YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	KANCHRAPARA COLLEGE
• Name of the Head of the institution	Dr. Pranab Kumar Bera
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325858790
• Mobile No:	9732617441
• Registered e-mail	info@kpcoll.ac.in
• Alternate e-mail	pkbdcb@gmail.com
• Address	1, SIRAJ MONDAL ROAD
• City/Town	Kanchrapara
• State/UT	West Bengal
• Pin Code	743145
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Kalyani**
• Name of the IQAC Coordinator	**Dr. Pradip Kumar Biswas**
• Phone No.	**9051964098**
• Alternate phone No.	**03325855159**
• Mobile	**9433404538**
• IQAC e-mail address	**iqac@kpcoll.ac.in**
• Alternate e-mail address	**info@kpcoll.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://kanchraparacollege.ac.in/frmAQAR.aspx
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://kanchraparacollege.ac.in/frmAcademicCalender.aspx

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**8.0**	**2007**	**31/03/2007**	**30/03/2012**

6.Date of Establishment of IQAC	**09/02/2012**

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
Dr. Biplab Kumar Mukhopadhyay	**Minor**	**West Bengal Biodiversity Board**	**2022,365**	**50000**

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)

New room of the principal.

Teacher's cubical for humanities departments

Seminar room

New Smart Class room

Modern office room

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
New room of the principal.	Achived
Teacher's cubical for humanities departments	Achived
Seminar room	Achived
Smart Class room	Under Process
Modern office room	Achived

13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
Governing Body	12/10/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	22/02/2024

15.Multidisciplinary / interdisciplinary

The HEI being an affiliated college does not have academic autonomy in any of its Programmes. However, it may be mentioned that it runs a Remedial/ Tutorial Course. It has undertaken multidisciplinary Projects under the College Program by the Departments of Bengali, English, Hindi, Sanskrit, History, political Science, Philosophy, Economics, Botany, Chemistry, Microbiology, Physics, Mathematics, Geography, Molecular Biology & Biotechnology, Microbiology , Food & Nutrition, Environmental Science, Computer Science, Commerce and Zoology. Outreach programmes were organised by the departments of Botany, Geography and Zoology. Therefore it may be said that there have been modest attempts to expose students to integrated learning models.

16.Academic bank of credits (ABC):

The HEI not having academic autonomy awaits the decision of the affiliating University with regard to the ABC or Academic Bank of Credits.

17.Skill development:

The restrictions of an affiliated College, notwithstanding the HEI is committed to introduce skill- oriented courses and runs Add-on/ Certificate courses beyond College hours in Computer Skills.

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

Appropriate integration of Indian Knowledge-The HEI has always believed in blending tradition into its system of student development. The HEI sustains four language departments and of these Sanskrit, Bengali and Hindi may be mentioned introducing students to rich ancient cultures. Students are further given opportunity to develop skills in the Performing Arts that range from Indian Classical, Fusion and contemporary. Without the consent of the

Affiliating University a more formal induction of the extant tradition in curricula form is not possible.

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

Focus on Outcome based education- The HEI conducts a Value-based programme where through various means such as seminar, presentations, debates, panel discussions, quiz etc. students are made aware of positive approach and internalize honesty, participation, value of peace , woman empowerment etc. Without the consent of the Affiliating University a more formal induction of the extant tradition in curricula form is not possible.

20.Distance education/online education:

Governing body of Kanchrapara College approved two distance courses.

Sl No	Type	University	Subject	Degree
1	Directorate of Open & Distance Learning	University of Kalyani	• Bengali • English • History • Education	Master in Arts
2	Directorate of Open & Distance Learning	Netaji Subhas Open University	• Bengali • History • Education • Political Science • Library & Information Science • Social Study	Master in Arts/ Science

Extended Profile

1.Programme

1.1

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

25 [20(Hons.)+04 (Programme)+01 (M.A. HINDI]

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **5251**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **1345**

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   **1398**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **110**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **110**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	

1.1 Number of courses offered by the institution across all programs during the year	**25 [20(Hons.)+04 (Programme)+01 (M.A. HINDI]**

