



YEARLY STATUS REPORT - 2022-2023

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 **DR. SHYAMAL KUMAR JASH**
- Phone No. **+918250208910**
- Alternate phone No.
- Mobile **9434633430**
- IQAC e-mail address **iqac@kccollege.ac.in**
- Alternate e-mail address **jash_sh@yahoo.co.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/AQAR2021-221.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/KCC_ACADEMIC_CALENDER_2022-23.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 and Zoology	Strengthening component of the Star College Scheme	DEPARTMENT OF BIOTECHNOLOGY MINISTRY OF SCIENCE & TECHNOLOGY , GOVERNMENT OF INDIA	2020 duration 3 years	5400000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **7**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- 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**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Organized more Career Counselling and skill development programmes, seminars, workshops, quiz by different departments through online and offline modes and conducted more placement processes.
2. Completed some add-on/certificate courses in the college.
3. Purchased recent subjects-related books, periodicals, and magazines and enhancement of library infrastructure.
4. More agreements/MoU were signed with various educational institutes and industries for more faculty and student exchange programmes.
5. Completed five-year academic audit and last year's green audit.

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 organize orientation program for newly admitted Semester-I students	Department-wise orientation programs and Library orientation program have been organized
To introduce add-on and certificate courses in various fields like Tailoring, Mobile Repairing, Spoken English, History of English Literature, Spoken Sanskrit etc.	Two add-on courses on "The History of English Literature" by the Department of English and "Spoken Sanskrit" by the Department of Sanskrit and one certificate course in "Spoken English" by IQAC have been organized.
To conduct some Skill Development Courses	Career Counselling & Placement Cell of our college have completed some courses through Anudip Foundation, Mahindra Pride Group etc.
To organize Parent-Teacher Meeting	All the departments have arranged meetings with Parents of Semester I, III and V students.
To conduct seminars, conferences, workshops	Several seminars, conferences, and workshops have been organized by different departments in collaboration with IQAC and IQAC itself through online and offline mode.
To Prepare for Academic Audit (2018-19 & 2022-23) and Green Audit (2022-23)	Audit Teams completed the last five years' Academic and last year's Green Audit.
Enhancement of funds Rs 500/- to Rs 2000/- as registration fees for presented papers in National/ International seminars/conferences	All the faculty who participated in the said seminars/conferences took advantage of this facility. Some faculty received the funds.
Enhancement of funds Rs 5000/- to Rs 8000/- for Departmental Seminar & Educational Tours	All the Departments took advantage of this Facility and organized more seminars and educational tours.
More RAM facilities will be	Ramp and Stair Railings were

constructed for divyangjan (Specially Abled Person)	installed all over the college.
To complete registration of Alumni Association of K C College	Registered Alumni Association has donated funds for Scholarship, Books, Water Purifiers etc for students and also guide for job and higher study.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	11/10/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	DR. GOUTAM CHATTERJEE
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• Pin Code	731124
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• Alternate e-mail address	jash_sh@yahoo.co.in				
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Name	Date of meeting(s)
Governing Body	11/10/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	24/01/2024

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	G
		Bioenergenetics: Concept of free energy, endergonic and exergonic reactions, coupled reactions, redox reactions.	

2	Chemistry	Transition Metal & Coordination Chemistry, Analytical and Industrial Chemistry		Ph Er
		Basic Analytical Chemistry: Analysis of soil; Analysis of water; Analysis of food products		
		Analytical chemical biochemistry: Carbohydrates; Proteins; Enzymes; Biochemistry of disease: A diagnostic approach by blood/ urine analysis.		Medi
		Analytical and Environmental Chemistry:		En Bota
		Pharmaceutical Chemistry:		Medi
3	Mathematics	Computer Graphics		E
		Object Oriented Programming in C++		E
		Mechanics I & II		
		Probability and Statistics		Ph
		Industrial Mathematics		E
		Bio Mathematics		
4	Physics	Renewable energy and energy harvesting		Er
		Weather forecasting		Geo
		Computational physics skill		Ma
		Medical physics		
		Nano Materials and Applications		
		Biophysics		Bi
5	Zoology	Microbiology		Mat
		Community Nutrition and Health Statistics		Mat
		Zoogeography		
6	Bengali	PrabandhaSahitya: Bankimchandra & Rabindranath		Stud
		Prachya Kabyatattwa' based on Sanskrit Aesthetics		
		Elementary knowledge of the types of literature and folk literature of Bengal		Stud
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		Hi
		Value Education		A

