Academic Calendar provided by the University, our college prepares Academic Calendar which reflects academic activities such as scheduled dates for Internal Assessments, conferences and other cocurricular activities etc. Each department engages in continuous internal evaluation (CIE), which is a routine practise. CIE is performed for theory papers through examinations, assignments, presentations, etc. University regulations state that the IA module has a 20% weighting and that the end-of-semester exam has an 80% weighting. Each student's IA marks are explicitly displayed to them before posting, and any discrepancies are resolved. In case of practicals CIE is conducted while experiments are performed by the students through interaction, viva-voice etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://admin.kccollege.ac.in/assets/img/uploads/article body image/KCC ACADEMIC CALENDAR 2021-221.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

A. All of the above

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

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

17

File Description	Documents
Any additional information	View File
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)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

00	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
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	
<p>The college worked as the torchbearer of education in the district of Birbhum for the last 125 years. Apart from providing the best quality of education the college also works for the holistic development of society. The college conducts various co-curricular activities throughout the year. Through these co-curricular activities, the college raises awareness about professional ethics, gender, human values, environment and sustainability. All the stakeholders of the college actively participate in such programs. Also, the NCC and NSS units of the college organize several events. The college has a code of conduct for all of its stakeholders to maintain professional ethics. The college celebrates different gender sensitization programs like celebrating international women's day to increase awareness about gender equity. Also, the college is committed to raising awareness about the environment for a sustainable future. The college organizes various awareness events on the occasion of world environment day, forest week etc. In all the programmes, there is a mandatory Ability Enhancement Compulsory Course (AECC) titled 'Environmental Studies'. It enables students to develop a comprehensive understanding of various facets of life forms and ecological processes. It also helps students to identify relevant environmental issues, analyse the various underlying causes, evaluate the practices and policies, and develop a framework to make informed decisions.</p>	

File Description	Documents
Any additional information	View File
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

04

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

58

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	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://kccollege.ac.in/igac-new.php?id=16

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

2188

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

612

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

In every class, students are divided into various groups depending on their level of understanding, interactions with teachers, background knowledge on a particular topic, question answer session, periodic assessment etc. Departmental and Master Routines are also prepared in such a manner that the classes are equitably distributed among the teachers. Number of classes per teacher are so maintained that the syllabus can be covered as per the Academic Calendar. But still all students cannot grasp the concept equally well within that time frame. To cope up these problems, teachers share with the students prepared notes either in Whatsapp group or Telegram. However, some students need extra care. So extra classes are arranged for them. Teachers from the different departments extend their support to the needy students through phone calls, telegram, email, and other social media apps to provide suggestions, whenever required. Toppers from each department in the University examinations are awarded with prizes and Certificates to encourage a healthy competitive mindset among students. Online resources or study materials are accessible from the college website for each student to strengthen their knowledge on the subject. Students are encouraged to participate in conferences, seminars and workshops to gain knowledge.

File Description	Documents
Link for additional Information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_2_1_Additional_Info.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
3183	40

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

Our institute believes in the adoption of student-centric methods to enhance students involvement as a part of participatory learning and problem-solving methods. These include: 1. Students participate in competitions at various levels for real-time exposure and are simultaneously encouraged to participate in State, National, and International Levels. 2. Organizing local level field visits for students for making them familiar with the local current issues. To further sensitize the students, about the local socio-economic conditions with a motive to establish a social connection and to provide support to the particular group of people, who are in need of it. In this kind of field visit, special emphasis was given to making them aware of the healthy diet and hygiene, by preparing and providing a specific diet chart for a particular family and further inquiring about malnutrition and obesity. 3. Institute frequently organizes various student activities for promoting the spirit of teamwork and goodwill. The institution also conducts activities such as NSS camps, Tree plantation, Swatch Bharat Abhiyan, and Health awareness camp to help the students to learn the art of living in a team for Social and community welfare. 4. Project work is organized to make our students aware of the experiments and research in brief. 5. The case study method is also adopted and used during the teaching-learning process in order to develop the problem solving ability among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_3_1_Additional_Info.pdf

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

Nowadays in the field of education, having the required knowledge about ICT-enabled tools is very essential for making teaching learning process effective. Thus in order to make use of these ICT tools during teaching, faculty members keep themselves updated about new development in this field. Almost all the teachers of Krishna Chandra college are well equipped and trained in respect of using ICT-enabled teaching tools for facilitating the teaching learning process.