File Description	Documents
Data Template	View File

2.Student	

2.1 Number of students during the year	**5251**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1345**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1398**

File Description	Documents
Data Template	View File

3.Academic	

3.1 Number of full time teachers during the year	**110**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**110**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**54**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**237.91**
4.3 Total number of computers on campus for academic purposes	**97**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- **The Institution's Academic Calendar is designed on the basis of the Master calendar of its affiliating University, The University of Kalyani, with due flexibility for its unique extra-curricular activities.**

- **The Institution follows well-structured central and departmental Time Tables. Strict adherence ensures the completion of syllabi in correspondence with the projection in the academic calendars and bears evidence of proper academic planning.**

- **Departments prepare Lesson Plans so as to provide maximum learner-friendly dissemination of both UG and PG Courses and these are further examples of meticulous documentation.**

- **The Course (CBCS is in correspondence with the graded Internal Examination System (Internal Assessment Tests and Tutorials/ Practicals).**

- **The records of the graded evaluation system help modify teaching plans so as to effectively and efficiently address any gap in learner-receptivity and prepare students better for terminal examinations/semesters.**

- **In the CBCS Course, the Institution has evolved a system of uploading marks of Internal Assessment in the database designed by the University, duly maintaining back copies at the College level to complete the documentation process.**

- **During the period 2020-2021, CBCS syllabi had been meticulously covered and a part of this period included the pandemic year when classes were regularly held online, when Educational Institutions in our State remained closed for students as per the notification of the Higher Education Department, Govt. of West Bengal.**

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	http://kanchraparacollege.ac.in/AQARData/2022-2023/C-1.1.1.pdf

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

KANCHRAPARA COLLEGE TentativeAcademicCalendarforthesession2022-2023 Sl.No. College activities / Programmes Tentative time Schedule 1 Commencement of UG Admission (Hons. & General) As per notification of the University of Kalyani & W.B.H.E.D. 2 Commencement of 1st Semester Classes As per notification of the University of Kalyani & W.B.H.E.D. 3 Orientation programme regarding CBCS and other matters. Within 15 days after the commencement of classes 6 Registration for the students of 1st semester As per the schedule of the University of Kalyani 7 Provisional enrolment for the successive semesters Within 7 days from the date of completion of the end term examination 8 Parents-Teachers' Meetings Onemeeting

for odd & even semesters each before Internal Assessment 9 Internal Assessments 8-10 weeks after the commencement of classes 10 Skill development and awareness programme Round the year 11 Form fill in for Semester End term examination As per University of Kalyani Notification 12 End term examination As per Universityof Kalyani Notification 13 Publication of Results of End term examination As per University of Kalyani Notification 14 Prize distribution and Sharodatsav Before Puja Vacation 15 Annual meeting of the Alumni Association Preferably in Winter 16 Annual Sports December, 2022 17 Annual Social January, 2023 18 Departmental Reunions / Farewell Programmes / Freshers' Welcome As per the notifications of the departments concerned 19 Seminar / Workshop/Conference / Symposia/Webinar To be organized as/when proposed by the respective Departments/Sub Committees 20 In - house programmes To be organized round the year by NCC, NSS and other Sub-Committees

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://kanchraparacollege.ac.in/frmAcademicCalender.aspx

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	No File Uploaded

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

25 (20 Honours+04 Programme+01 M.A. Hindi)

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

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
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

236

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

236

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

Professional Ethics is included in both UG and PG syllabi of various disciplines having component of different Papers.

Environmental Ethics:

Environment and Sustainability are addressed in CC, SEC, and GE Courses in some disciplines like Botany, Geography, Chemistry, Economics, Microbiology, Political Science and zoology. Course curriculum also includes AECC Environmental project, a compulsory paper for all students.

Women Empowerment:

Gender issues are included in Bengali, English, Sanskrit, Hindi, (UG & PG) History, Political Science courses which shed light on the various dimensions of power and patriarchy.