				S
		Yoga Education		
		Music and Fine Arts in Education		
		Basics of Educational Research and Statistics		E
9	English	Indian Classical Literature		Sans
		Postcolonial Literatures		
		Partition Literature		
		Literary Theory		
		Translation Studies		
		Film Studies		
		Contemporary India: Women and Empowerment		
		Academic Writing and Composition		
		Language (L1/1): Language, Variety and Stylistics		PH A S
10	Geography	Statistical Methods in Geography		Edu
		Economic Geography		
		Environmental Geography		
		Advanced Spatial Statistical Techniques		Educ
		Environmental Geography		
		Research Methodology and Field Work		
		Remote Sensing and GIS		
		Evolution of Geographical Thoughts		
		Resource Geography		
		Soil and Biogeography		Zool
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		Sou
		History of China & Japan : 1919-1949		Sou
		Museum & Archives in India		
		Indian History & Culture		
		Understanding Heritage		
		Ethnographic Practices in India: Tradition of Embroidery, Textile making, Knitting, Handicrafts		

		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		Ps
		Philosophy of Human Rights		
		Socio-Political Philosophy		
		Special Text: Kathopanisad		
		Special Text: Rabindranath Tagore: Sadhana		
13	Pol. Science	Western political thought		P
		Political theory		H
		Public administration - basic theories		
		Legislative support		
		Peace and conflict resolution		E
		International relations		
		Sociology and politics		
		Public opinion and survey research		Ec
		Select comparative political thought		P
		Advanced political theory		P
		Public policy: concept and implications in india		E
		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		Math

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 offers 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 institute has uploaded all the information regarding ABC to the college website (<https://kccollege.ac.in/pageview.php?id=55>).
- The affiliating University of Burdwan has uploaded the certificates of UG Examination (Hons.: BAH & BCH & BSH) to the National Academic Depository. Students can 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. This year college has conducted two add-on courses and one Spoken English certificate course.

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 sponsored by DBT, New Delhi 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, birthdays 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, workshops, 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, YouTube Video Lectures.

- The college also conducts a Distance Education PG programme affiliated to the Vidyasagar University in the six subjects Bengali, History, Political Science, English, Sanskrit, and Environment Science.
- Students are encouraged to use online platforms like YouTube, NPTEL, INFLIBNET etc. Students' feedbacks are taken online. The 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, Whatapps, Telegram etc.
- The institution has certain amenities, and our teachers are skilled in offering 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	3165
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1047
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	731
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	41
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	45
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	42
Total number of Classrooms and Seminar halls	
4.2	67.58295
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	100
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

documented process

For effective curriculum delivery, a well-planned and documented process is followed. Actions 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 curriculum circulated by the university. 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 of the syllabus has been completed.

3. Teachers also supplied study materials through WhatsApp group, Google Classroom, and the Departmental website. Departments conduct 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 also extensively used.

7. For smooth and quick communication, the WhatsApp groups are created by every departments.

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 beginning of the academic session. The academic calendar consists the information about the starting, dispersal of the classes, practical examination, theory examination and semester break. Apart from Academic Calendar provided by the University, our college prepares an Academic Calendar that reflects academic activities such as scheduled dates for Internal Assessments, conferences and other co-curricular activities etc. Each department engages in continuous internal evaluation (CIE), which is a routine practice. 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	https://admin.kcccollege.ac.in/assets/img/uploads/article_body_image/KCC_ACADEMIC_CALENDAR_2022-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

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

1.2 - Academic Flexibility

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

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

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)

3

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

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

480

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

English- 217, Sanskrit- 113, Spoken English- 150

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

1.3 - Curriculum Enrichment

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

The college worked as the torchbearer of education in the district of Birbhum for the last 126 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. Besides, the NCC and NSS units of the college also organize several events throughout the year. The college has a code of conduct for all its stakeholders to maintain the professional ethics. The college celebrates different gender sensitization programs like celebrating International Women's Day etc. to increase awareness about gender equity. 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

13

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

142

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

2238

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

489

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

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 sessions, periodic assessments, etc. Departmental and Master Routines are also prepared in such a manner that the classes are equitably distributed among the teachers. The number of classes per teacher is 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 with 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 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_Add_Info_2022-23.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
3165	41

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

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 to make 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 need 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. The institute frequently organizes various student activities to promote the spirit of teamwork and goodwill. The institution also conducts activities such as NSS camps, Tree plantation, Swatch Bharat Abhiyan, and Health awareness camps to help the students 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 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_Add_Info_2_022-23.pdf

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

Teachers use ICT-enabled tools for the effective teaching-learning process. Nowadays in the field of education, having the required knowledge about ICT-enabled tools is essential for making the teaching-learning process effective. Thus, to make use of these ICT tools during teaching, faculty members keep themselves updated about new developments in this field. Almost all the teachers of Krishna Chandra College are well-equipped and trained in using ICT-enabled teaching tools for facilitating the teaching-learning process. ICT Tools: The teachers used ICT tools including computers, projectors, and several software. Institute premises are Wi-Fi enabled with a bandwidth of up to 75 MBPS. The latest software is 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, and outreach programs have been conducted through ICT Online library resources: The college library has IP access as well as remote access to e-resources.