ICT Tools: The teachers used ICT tools including computers, projectors and several softwares. Institute premises are Wifi enabled with a bandwidth upto 300 MBPS(?). Latest softwares are used by many departments such as Mathematics, Chemistry and Physics.

Teaching pedagogies: Google Meet, Zoom and Whatsapp were used to conduct online lectures, share resources and conduct internal exams and assignments. Pedagogy was mainly participative. Teachers also used Powerpoint presentations, lecture recordings, uploading on google drive, and Audio/video aids. Google Forms were used for taking feedback, research-based activities etc. All webinars, workshops, BU exams, outreach programmes have been conducted through ICT

Online library resources: College library has IP access as well as remote access to e- resources.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_3_2_Additional_Info.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

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

22

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

457

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 integral part of CBCS programme. Since the evaluation of these assessments are confidential, there is little scope to show the answer scripts to the students but individual weaknesses are taken up in class and discussed

1. Internal assessment schedule: The students are informed beforehand about the academic calendar, requirements of the exam and tentative dates according to both teacher, student requirements and contextual factors. During the pandemic a lot of flexibility was given to students in submitting the assignments due to extraordinary circumstances. Extra time is given to some students who have a disability or other problems.
2. Modes of internal assessment: Online assessment was used during pandemic as per BU guidelines. Continuous assessment, End-of-unit tests, mid-unit tests are conducted by teachers according to the requirement of the course. This includes written assignments that can be emailed or uploaded, presentations by students etc. Questions banks are available in the college library and through BU website. The teachers ensure speedy evaluation and students are given feedback about their performance.
3. The college has set up an examination committee for the smooth functioning of conducting exams. The committee follows the guidelines issued by University of Burdwan. All exam related procedural guidelines need to be followed by the teachers strictly.
4. If students have any grievances, then they can approach the teacher directly. In case it doesn't get resolved then can approach the grievance redressal committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_5_1_Additional_Info.pdf

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

There is no grievance of students regarding evaluation process till date. But there is a learning environment and learning commitment with learning comfort in the college where students can freely communicate with their respective mentors and try to solve any difficulties with full satisfaction. The internal evaluation system of the College is fairly transparent and efficient with adequate checks and balances. Students feeling aggrieved have the option of taking up the matter with the Heads of the respective departments. In addition to that the College has a Grievance Redressal Cell. The Grievance Committee will meet as and when required depending on grievances received. Students can lodge their complaints in writing on any issue, including internal evaluation process. Students even have the liberty to take up the issue to the Principal .The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) by the principal after the recommendations are submitted to him by the Grievance Redressal Committee.

File Description	Documents
Any additional information	View File
Link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_5_2_Additional_Info.pdf

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 outcomes encompass a broad spectrum of knowledge, skills, abilities And attitudes that students acquire during the pursuit of graduate Courses. The College offers a number of programmes in Science, Humanities and Commerce, Each of them with unique and well-defined outcomes. The specific learning outcomes

of various courses are built into the curriculum of each discipline and are available On the University website. The College has well-designed and effective mechanisms to communicate Programme and course outcomes to all stakeholders, which are: Fresh applicants can get the requisite information from the college website as well as from the prospectus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://kccollege.ac.in/admin-panel/CKUPLOAD/1457389097.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.

1. College always emphasize on the output of student. It regularly directs the IQAC To execute it properly. The mission statement of the college itself clearly states the Approach of the college towards the holistic development of students. There are three programmes in the college viz. Arts, science and Commerce, though these are traditional in nature but college has been continuously working on the attainments Of these outcomes. Very systematically, from the first year of their college, the Purpose of their academic journey is elaborated through principal address, induction programme, and classroom interactions. In order to focus on the outcomes, they are categorized in the slow, average and advanced learner on The basis of their entry level marks. Close awareness of basic conceptual clarity, life-skills, Practical exposure and their behavioral change are few of the parameters to Recognize or evaluate the attainment of their outcomes. Lectures on competitive examinations, career counseling are Playing crucial role in the overall development of the students.
2. The Best students' awards are given to students. Star performers are felicitated on the Annual Day in different categories such as best students of the year, university toppers and students who have received scholarships.
3. Students are given the opportunity to interact with their distinguished alumni regarding job opportunities and future perspectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_6_2_Additional_Info.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