Professional Ethics:

Political Science 4th Semester, POL-H-CC-T-9: Public Policy and Indian Administration would enrich students' knowledge about the role of UPSC and SPSC in the recruitment and training of civil servants and various aspects of minister's civil servant relationship. The paper also focuses on employment pragrammes likes MNREGA which are instructed in providing employment to both rural and urban youth.

Human Values:

Human values are addressed and included in the UG Core Course of Philosophy, Political Science, Sanskrit, Hindi, Bengali and English.

So, Arts, Commerce and science and M.A. Hindi students to get acquainted with the most essential ethics namely Environmental Ethics, Women Empowerment, Professional Ethics, Sustainable Development and Human Values.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

19

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

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

2413

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://kanchraparacollege.ac.in/frmStudent FeedBack.aspx

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

3760

File Description	Documents
Any additional information	**No File Uploaded**
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

1074

File Description	Documents
Any additional information	**No File Uploaded**
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

Initially, college used to distinguish slow and advanced learner on the basis of the marks scored by the student at his entry level examination. However, in the post accreditation period college took innovative steps such as personal interaction with students about their area of interest, interviewing, question answer session, the quiz on general knowledge etc. The academic performance in the previous academic year is a good indicator to identify the slow and advanced learners. The Admission Committee and office maintains separate register for each class with details such as marks obtained in the previous examination and subjects opted for the course. The heads of the concerned department prepare list of the slow and advanced learners to bridge up the knowledge gap of the enrolled students.The target group of the slow learners showed improvement in the knowledge of concerned subjects and scored better marks in the university examination while advanced learners showed better performance in the knowledge of concerned subjects and scored better marks in the university examination. They were participated in classroom interactions and discussions actively.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
5251	**110**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The vision and mission of the college is student oriented and focused on their overall development. Entire teaching-learning and evaluation process undergoes through all the above-mentioned methods. Teacher demonstrates to elaborate the difficult concepts in their local context as well as ICT tools are used to visualize them what they are studying. In addition, Geography and Environmental Science, Zoology and Botany, each department encourages students to get an experience what they are exactly studying in the books. Dept of English, Hindi and Bengali shares the experience of their novels, drama and poetry through the screening of adapted movies. Participative Learning is clearly visible in the actual learning process of our college where students participate actively in each and every departmental event such as seminar, group discussion, wall papers, projects, chart. The students of Commerce departments do visit to nearby banks, industries and villages to understand and experience bank transactions, micro-finance groups and land measurement etc. Students are encouraged to ask questions and share their thoughts in the class and assessed by Peer Learning. Problem-Solving Method –While teaching in the class, students participate in the learning process and experience those things in his/her practical, field work, industry visits.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The Institution has a significant concern for providing state-of-the-art infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher centered to student centric. Not only mastering ICT skills, but also utilizing ICT to improve teaching and learning is

of utmost importance for teachers in performing their roles. Keeping in mind the importance of ICT, e-learning environment is created in the class rooms with well-equipped Smart boards, LCD projectors, audio-visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Microsoft Team, Google classroom, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc. For effective teaching, modern aids like desktops, laptops, LCD & overhead projectors, etc are utilized in clSass rooms. During the COVID-19 period all teachers were using above mentioned methods. The college has a future plan to build a digital seminar hall to provide more facilities for effective learning. The faculty members avail the high-speed Wi-Fi internet provided by the college. Array of e-journals available for the faculty members huge stock of e-books available for the faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

110

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

2.4 - Teacher Profile and Quality

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

110

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

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

47

File Description	Documents
Any additional information	<u>View File</u>
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)	<u>View File</u>

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

797.3

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

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.