The institute has 42 classrooms. The Number of ICT-enabled Classrooms is 13. There are two seminar halls with ICT facilities. One LED TV and two Interactive boards.

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_Add_Info_2_022-23.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

68

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

24

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

498

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 the CBCS program. Since the entire process of these assessments is confidential, there is little scope to show the answer scripts to the students but individual weaknesses are solved through remedial classes.

1. Internal assessment schedule: The students are informed well in advance about the academic calendar, requirements of the exam, and tentative dates, and the question paper is prepared by the university examination format.

2. Modes of internal assessment: Offline assessment is used as per BU guidelines. Continuous assessment, End-of-unit tests, and mid-unit tests are conducted by teachers according to the requirements of the course. This includes written assignments that can be submitted to the respective departments, presentations by students, etc. Questions banks are available in the college library and students can access them through the BU website. The teachers ensure speedy evaluation and students are given feedback about their performance accordingly.

3. The college has set up an examination committee for the smooth functioning of exams. The committee follows the guidelines issued by the 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, there is a provision to approach the grievance redresses 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_Add_Info_2_022-231.pdf

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

At the end of each semester, there is a final exam that is uniformly conducted for students across all the constituent colleges of Burdwan University. The Internal Assessment is conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-

planned and systematic manner. The institution has a well-defined system in place to deal with examination-related grievances. The faculty addresses the rightful grievances of the students about the marks obtained in the internal assessment. The final Internal Assessment marks are reviewed by the 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/252AddInfo2022-23.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.

Program outcomes encompass a broad spectrum of knowledge, skills, abilities, and attitudes that students acquire during the pursuit of graduate Courses. The College offers several programs 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.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes, and Course Outcomes. Throughout the year the faculty records the performance of each student on each program outcome. At the same time bridge classes are also conducted for slow learners to make pace with the desired progression.

Evaluation Process: The program outcomes and program-specific outcomes are assessed with the help, of course, outcomes of the relevant program through the direct evaluation process. It is provided through University Examinations, terminal exams, internal and home assignments, unit tests, surprise tests, etc. Average attainment in Evaluation Process: Students under university examination are evaluated for 75% of total marks and institution for 25% marks as internal assessment. Students enrolled for add-on/Certificate Courses offered by the institution are evaluated by the institution itself. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

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_Add_Info_2_022-23.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

516

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_6_3_Add_Info_protected.pdf

2.7 - Student Satisfaction Survey

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

https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/SSS_2022-23.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)

00

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

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

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

00

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

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

12

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**

11

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. Thus, Women's self-defense encompasses a range of techniques and strategies aimed at helping women protect themselves in various situations where they may be at risk of physical harm or assault.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/3_3_1_Aditional_Info.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

05

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

34

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

2388

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

02

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

07

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.

Krishna Chandra College, Hetampur, has sound Infrastructural facilities to ensure and sustain quality in education. Though there is a shortage of available space, the institute take a scientific approach to utilize its available space and strict measures are taken to maintain cleanness of the whole campus.

1. Classroom:

- The institute has 42 classrooms.
- The Number of ICT enabled Classrooms is 13.
- There are two seminar halls with ICT facilities.
- One LED TV,
- Two Interactive Board.
- Seven Green Board

In the campus 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, audiovisual 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 39242.
4. **Internet Facility:** - Bandwidth available of internet

connection in the Institution is 50vmbps.

The institute provides several physical facilities like classrooms with ICT facility. It is a dedicated WIFI campus. It's also had 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_2022-23.pdf

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

Sports activities of the college are carried out by the Games and Sports Sub Committee with the technical support of various departmental teachers. The college has a big playground where football, Cricket and annual sports & athletic meet are conducted. 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 cocurricular activities and social works. The institute has a newly constructed auditorium for extracurricular activities.

There is an open stage in front of the college for conduction of different cultural activities. Each year the student's union organizes Annual fest in the college premise.

The college organizes annual sport in a big to the nearby sport ground and a rich number of people took part in the event.

There also different common room for boys and girls in the college.