690

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	No File Uploaded
Paste link for the annual report	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_6_3_Supporting_Doc.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)

http://admin.kccollege.ac.in/assets/img/uploads/article_body_image/SSS_2021-2022.pdf

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)

62

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

04

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	View File
Paste link to funding agency website	https://dbtindia.gov.in/#

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

03

File Description	Documents
Report of the event	View File
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**

15

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**

15

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

The college believes in providing opportunities for all round development of its stakeholders and the communities through various extension programmes and outreach activities that address social issues for their holistic development. The college organizes a number of activities to promote the institute-neighborhood community relationship and to sensitize the students towards the community needs. The National Service Scheme [NSS Unit-1 & 2], Women's Empowerment Cell [WEC] and NCC company of the college always remain in the forefront to promote the institute-neighborhood community relationship through such activities. Along with carrying out various social service activities NCC company of the college adopts one village each &

every year. It carries out different social service activities in the adopted village with a view to developing the village holistically. The college organized regular seminars, workshops, and training as part of extension programmes for inculcating scientific and research temperament in the students. Major highlights of such activities are -

1. Women's Empowerment Cell organised a talk on the occasion of International Women's Day
2. One Day Webinar on "Importance of Timely Vaccination". An Awareness Programme organised by NSS units.
3. Special care is taken about educating the old & aged people in the village. Awareness campaign on "Beti Bachao, Beti Padao" has drawn a special attention of the villagers by NSS & NCC Unit.
4. Sanitary Pad Distribution Drive by Women's Empowerment Cell.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/3_3_1_Add_Info2.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

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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**

30

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**

2722

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**

04

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	No File Uploaded

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

03

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

1. Classroom:

- The institute has 42 classrooms.
- The Number of ICT enabled Classrooms is 12.
- There are two seminar halls with ICT facilities.
- One LED TV
- Two Interactive Board

The optimal utilization of the classrooms is ensured and innovative teaching-learning practices are encouraged.

1. **Laboratories:** The institute has spacious and well-equipped laboratories.
2. **Seminar Hall:** There are two seminar halls with ICT facilities. Seminar halls equipped with LCD projector, computer, audio-visual facilities and Internet facilities. The seminars/webinars, Guest lectures, workshops etc are conducted in the seminar halls.
3. **Library:** The central library is located in the Ground floor. The Library is well-stocked. The total number of books in the central library is 21574.
4. **Internet Facility:** - Bandwidth available of internet connection in the Institution is 50mbps.

The institute provides several physical facilities like classrooms with ICT facility. It is a dedicated WIFI campus. Its also have its own playground, indoor sports complex, which helps the students to competence with the present society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_1_1_Ext_Prof.pdf

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

The college provides enough physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular activities efficiently. The students of the college are engaged in different physical and cultural activities like- annual sports, indoor and outdoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc. The NSS and NCC are specially formed to contribute as much as possible in different co-curricular activities and social works. The institute has a newly constructed auditorium for extracurricular activities. Each year the students union organizes Annual fest in the college premise.

There is a well built stage in the college ground is used for cultural activities and functions like celebration of Independence day, Republic day etc.

The college organizes annual sports yearly basis and a rich number of people took part in the event. There also different common room for boys and girls in the college. The Common Room is equipped with Carrom board, Table Tennis board and Chess board.

The college organizes NSS camps in a regular basis and other activities are carried out regularly. The college provides infrastructure and funds for all NSS activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_1_2_Ext_Prof.pdf

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_1_3_Ext_Prof.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)

00

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)

Library is automated using Integrated Library Management System (ILMS) namely CAMS 3.0 since 2018. Web OPAC Library system is running in the library which provides different library resources.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_2_1_Ext_Prof.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

A. Any 4 or more 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)

0.0590

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

69

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

This Institution frequently updates its IT facilities including Wi-Fi. The Institute has 78 number of computers, 3 Wi-Fi enabled computer lab, 1 well equipped computer center with Wi-Fi facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_3_1_Exp_Pro.pdf

4.3.2 - Number of Computers	
78	
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)	
70.16954	
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.	
College has a conventional procedures and policies for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc.	