At the beginning of the academic session, Departmental Heads and faculty members inform the students about question pattern, chapter or topic-wise distribution of marks in the classroom. Time-to-time notifications about evaluation processes issued by Principal are being circulated to the classrooms and displayed in the College notice board. This is generally done by Academic sub-committee with the concurrence of Examination sub-committee. Class test is also taken by some teachers of some departments for regular evaluation or progress. Final evaluation is taken by the affiliated university. The examination process is transparent and compliant with the University of Kalyani guidelines. Students and their parents are informed about examination process through orientation program in the First Year. The question papers are verified to eliminate errors and stored in sealed envelope. Supervision duty chart is drafted and informed to teachers. Separate seating arrangement is made for students with learning disability and the College also provides writer, reader and extra time to such students as per university guidelines. Attendance of students is maintained properly during examination. Teachers uploaded marks in university portal. Controller of examination send the questions of all subjects to the college and exam committee of the college conducted examinations.

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

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

The Academic Calendar is displayed on the college notice board and on the college website for all stakeholders. In the induction programme, the principal briefs about the examination-evaluation 'The college conducts tutorial, home assignment, tests, presentations, group discussion, etc. to assess the performance of students. The college exam committee executes its internal exams in a very meticulous manner. New terms and marking system of CGPA and CBCS pattern is elaborated to the students initially. All exam related grievances are addressed to the committee where Principal is the chairperson. Students of the Geography, Zoology and Botany department are assessed by their active participation in the study tour. Unit tests/tutorials are conducted periodically. The assessment work is carried out by the concerned subject faculty in the institution. The evaluation reports are prepared within the

stipulated time and communicated to the students in the classroom as well as displayed on the notice board. The answer books are shown on the demand of the students and guided them for their better performance in the forthcoming examination of the university. Some departments arrange students' parents and teachers to meet in which their performance is discussed.

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

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes encompass a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate courses. The College offers a number of programmes in Science, Humanities and Commerce, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website. The College has created an ecosystem for learning beyond the classroom and through numerous other co-curricular and extracurricular activities. We empower students to become future teachers, entrepreneurs, scientists, soldiers and administrators with motivation. They acquire the ability and sensitivity to lead India to strengthen its place in the community of nations. The outcome of courses is clearly outlined during the common Orientation Day organised on the opening day of each academic session. This is further reinforced in the orientation programmes organised separately by each department. There is a coordinated effort on the part of the College and students in achieving the desired outcomes: Motivation lectures, Skill enhancement activities and mentoring sessions are organized regularly. Various course specific activities such as live projects, departmental activities and certificate courses enable students to work towards achieving course outcomes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
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.

There are three programmes in the college viz. Arts, science and Commerce, though these are traditional in nature but college has been continuously working on the attainments of these outcomes. Very systematically, from the first year of their college, the purpose of their academic journey is elaborated through principal address, induction programme, expert lectures and classroom interactions. In order to focus on the outcomes, they are categorized in the slow, average and advanced learner on the basis of their entry level marks. Close awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure and their behavioral change are few of the parameters to recognize or evaluate the attainment of their course outcomes. Home Assignments and Unit Tests assessment are substantially helping to evaluate the learning outcomes. Lectures on competitive examinations, career counseling and soft skills are playing crucial role in the overall development of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

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)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

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)

<u>http://kanchraparacollege.ac.in/FeedBack/Student/Student_Feedback_2020_2021.pdf</u>

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)

50000

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://wbbb.wb.gov.in/

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

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

11

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

1

File Description	Documents
Any additional information	**No File Uploaded**
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

18

File Description	Documents
Any additional information	**No File Uploaded**
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

Throughout the year college is attached with the local communities and people. College is initiated several programme and activities for the local people and the community for instances; distribution of food packets to the local community of Niranjan Pally. Secondly, Dengu awareness programme for all the college stake holders as well as local people. Kanchrapara College is situated at a congested place what is why road safety is important issue. Thus, college conducted a road safety awareness program during the academic session. Drug is a threat in our society so college organized a drug abused programme for local people. A blood donation camp was also conducted by the college for the awareness and needy peoples of the local communities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

2

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

28

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

512

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

45

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

43

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college campus housing the Science Building composite Arts and Commerce Building ensures sufficiency of class rooms and laboratories for the smooth running of classes, examinations, and co-curricular activities. The lush greenery, gardens, open spaces, and huge playground, provide a congenial environment for academic pursuits. Over the years the infrastructure has been developed and expanded to keep pace with the demands of new requirements.. The

college has a hygienic canteen for students and teachers for last 30 years.