Annual sports & athletic meet & Annual social festival, inter department cultural competitions are conducted every year by the respective sub-committees. Cultural programmeare of regular practice.

pogrammes like college foundation day, Republic Day, Independence Day, Teachers' Day, Rabindra Jayanti, Freshers welcome etc. are observed in the college with lost of enthusiasm and a large number of participation from students and all the staffs of the college.

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_2_022-23.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

13

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_2_022-23.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_2022-23.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

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)

4.06384

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**

52

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 100 number of computers, 4 Wi-Fi enabled computer lab, 1 well equipped computer center with Wi-Fi facility. Also, Faculty and Students of 15 departments enjoyed internet 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 Ext Pro 20 22-23.pdf

4.3.2 - Number of Computers

100

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)

67.58295

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

2559

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

16

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_2_022-231.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

165

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

165

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

26

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

102

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

36

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

05

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_2022-23.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

31

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

Krishna Chandra College has a Registered Alumni Association . The registration number is IV-1903-00709/2022. The name of the president of this body is Dr. Goutam Chatterjee, secretary is Surojit Sutradhar and the treasurer is Pranay Sen. Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/pageview.php?id=15
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs
(INR in Lakhs)

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 decisionmaking 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

Curriculum Development: Inputs provided by the faculty subject experts and 360 degree feedback from all the stakeholders are taken into account for the advancement of the subject.

Teaching and Learning: The College follows an academic calendar for all its academic activities. The students are provided course outlines and course schedules prior to the commencement of the academic session.

Library, ICT and Physical Infrastructure / Instrumentation: The Central Library and Open-Learning Resources (OLR) cater to the needs of all the students. The college has created smart-class rooms with Wi-Fi connectivity, projectors with latest technology. 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

Admission of Students: Admission was conducted online as per the directive of the Department of Higher Education, West Bengal. The reservation policy is followed strictly.

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 in maintaining 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. Moreover, the institute received grants under the strengthening component of DBT star college scheme from the Department of Biotechnology, Ministry of Science and Technology, Govt. of India, New Delhi 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 2 022-23.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	https://kccollege.ac.in/
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	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The 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_2022-23.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

13

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**

16

File Description	Documents
IQAC report summary	View File
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_2_022-23.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_2022-23.pdf
Upload any additional information	View File

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

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

1.252

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 wellwishers, 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_Info_2_022-23.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_2022-23.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.

The principal of the institute monitored the weekly class report of the departments.

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 University 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://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_5_2_Add_Info_2_022-23.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The United Nations has outlined 17 goals to be achieved by 2030 in order to promote sustainable development worldwide, with gender equity being one of these key objectives. Our institute is wholeheartedly dedicated to the pursuit of these goals for the betterment of society and development. Female students constitute a significant portion of our student community, and thus, our institute undertakes various measures to advance gender equality. The college responds proactively to university and other relevant notifications, and our faculty actively participates in gender-related events. The college ensures a safe and secure environment through the installation of CCTV cameras. In addition, the institute has established women's empowerment cells, and different departments launch various initiatives throughout the year to promote gender awareness. Furthermore, a dedicated girls' common room is provided for the female students of the institute, along with separate hostel facilities for both girls and boys. Female faculty members make up 31% of our total faculty, all of whom actively contribute to various advisory committees and some also serve as coordinators for different departments. Additionally, the NCC (National Cadet Corps) initiates various awareness campaigns to champion gender equality.

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_Info_2022-23.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

B. Any 3 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

Our institute is deeply committed to maintaining cleanliness in its surroundings, recognizing the dual benefits it offers - both in terms of aesthetics and the environment. Throughout the year, the institute undertakes various initiatives to educate our students about the importance of cleanliness. Every corner of our institute is equipped with multiple dustbins, each marked for specific waste types, facilitating the segregation of biodegradable and nonbiodegradable waste.

When it comes to handling hazardous chemicals, we have implemented a stringent policy to ensure safety. Solid chemical waste and liquid chemical waste are managed separately, with a dedicated approach for each. Glass materials, along with other solid waste, are carefully contained in a sealed container, which is only opened when disposing of waste. Once the container reaches capacity, the waste is responsibly transferred to a larger pit for safe disposal.

For liquid waste, our approach is twofold. First, we prioritize the reuse of liquid waste whenever possible, reducing unnecessary waste generation. When reuse is not feasible, we have a well-planned drainage system in place that directs the waste to a designated disposal pit in a segregated area. This comprehensive approach to waste management underscores our commitment to not only keeping our surroundings clean but also ensuring the responsible and sustainable handling of waste materials within our institute.