Maintenance of the laboratory:

- The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the Principal and purchase committee as per the requirements of the teaching departments of the college.
- Record of maintenance account
- The Lab attendant issues equipment to the students
- The lab attendant keeps a record
- Stock register is regularly maintained.

Maintenance of library:

- The college Library is automated.
- The library software is used for Library for housekeeping operations.
- The list of books and other materials for purchase in the library.
- The departmental libraries have a good stock of texts and references.
- Provision of 'no dues' certificate
- Library periodically does the stock verification.

Maintenance of the sports facilities:

- Student's union takes responsibility for the maintenance of the sports facilities. The college authority purchases them by calling quotations.
- Some of the sports items are available
- Gym facilities are available for the use of the students.

Maintenance of Computers and IT facilities:

- Use of stock register.
- ICT facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kccollege.ac.in/admin-panel/CKUPLOAD/226745892.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	
2458	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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	
425	
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://admin.kccollege.ac.in/assets/img/uploads/article_body_image/5_1_3_Add_Info.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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
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

12

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

105

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

00

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.**

02

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)

Krishna Chandra College, Hetampur has an active student council named as student council of Krishna Chandra College. It is a group of elected students consisting of a president and a secretary working together within the framework of a constitution to provide a means for student's expression and assistance in college affairs and activities, give opportunities for student experience in leadership and encourage student relations. Teachers' Day, Fresher's Welcome, Students Farewell and College Annual Fest are organized exclusively by the Students' Council. Several awareness programmes and seminars and webinars

are organized by the Students' Council with the guidance of the teachers. Council members play an active role in College Annual function, College Sports and during new admission. Inputs and suggestions are sought from Students' Council members when organizing student-related events. . Council acts as a liaison between teachers and students as well as between college administration, various committees and students to facilitate easy flow of information. Student's representation is also there in various committees. In the present pandemic situation where face to face interaction with students is difficult the role of Class Representatives (C.R) that are selected by fellow classmates have increased a lot for disseminating vital information and acting as a link between students and teachers. The college has separate common rooms for boys and girls. 24 hours Wi-Fi facility in the college is available. There is a sound relationship between the teachers and the student union.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/5_3_2_Ext_Prof.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

13

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

In the agenda number 4 of IQAC meeting, dated 05/01/2022, it was resolved that the registration process of alumni of K. C. College will be completed after discussion with the eminent alumni who will be present in the event of 125th celebration on 24/06/2022 - 26/06/2022 of Krishna Chandra College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

E. <1Lakhs

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

It is necessary to have the practice of decentralization and participating management for the smooth, efficient and successful functioning of any institution.

- The Governing body of the college takes various major development decisions of the institution.
- The principal of the institution has decentralized his powers by forming various Advisory Committees and a subcommittee consisting of teaching and non-teaching staff for the smooth running of the institution.
- The IQAC of the college plays a very crucial role in maintaining the quality in teaching, learning and evaluation processes.
- The Teacher's council of the college promotes the professional standards in the institution.

- There are departmental coordinators/HoDs in each of the departments who are endorsed to look after various departmental aspects like preparing departmental load distribution, conducting class tests, conducting departmental seminars/workshops and organizing educational tours, etc.
- Also, teachers participate in administrative and executive processes as: Representatives in the Governing Body, Nodal officer, bursar, public information officer, conveners of university exams and member of board of studies.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/mission.php
Upload any additional information	No File Uploaded

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

As the Institute works toward a decentralized governance system, all functions have the authority for delegation and operational autonomy. In the college, the governing body has the highest decision-making power.

Admission of Students: The institute follows a de-centralised online admission process as prescribed by the Government of West Bengal and our affiliating university. The students are selected on the basis of their marks in 10+2 level. The institute provides helpdesk facility to the students to resolve the admission related queries.

Human Resource Management: As per the directions of HRMS of the Government of West Bengal. Staff development and skill-building programs are organized by the College. CAS promotion policy of the Higher Education Department, Govt of WB is followed. The Principal, Teachers' Council, Advisory committees, Sub-Committee, and the Bursar ensure active monitoring of all College functioning.