Teaching-learning is enhanced by

1. Smart Class Rooms

2. ICT-based lectures

3. Wi-fi Campus

4. International and National Seminars, Workshops, and Symposia

5. New Teachers' Room

All lab-based Science Departments have their respective laboratories for Practical classes.

There are computer facilities with the latest software are available for all student.

To facilitate students' curricular and co-curricular activities, the College maintains exclusive units like Medicinal Plant Garden.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Vibrant campus life is enjoyed by the students as equal stress is laid on academic and extracurricular activities. Amidst the pandemic, students organized cultural programs virtually to celebrate College Foundation Day, Teachers' Day, Sharad Utsav, etc.

Institution ensures a holistic development of the pupils through its

1. State-of-the Art gymnasiums in both the College. Trained Gym Instructor continuously look after the session.

2. Yoga classes are arranged under the guidance of trained Yoga Teachers.

The college has developed a Meditation Room and Multi-Gym for the stake holders which helps the students and as well teachers for building their mind and physical health.

The college has spacious well equipped separate Common Rooms for Boys and Girls students. It has recreational facilities with indoor games.

This year Annual Sports was organized virtually.

The College thus facilitates its pupils in exploring their budding talents in cultural activities and physical fitness along with academics.

The College thus facilitates its pupils in exploring their budding talents in cultural activities and physical fitness along with academics.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

54

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

54

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
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)

237.91

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is being automated using Integrated Library Management System. For this purpose, Library Management software named Koha had been installed in the year of 2015. In the year 2019, Koha has been upgraded according to recommendation of library sub-committee. It is cloud-based and Version: 21.05.05.003. All activities like bar-coding of books, the accessioning of books, the cataloguing of books, online access of catalogue (WEB-OPAC), etc. have been done through this software. The barcode-based circulation system is started in the library. It has a 24x7x365 OPAC search facility. Library organizes students' orientation programme for 1st year or new students so that they become familiar with the diversity of mechanisms that the library has in store for them.

The institution has subscribed to e-resources like e-journals and e-books through the N-LIST of INFLIBNET since 2017. We can access 6000+ journals and 1,99,500+ ebooks under this programme and are also provided university syllabus, previous questions, etc. from the library website.

CCTV cameras have been installed in the college library to create a safe studying environment for its users. Library Advisory Committee at its meeting frames a policy for the smooth functioning of the library and takes necessary steps for executing decisions expeditiously.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the **B. Any 3 of the above**
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

2.66215

File Description	Documents
Any additional information	**No File Uploaded**
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

71

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

The Wi-Fi System which was implemented / extended on all floors of the Science Building, Arts and Commerce Building, Central Library, Smart Class Room, College Office to provide Network Access Facilities to all students, Faculty Members and stake holders throughout the Campus was adequately maintained for smooth functioning. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college.

This facilitated the holding of virtual classes over the G-suite platform during the pandemic situation. At present all Buildings of college campus is a secure Wi-Fi Zone. Internet facility was provided to teachers with printer. Smart classrooms equipped with interactive board, LCD projector, microphone system and speakers were installed. However, cable was laid to keep provisions for additional points.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

68

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

237.91

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
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.

The policy of the Institution is sustainable expansion through creation and enhancement of existing infrastructure. IQAC, Academic and Building Sub-Committee convene regular meetings to assess the infrastructural facilities and requirements. Head of different departments sent their requirement to the Principal on regular basis. Principal submits plans and proposals from time to time to the Governing Body of the college who takes the final decision on priority basis. Regular maintenance work in the college takes place immediately, while longer projects are executed during vacation. The college sanction funds for maintaining all Laboratories on regular basis.