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_2022-23.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	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

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 vital role in fostering inclusivity within its community. It welcomes students from diverse cultural, regional, linguistic, and economic backgrounds. The institute diligently adheres to government-specified reservation policies and extends fee concessions to support economically disadvantaged students. Furthermore, it actively champions inclusiveness by maintaining a Women's Empowerment Cell and a Committee for SC/ST/OBC.

The institute's NSS wing consistently raises awareness among villagers, promoting tolerance and harmony amidst cultural, regional, and linguistic diversities through various programs. These initiatives also educate students about societal needs and challenges. The institute dedicates specific days to sensitize students about harmony and trains local youths to spread awareness within the village. Through its mentorship program, the institute equips students to advocate for an inclusive environment, fostering a sense of belonging and unity.

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 regularly organizes events to raise awareness among students and employees regarding constitutional obligations, encompassing values, rights, duties, and responsibilities of citizens. Additionally, the curriculum includes a course on Environmental Science. Flag-hoisting ceremonies on Independence Day and Republic Day are part of our tradition. Furthermore, the NCC unit of the institute celebrates various occasions, such as International Day of Yoga, Azadi Ka Amrit Mahotsav: Har Ghar Tiranga, World Water Day, National Voter's Day, and more, to foster awareness. We have also organized a webinar on International Women's Day, where our faculty members took the initiative to educate students about the fundamental rights and responsibilities of responsible citizens.

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 regularly celebrates and organizes events to commemorate various national and international occasions and festivals. These events witness active participation from all stakeholders, infused with great enthusiasm. The institute has marked numerous national commemorations, including Independence Day, Republic Day, and National Voter's Day, as well as a multitude of international observances like 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. These celebrations are

conducted in collaboration with the NCC and NSS wings. Furthermore, the institute honors the birthdays of our eminent national figures such as Mahatma Gandhi, Netaji Subhash Chandra Bose, Swami Vivekananda, and Dr. Sarvepalli Radhakrishnan. Additionally, the institute hosts a Puja Gift and Daily Essentials Distribution Programme before Durga Puja to support the local community.

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: Beyond the Classroom: Bridging Education and Social Services.**

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

Our institute is committed to providing high-quality education to all students, regardless of their caste, creed, or gender. Our dedication to distinctiveness in our work sets us apart. A majority of our students hail from the surrounding villages, and we take pride in having a substantial number of female students. Many of our students come from economically disadvantaged backgrounds, and we strive to keep tuition fees and hostel costs affordable compared to other institutions in the district. Our primary aim is to empower our students with knowledge and inspire them to make meaningful contributions to society. We are steadily improving our infrastructure, including our ICT facilities, due to the support we have received under the strengthening component of DBT Star College Scheme. In addition to academic excellence, we prioritize the well-being of our students through special health-related seminars, workshops, and health check-up camps. Our institution values community engagement. Our faculty members, along with non-teaching staff and students, actively participate in social activities such as distributing clothes and food to economically disadvantaged villagers. We are also deeply committed to raising awareness about environmental issues within the local community. These efforts collectively contribute to our institutional distinctiveness.

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. Actions 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 curriculum circulated by the university. 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 of the syllabus has been completed.

3. Teachers also supplied study materials through WhatsApp group, Google Classroom, and the Departmental website. Departments conduct 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 also extensively used.

7. For smooth and quick communication, the WhatsApp groups are created by every departments.

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 beginning of the academic session. The academic calendar consists the information about the starting, dispersal of the classes, practical examination, theory examination and semester break. Apart from Academic Calendar provided by the University, our college prepares an Academic Calendar that reflects academic activities such as scheduled dates for Internal Assessments, conferences and other co-curricular activities etc. Each department engages in continuous internal evaluation (CIE), which is a routine practice. 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	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/KCC_ACADEMIC_CALENDER_2022-23.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

A. All of the above

**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

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)

3

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

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

480

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

English- 217, Sanskrit- 113, Spoken English- 150

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

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

The college worked as the torchbearer of education in the district of Birbhum for the last 126 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. Besides, the NCC and NSS units of the college also organize several events throughout the year. The college has a code of conduct for all its stakeholders to maintain the professional ethics. The college celebrates different gender sensitization programs like celebrating International Women's Day etc. to increase awareness about gender equity. 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

13

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

142

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/iqac-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	
2238	
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

489

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

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 sessions, periodic assessments, etc. Departmental and Master Routines are also prepared in such a manner that the classes are equitably distributed among the teachers. The number of classes per teacher is 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 with 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 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_Add_Info_2022-23.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
3165	41

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

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 to make 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 need 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. The institute frequently organizes various student activities to promote the spirit of teamwork and goodwill. The institution also conducts activities such as NSS camps, Tree plantation, Swatch Bharat Abhiyan, and Health awareness camps to help the students 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 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_Add_Info_2022-23.pdf