Library, ICT and Physical Infrastructure/Instrumentation: The library functions under an advisory committee (namely Library Committee). The central library of the college has a large collection of books. The institution has an ICT room and a virtual classroom together with free wifi facility.

Research and Development:Some of the faculty members are involved in research. The institute organizes various seminars and workshops to inculcate reseach skill and knowledge among the teachers and students.

Teaching and Learning:Departments distribute the workloads amongst the departmental teachers as per requirements.

Curriculum development:The institute follows the curriculum developed by the affiliating university.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/pageview.php?id=53
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A pandemic of Covid19 is a calamity on a scale that has never been seen before, and the national lockdown during the period made the teaching-learning process extremely challenging. In order to ensure that the teaching process continued smoothly, although virtually, at Krishna Chandra College, we developed a strategic plan. The first online classes were conducted on Google Classroom, which was readily accessible to everyone. The institute strictly obeys the guidelines and the directions given by the Govt. of WB and the University of Burdwan.

The strategic plan of the institute is prepared in keeping in mind the following

- 1) Directions from the Higher Education Department, Govt. of WB and the University of Burdwan
- 2) Academic calendar given by the University of Burdwan
- 3) Improved teaching-learning procedure
- 4) Effective Leadership and Participative management
- 5) Financial Planning & Management
- 6) Student needs

7) Employees Advancement & Welfare

8) Augmenting infrastructure

9) Future plans of the institution

Deployment:

The faculty members of the institute are encouraged to participate in various workshops and seminars to improve their knowledge to provide improved education to the students. The IQAC of the institute plays a pivotal role to maintain the quality standards of education in the institute. Apart from that, there are several advisory committees and subcommittees to monitor actively the functioning of the institution. This year the institute received grants under the strengthening component of DBT star college scheme in its non-recurring head to revamp its infrastructure.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_2_1_Add_Info.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.

The role & responsibilities of the above institutional bodies are mentioned in the Statute of the affiliating University of Burdwan:

1. The President of the Governing Body: The President monitors the overall administrative parts of the college.
2. The Governing Body: The major decisions regarding developmental plans are framed in the Governing body meetings.
3. Principal: The Principal is the academic and administrative head to decide on academic and non-academic activities.

4. Bursar: He/she manages the domestic and internal finances of the College .
5. Co-ordinators of the departments: They are responsible for academic and administrative functioning of the departments.
6. The faculty members: The Faculty members take care of the curricular, co-curricular, and extra-curricular activities.
7. The teacher council: The teachers' council is the statutory body in the College which promotes professional standards in teaching.
8. The librarian: The Librarian plans for procuring of books and maintains all functions of the Library.
9. Placement cell: The placement cell organizes campus interviews for the final year and pre-final year students.
10. Advisory committees: There are several advisory committees for taking decisions.
11. Sub-committee: The Governing Body appoints a Sub-committee for financial affairs from amongst the members of the Governing Body.
12. Office: Office looks after regular day to day official work.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://admin.kccollege.ac.in/assets/img/uploads/article body image/6 2 2.pdf
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	No File Uploaded
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 institute is committed to safeguarding the welfare of teaching and non-teaching staff. The institute encourages the faculty members of the institute to regularly participate in workshops, seminars and conferences. For attending such academic events 'on duty leave' is granted to them. The institute also takes timely measures to process documents and to form committees for the promotion of the teaching staff. The institute is committed towards the timely processing of relevant documents of the non-teaching staff also. Both the teaching and non-teaching staff of the institute get benefit from the GSLI policy. Apart from that, the institute takes quick steps for sanctioning loans for any staff from his/her accumulated PF balance, and also is sometimes given salary advance to facilitate the teaching and non-teaching staff of the college. Moreover, the institute has a welfare society named 'Krishna Chandra College Employees' Credit Co-operative Society Ltd.' from where the member staff can get personal loans whenever needed.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_3_1_Add_Infol.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

00

File Description	Documents
Upload any additional information	View File
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**

00

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	No File Uploaded
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**

09

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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 institute has an appraisal system for teaching and non-teaching staff. Feedback is regularly collected from different stakeholders like students, parents, teachers etc. The feedback is taken on different aspects like academic facility, infrastructure facility, research facility, level of student satisfaction etc. Then the feedback is scrutinized to improve performance. Also, a complaint/suggestions box is provided on our college campus for collecting suggestions from different stakeholders. It is opened periodically. The Grievances & Redressal Cell analyzes the nature of the grievances received and solves the issues. Also, the promotion of faculty members is based on the API score of the UGC Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_3_5_Add_Info.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

The institute has a robust mechanism for conducting the audit.

The auditors verify/audit the following data: 1) All cash and bank receipts and transactions, 2) Cash balance, 3) Bank reconciliation of all Bank Accounts, 4) Salary register and its reconciliation of TDS, 5) Interest earned on investments, 6) Budget, 7) Fees reconciliation statement with student record 8) income and expenditure statements etc. Each year the accountant of the institute prepares a financial statement of the institute. After that, the statements are audited by the auditors. The audit includes two components:

Internal Audit:The Governing Body of the institute appoints a chartered accountant firm on a contract basis to audit the financial statements of the institute. They check statements related to funding and other documents etc.

External Audit:The external audit committee set up by the DPI, Govt. of West Bengal audits the books of accounts in each financial year and submits the audited report to the institute. They check documents related to Government funding, fees, provident fund, tax, annual bank reconciliation statements, all cash and bank receipts and transactions, income and expenditure statements etc.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/4_2_Add_Info.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)

01

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

Every year our institution prepares a budget keeping in mind the requirements of departments, offices, and various advisory committees. Our institute mobilizes funds from the following sources: 1)Government Sources:Our institute receives salaries and other grants from the Department of Higher Education, Government of West Bengal. 2)Tuition fees:Tuition fees are received from students at the time of admission. 3) Funding agencies:Different funding agencies like UGC, DBT, and DST are approached from time to time by the institute for different projects. 4)Miscellaneous sources:Also the institute receives funds from well-wishers and non-government organizations (NGOs) for specific purposes. Also, the institute receives interest on its fixed deposits. The institute ensures proper and sustained utilization of the funds received from the above sources. The salary grants are utilized for the salary of teaching and non-teaching staff. Half of the tuition fees received from the students are shared with the Government of West Bengal. The remaining half of the funds are utilized for: 1) Infrastructure:construction of building expenditure and renovation of a building 2)Physical assets:as per requirements of different departments 3) Academic purpose:organization of seminars, workshops, research activities and other academic activities, student-related extra-curricular activities, contingencies, maintenance, remuneration of external visitors and other routine expenses. 4) Salary of casual staff:proving salary to the casual staff. The grants received from the funding agencies are utilized by the respective project heads. The financial support received from well-wishers, and non-government organizations (NGOs) are utilized for specific purposes.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_4_3_Add_Info2.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

Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching-learning process, structures & methodologies of operations, and learning outcomes at periodic intervals. The cell conducted significantly in the following areas:

1. Conducted regular meetings for improvement.
2. Prepared strategies for quality assurance and ensured implementation.
3. Organized webinars, seminars and other programmes in collaboration with other departments, NCC and NSS.
4. Collected and analysed feedback.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_5_1_Add_Info.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

The IQAC of the institute plays a pivotal role in reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals. The IQAC took the following steps to review various academic and operational activities:

- Prepared the academic calendar in concordance with the affiliating university well in advance mentioning admission, examination, vacation and other events schedules.
- Took the initiative to display the calendar on the notice board and hoist it on the institutional website.
- Organized orientation program for newly admitted students.
- Students were explained the Time-Table, CBCS Programme structure, syllabi, Cos, POs and PSOs of the courses before the commencement of the semester.
- Conveying important notices to the students through Whatsapp, Telegram and Gmail.
- During the partial closure of the institute due covid-19 the IQAC ensured that classes be taken online mode.
- The principal of the institute monitored the weekly class report of the departments.
- Ensured re-opening of the institute maintaining strict COVID-19 protocols.
- Collected and analyzed feedback from students for the improvement of teaching and learning.
- Collected and analyzed feedback from teachers and parents for improvement.
- Reviewed the feedback from the stakeholder and implemented accordingly.
- Reviewed the performance of the students in the Univesity Examinations.
- Encouraged faculty members to participate in FIPs, RCs, FDPs, STCs, Seminars, Conferences Workshops etc. to enhance their knowledge.
- Encouraged and assisted departments to conduct webinars, workshops, quizzes etc.
- Ensured timely submission of AQAR.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/iqac-new.php?id=1
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)