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

Teachers use ICT-enabled tools for the effective teaching-learning process. Nowadays in the field of education, having the required knowledge about ICT-enabled tools is essential for making the teaching-learning process effective. Thus, to make use of these ICT tools during teaching, faculty members keep themselves updated about new developments in this field. Almost all the teachers of Krishna Chandra College are well-equipped and trained in using ICT-enabled teaching tools for facilitating the teaching-learning process. ICT Tools: The teachers used ICT tools including computers, projectors, and several software. Institute premises are Wi-Fi enabled with a bandwidth of up to 75 MBPS. The latest software is 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, and outreach programs have been conducted through ICT Online library resources: The college library has IP access as well as remote access to e-resources.

The institute has 42 classrooms. The Number of ICT-enabled Classrooms is 13. There are two seminar halls with ICT facilities. One LED TV and two Interactive boards.

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_Add_Info_2022-23.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

68

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

24

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

498

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 the CBCS program. Since the entire process of these assessments is confidential, there is little scope to show the answer scripts to the students but individual weaknesses are solved through remedial classes.

1. Internal assessment schedule: The students are informed well in advance about the academic calendar, requirements of the exam, and tentative dates, and the question paper is prepared by the university examination format.

2. Modes of internal assessment: Offline assessment is used as per BU guidelines. Continuous assessment, End-of-unit tests, and mid-unit tests are conducted by teachers according to the requirements of the course. This includes written assignments that can be submitted to the respective departments, presentations by students, etc. Questions banks are available in the college library and students can access them through the BU website. The teachers ensure speedy evaluation and students are given feedback about their performance accordingly.

3. The college has set up an examination committee for the smooth functioning of exams. The committee follows the guidelines issued by the 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, there is a provision to approach the grievance redresses 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_Add_Info_2022-231.pdf

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

At the end of each semester, there is a final exam that is uniformly conducted for students across all the constituent colleges of Burdwan University. The Internal Assessment is conducted through Class Tests, Tutorials, Assignments, Projects

and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner. The institution has a well-defined system in place to deal with examination-related grievances. The faculty addresses the rightful grievances of the students about the marks obtained in the internal assessment. The final Internal Assessment marks are reviewed by the 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_Add_Info_2022-23.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.

Program outcomes encompass a broad spectrum of knowledge, skills, abilities, and attitudes that students acquire during the pursuit of graduate Courses. The College offers several programs 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.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes, and Course Outcomes. Throughout the year the faculty records the performance of each student on each program outcome. At the same time bridge classes are also conducted for slow learners to make pace with the desired progression.

Evaluation Process: The program outcomes and program-specific outcomes are assessed with the help, of course, outcomes of the relevant program through the direct evaluation process. It is provided through University Examinations, terminal exams, internal and home assignments, unit tests, surprise tests, etc. **Average attainment in Evaluation Process:** Students under university examination are evaluated for 75% of total marks and institution for 25% marks as internal assessment. Students enrolled for add-on/Certificate Courses offered by the institution are evaluated by the institution itself. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

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_Add_Info_2022-23.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

516

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/2_6_3_Add_Info_protected.pdf

2.7 - Student Satisfaction Survey

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

https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/SSS_2022-23.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)

00

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

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

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

00

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

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

12

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**

11

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. Thus, Women's self-

defense encompasses a range of techniques and strategies aimed at helping women protect themselves in various situations where they may be at risk of physical harm or assault.

File Description	Documents
Paste link for additional information	https://admin.kccollege.ac.in/assets/img/uploads/article_body_image/3_3_1_Aditional_Info.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

05

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

34

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

2388

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

02

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

07

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.

Krishna Chandra College, Hetampur, has sound Infrastructural facilities to ensure and sustain quality in education. Though there is a shortage of available space, the institute take a scientific approach to utilize its available space and strict measures are taken to maintain cleanness of the whole campus.

1. Classroom:

- The institute has 42 classrooms.
- The Number of ICT enabled Classrooms is 13.
- There are two seminar halls with ICT facilities.
- One LED TV,
- Two Interactive Board.
- Seven Green Board

In the campus 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, audiovisual 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 39242.
4. Internet Facility: - Bandwidth available of internet connection in the Institution is 50vmbps.

The institute provides several physical facilities like classrooms with ICT facility. It is a dedicated WIFI campus. It's also had 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_2022-23.pdf

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

Sports activities of the college are carried out by the Games and Sports Sub Committee with the technical support of various departmental teachers. The college has a big playground where football, Cricket and annual sports & athletic meet are conducted. 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 cocurricular activities and social works. The institute has a newly constructed auditorium for extracurricular activities.