C. Any 2 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
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

The United Nations has specified 17 goals to achieve by 2030 to ensure sustainable development across the globe. Gender equity is one such goal. Our institute is actively committed to the attainment of such goals for society and development. Female students form a significant part of our student community. So our institute takes various measures to promote gender equality. The college responds proactively to university/ other notifications and faculty attends gender related events. College provides a safe and secure environment and CCTV cameras are installed. The institute has formed women's empowerment cells. The cell in collaboration with IQAC has organized a talk on 8th March 2022 by Dr. Miratun Nahar on the topic "Bishwa Naridibas: Ami Je Bhaba Bujhi" on the occasion of International Women's Day to promote gender equity. Apart from that different departments take various initiatives throughout the year to raise gender awareness. Also, there is a separate girls' common room for the female students of the institute. There are also separate hostel facilities for girls and boys. Female faculty members represent 31% of the total faculty members of our institute. All of them represent various advisory committees. Some female faculty members are also coordinators of various departments.

File Description	Documents
Annual gender sensitization action plan	NIL
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://admin.kccollege.ac.in/assets/img/uploads/article_body_image/7_1_1_Add_Info2.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
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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

The institute is committed to keeping cleanliness in its surroundings as it is beneficial both aesthetically and environmentally. The institute also takes several initiatives around the year to educate the students about cleanliness. Everywhere in the institute, there are several dustbins with different markings to segregate biodegradable waste from non-biodegradable waste. For hazardous chemicals, the institute has a strict policy. We have a separate policy for solid chemical waste and liquid chemical waste. The glass materials along with other solid wastes are kept in a container which remains closed always except when any waste is being added. When the container gets filled the waste is generally transferred into a larger pit for destruction. The liquid wastes are managed in two ways. First, we try to reuse the liquid waste if possible. If it is not possible to reuse the liquid waste then the waste is allowed to pass through a proper drainage system so that it can reach a shot pit in a separated specific area.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/7_1_3_Geo_tagged_photographs.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

A. Any 4 or all 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	View File

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	E. None of the above										
<table border="1"> <thead> <tr> <th data-bbox="102 441 547 506">File Description</th> <th data-bbox="547 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 506 547 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 506 1436 647">No File Uploaded</td> </tr> <tr> <td data-bbox="102 647 547 748">Certification by the auditing agency</td> <td data-bbox="547 647 1436 748">No File Uploaded</td> </tr> <tr> <td data-bbox="102 748 547 851">Certificates of the awards received</td> <td data-bbox="547 748 1436 851">No File Uploaded</td> </tr> <tr> <td data-bbox="102 851 547 916">Any other relevant information</td> <td data-bbox="547 851 1436 916">No File Uploaded</td> </tr> </tbody> </table>	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	No File Uploaded	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
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	B. Any 3 of the above										
<table border="1"> <thead> <tr> <th data-bbox="102 1471 547 1536">File Description</th> <th data-bbox="547 1471 1436 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1536 547 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="547 1536 1436 1639">View File</td> </tr> <tr> <td data-bbox="102 1639 547 1780">Policy documents and information brochures on the support to be provided</td> <td data-bbox="547 1639 1436 1780">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1780 547 1921">Details of the Software procured for providing the assistance</td> <td data-bbox="547 1780 1436 1921">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1921 547 1986">Any other relevant information</td> <td data-bbox="547 1921 1436 1986">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Policy documents and information brochures on the support to be provided	No File Uploaded	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	View File	
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Geo tagged photographs / videos of the facilities	View File										
Policy documents and information brochures on the support to be provided	No File Uploaded										
Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	View File										
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).