There is an open stage in front of the college for conduction of different cultural activities. Each year the student's union organizes Annual fest in the college premise.

The college organizes annual sport in a big to the nearby sport ground and a rich number of people took part in the event.

There also different common room for boys and girls in the

college.

Annual sports & athletic meet & Annual social festival, inter department cultural competitions are conducted every year by the respective sub-committees. Cultural programme of regular practice.

programmes like college foundation day, Republic Day, Independence Day, Teachers' Day, Rabindra Jayanti, Freshers welcome etc. are observed in the college with lot of enthusiasm and a large number of participation from students and all the staffs of the college.

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_2022-23.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

13

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_2022-23.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 2022-23.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)

4.06384

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

52

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 100number of computers, 4Wi-Fi enabled computer lab, 1 well equipped computer center with Wi-Fi facility. Also, Faculty and Students of 15 departments enjoyed internet 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_Ext_Pro_2022-23.pdf

4.3.2 - Number of Computers

100

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)**

67.58295

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

2559

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

16	
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_2022-231.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	
165	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
165	

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

26

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**

102

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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**

36

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

05

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_2022-23.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

31

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

Krishna Chandra College has a Registered Alumni Association . The registration number is IV-1903-00709/2022. The name of the president of this body is Dr. Goutam Chatterjee, secretary is Surojit Sutradhar and the treasurer is Pranay Sen. Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.

File Description	Documents
Paste link for additional information	https://kccollege.ac.in/pageview.php?id=15
Upload any additional information	View File

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 decisionmaking 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

Curriculum Development: Inputs provided by the faculty subject experts and 360 degree feedback from all the stakeholders are taken into account for the advancement of the subject.

Teaching and Learning: The College follows an academic calendar for all its academic activities. The students are provided course outlines and course schedules prior to the commencement of the academic session.

Library, ICT and Physical Infrastructure / Instrumentation: The Central Library and Open-Learning Resources (OLR) cater to the needs of all the students. The college has created smart-class rooms with Wi-Fi connectivity, projectors with latest technology. 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

Admission of Students: Admission was conducted online as per the directive of the Department of Higher Education, West Bengal. The reservation policy is followed strictly.

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 in maintaining 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. Moreover, the institute received grants under the strengthening component of DBT star college scheme from the Department of Biotechnology, Ministry of Science and Technology, Govt. of

India, New Delhi 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_2022-23.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	https://kccollege.ac.in/
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	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The 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_2022-23.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

13

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**

16

File Description	Documents
IQAC report summary	View File
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_2022-23.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_2_022-23.pdf
Upload any additional information	View File

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

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

1.252

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 wellwishers, 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_Info_2022-23.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_2022-23.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.

The principal of the institute monitored the weekly class report of the departments.

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 University 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://admin.kccollege.ac.in/assets/img/uploads/article_body_image/6_5_2_Add_Info_2022-23.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The United Nations has outlined 17 goals to be achieved by 2030 in order to promote sustainable development worldwide, with gender equity being one of these key objectives. Our institute is wholeheartedly dedicated to the pursuit of these goals for the betterment of society and development. Female students constitute a significant portion of our student community, and thus, our institute undertakes various measures to advance gender equality. The college responds proactively to university and other relevant notifications, and our faculty actively participates in gender-related events. The college ensures a safe and secure environment through the installation of CCTV cameras. In addition, the institute has established women's empowerment cells, and different departments launch various initiatives throughout the year to promote gender awareness. Furthermore, a dedicated girls' common room is provided for the female students of the institute, along with separate hostel facilities for both girls and boys. Female faculty members make up 31% of our total faculty, all of whom actively contribute to various advisory committees and some also serve as coordinators for different departments. Additionally, the NCC (National Cadet Corps) initiates various awareness campaigns to champion gender equality.

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_Info_2022-23.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

B. Any 3 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

Our institute is deeply committed to maintaining cleanliness in its surroundings, recognizing the dual benefits it offers - both in terms of aesthetics and the environment. Throughout the year, the institute undertakes various initiatives to educate our students about the importance of cleanliness. Every corner of our institute is equipped with multiple dustbins, each marked for specific waste types, facilitating the segregation of biodegradable and nonbiodegradable waste.

When it comes to handling hazardous chemicals, we have implemented a stringent policy to ensure safety. Solid chemical waste and liquid chemical waste are managed separately, with a dedicated approach for each. Glass materials, along with other solid waste, are carefully contained in a sealed container, which is only opened when disposing of waste. Once the container reaches capacity, the waste is responsibly transferred to a larger pit for safe disposal.