The institute plays a dominant role in promoting an inclusive environment. The institute has students from different cultural, regional, linguistic and economic backgrounds. The institute strictly maintains a reservation policy as specified by the government. The institute provides fee concessions to help students from the economically weak background. The institute has a Women's Empowerment Cell and Committee for SC/ST/OBC to promote inclusiveness. The NSS wing of the institute sensitizes the villagers to promote tolerance and harmony towards cultural, regional, and linguistic diversities from time to time through its various programs. These programs also help the students to understand societal needs and challenges. The institute observes different days to sensitize students about harmony. The institute also trains local youths to raise awareness about harmony among the villagers. The institute also educates the students to raise awareness about the inclusive environment through the mentorship program.

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

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

The institute organizes regular events to sensitize students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. In the curriculum course on Environmental Science is offered. The institute organizes flag-hoisting ceremonies on Independence day and Republic day. The NSS unit has organized a webinar on the "importance of timely vaccinations" to raise awareness in this covid-19 period. Also, the NCC unit of the institute has celebrated various days like International Day of Yoga, International Day Against Drugs Abuse & Illicit Trafficking, World AIDS Day, National Voter's Day and many more to raise awareness. The institute has organized a webinar on International Women's Day. Faculties took the initiative to educate the students about the fundamental rights and duties of responsible

students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

D. Any 1 of the above

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	No File Uploaded
Any other relevant information	View File

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

The institute celebrates and organizes events regularly on the occasion of different national and international commemorative days and festivals with the active participation of all the stakeholders with great enthusiasm. The institute has celebrated many national commemorative days like Independence Day, Republic Day, and National Voter's Day as well as various international

commemorative days e.g. International Yoga Day, World AIDS Day, International Women's Day, World Forestry Day, World Water Day, World Health Day, World Earth Day, World No Tobacco Day and International Women's Day etc in collaboration with the NCC and NSS wing. Also, the institute has celebrated the birthday of our great national personalities Mahatma Gandhi, Netaji Subhash Chandra Bose, Swami Vivekananda and Dr Sarvepalli Radhakrishnan. Also, the institute has organized a Puja Gift and Daily Essentials Distribution Programme before Durga Puja to help the local people.

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	View File

7.2 - Best Practices

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

Best Practice I

Title of the practice:: Leveraging technology in the teaching-learning method.

Best Practice II

Title of the practice:: Green Initiative for Sustainable Future.

Note: The details are attached herewith

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

The institute aims to provide the best quality of education among all students irrespective of their caste, creed, and gender. The institute always tries to implement distinctiveness in the work. Almost all the students of the institute are from the surrounding villages. The number of girl students is also good in a number. Most of the students are from poor economic backgrounds. The tuition fee and living costs at the hostel of the institute are pretty low compared to other institutes in the district. The institute aims to motivate them to contribute to society by acquiring proper knowledge. The institute is also gradually ramping up its infrastructure, including its ICT facility. This year we have received the grants under the strengthening component of the DBT star college scheme under the non-recurring head. The institute conducts special health-related Seminars/workshops and health check-up camps to find out the health issues of the students. Moreover, the faculty members of the institute together with non-teaching staff and students participate in various social activities, such as distributing clothes and food among the economically weaker villagers this year. Also, the institute works in the field of raising awareness about environmental issues among the villagers.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Following are the plan of action for the next academic year (2022-23)

- To introduce some add-on/certificate courses in the college.
- More agreements/MoU will be signed with various educational

institutes and industries for more faculty and student exchange programmes.

- To complete the alumni registration process.
- To complete the academic and green audit.
- To set up more cell/sub-committees to help the students of the college for the preparation of different competitive examinations and other related works.
- To organize more Career Counselling & Skill development programmes, seminars, workshops and conduct more placement processes.
- Introducing a few PG courses in Regular Mode/Distance Mode (self-financed) in some Departments.
- To upgrade infrastructure facilities in all respects.
- To ensure the standard of academic & administrative programmes.
- To purchase recent subjects-related books, periodicals, and magazines and enhancement of library infrastructure.
- To purchase new equipment for the laboratories of the departments namely Chemistry, Mathematics, Physics, and Zoology using the DBT fund and other Lab base departments viz Botany, Geography etc. from the College fund.
- To increase the number of CCTV cameras for better security.
- To organize programs to promote gender equity.
- To keep the campus more green, clean, and free of plastic & waste material.
- To participate in NIRF