For liquid waste, our approach is twofold. First, we prioritize the reuse of liquid waste whenever possible, reducing unnecessary waste generation. When reuse is not feasible, we have a well-planned drainage system in place that directs the waste to a designated disposal pit in a segregated area. This comprehensive approach to waste management underscores our commitment to not only keeping our surroundings clean but also ensuring the responsible and sustainable handling of waste materials within our institute.

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_2022-23.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 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

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

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

B. Any 3 of the above

reading material, screen	reading
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).	
<p>The institute plays a vital role in fostering inclusivity within its community. It welcomes students from diverse cultural, regional, linguistic, and economic backgrounds. The institute diligently adheres to government-specified reservation policies and extends fee concessions to support economically disadvantaged students. Furthermore, it actively champions inclusiveness by maintaining a Women's Empowerment Cell and a Committee for SC/ST/OBC.</p> <p>The institute's NSS wing consistently raises awareness among villagers, promoting tolerance and harmony amidst cultural, regional, and linguistic diversities through various programs. These initiatives also educate students about societal needs and challenges. The institute dedicates specific days to sensitize students about harmony and trains local youths to spread awareness within the village. Through its mentorship program, the institute equips students to advocate for an inclusive environment, fostering a sense of belonging and unity.</p>	
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 regularly organizes events to raise awareness among students and employees regarding constitutional obligations, encompassing values, rights, duties, and responsibilities of citizens. Additionally, the curriculum includes a course on Environmental Science. Flag-hoisting ceremonies on Independence Day and Republic Day are part of our tradition. Furthermore, the NCC unit of the institute celebrates various occasions, such as International Day of Yoga, Azadi Ka Amrit Mahotsav: Har Ghar Tiranga, World Water Day, National Voter's Day, and more, to foster awareness. We have also organized a webinar on International Women's Day, where our faculty members took the initiative to educate students about the fundamental rights and responsibilities of responsible citizens.

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

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p>	<p>D. Any 1 of the above</p>
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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 regularly celebrates and organizes events to commemorate various national and international occasions and festivals. These events witness active participation from all stakeholders, infused with great enthusiasm. The institute has marked numerous national commemorations, including Independence Day, Republic Day, and National Voter's Day, as well as a multitude of international observances like 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. These celebrations are conducted in collaboration with the NCC and NSS wings. Furthermore, the institute honors the birthdays of our eminent national figures such as Mahatma Gandhi, Netaji Subhash Chandra Bose, Swami Vivekananda, and Dr. Sarvepalli Radhakrishnan. Additionally, the institute hosts a Puja Gift and Daily Essentials Distribution Programme before Durga Puja to support the local community.

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: Beyond the Classroom: Bridging Education and Social Services.

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

Our institute is committed to providing high-quality education to all students, regardless of their caste, creed, or gender. Our dedication to distinctiveness in our work sets us apart. A majority of our students hail from the surrounding villages, and we take pride in having a substantial number of female students. Many of our students come from economically disadvantaged backgrounds, and we strive to keep tuition fees and hostel costs affordable compared to other institutions in the district. Our primary aim is to empower our students with knowledge and inspire them to make meaningful contributions to society. We are steadily improving our infrastructure, including our ICT facilities, due to the support we have received under the strengthening component of DBT Star College Scheme. In addition to academic excellence, we prioritize the well-being of our students through special health-related seminars, workshops, and health check-up camps. Our institution values community engagement. Our faculty members, along with non-teaching staff and students, actively participate in social activities such as distributing clothes and food to

economically disadvantaged villagers. We are also deeply committed to raising awareness about environmental issues within the local community. These efforts collectively contribute to our institutional distinctiveness.

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 (2023-24)

- To introduce some more add-on/certificate courses in the college.
- To introduce more Best Practices of the college.
- More agreements/MoU will be signed with various educational institutes and industries.
- To organize more career counselling and skill development programmes, seminars, workshops and conduct more placement processes.
- To introduce new courses along with some skill-based job-oriented courses. Such as Tailoring, Mobile Repairing, Handcraft etc.
- Introducing a few PG courses in regular mode/Distance Mode (self-financed) in some Departments.
- To upgrade infrastructure facilities in all respects.
- To renovate the college building with more infrastructural facilities like laying Garden Square Tiles Block for the pavement of the College, expanding vertically the new Humanities Building, installing a lift in the new Humanities Building, installing more Solar Panel, buying more books for the Departmental Library etc.
- 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 from the college fund.
- To organize visits to industry and important labs of national eminence by lab base departments.
- 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.