Library provides reprography facility. Binding of old books, pest control and other maintenance measures are undertaken periodically. Every year college sanctions fund department wide to purchase books. CCTV camera is there at strategic places to help

in maintaining discipline and sense of security. In addition, security guards have been deployed, who are hired through an external private agency. The college has Evening Shift also. There are extra security personnels for the night shift. The college appoint two gardeners for maintain the beautiful garden and the medicine plants. Canteen has been set up for the students and teachers. Regular sanitization during the COVID-19 Pandemic was done.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2193

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

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

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

10

File Description	Documents
Upload any additional information	**No File Uploaded**
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

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
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

60

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

60

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

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

4

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

163

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

9

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
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)

One student is chosen as a member of the College Governing Body, and the Internal Quality Assurance Cell, thus ensuring active student participation in the administrative processes of the College. It works in tandem with the faculty in the celebration of occasions like Republic Day, Bhasha Divas, International Women's Day, and Independence Day. The College Magazine and the Wall Magazines of different Departments provide opportunities to showcase and explore their creative writing skills. Different cultural programmes, Songs, dance, dance dramas and plays were not happened due to pandemic.

The College thus provides a comprehensive educational program to its students, with co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

16

File Description	Documents
Report of the event	<u>View File</u>
Upload any additional information	**No File Uploaded**
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)	<u>View File</u>

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

NIL

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution's aim is to empower students in a holistic sense above caste, creed, community & religion. College is managed by the Principal and his Faculty comprising significant numbers of male and female teachers. Managing Units like the Governing Body & IQAC strategize, plan and implement with a network of Committees under the Principal & the Teachers' Council. Perspective plans include course dissemination strategies to help women and transgender students to shed social inhibition & be abreast with mainstream e.g. Gender Studies in many courses, departmental remedial course, Women's Studies. Providing special care and state of the computer lab, library & hi-speed internet facilities to ready every student from across social strata. Selection of Career Plans in the form of seminar, counselling etc in campus to address various levels of merit. Maintaining and upgrading UG & PG level day by day in college by principal, so students can take advantage of higher education in secure, economic. and accessible environment.

File Description	Documents
Paste link for additional information	Nil
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.

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

Participative management was evident in the way teachers of each department divided academic assignments to cope with the transition first from online to hybrid and then finally to offline mode by February 2022. The Head of each department communicated with the Teacher's Council Secretary who functioned as a leader between departments and principal. Finally, the Principal reviewed the picture so that students were given full care.

At the beginning of the academic year, the objectives of the College are defined. This itself is done by participative management wherein the Principal and Coordinators of all the programs sit together to identify the goals to be achieved in the said year. Once the goals are finalised, the process of decentralisation starts.Principal and IQAC which conduct different events at college and inter-collegiate levels. National and international days, annual fests, Doctors Day, Plastic Bag free Day, 3rd July, 15 August etc., are celebrated with great energy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Student Mentoring, already an institutional practice, was made formal. · IQAC members brainstormed together to design feedback forms & also counselling strategies for mentoring. The idea was to orient students to accept the physicality of the institution, know its features and become a part of the campus from after the

confinement of online experience.

College has grown in leaps and bounds in all aspects of education "Students" are the primary focus of the Institution. Hence, to meet the changing demands of students, the GB has adopted a "student-centric approach" forall round development of students and ensure their success:

? New subject has opened after inspection of Higher Education and University of Kalyani.

? Student intake in a few programs has been increased.

? Staff intake has also increased as per requirement.

? Infrastructure, in terms of class rooms has been enhanced.

? Laboratory infrastructure has been upgraded with respect to no. of computers and software packages.

? Website has been updated.

? Softwares are used for admission, finance and purchase.

? Library resources, both books and online have been steadily growing.

? Reading room facilities have also been added.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 Organogram represents toe governing mechanism and the functional units of the college. The principal is the referral for all final decisions Planning and devising strategies done by both IQAC and Governing Body. The various units include the academic departments under their respective Heads, the Principal's

committees under their Conveners responsible for various aspects of academic administration and the teacher's Council's Secretary is annually appointed to manage the academic calendar and coordinate the functions of everyday management and functions. The Librarians manage the intellectual resources in all versions. Nonteaching Office Staff act as extension of the Principal's Office and manage student affairs and Academic assistants help in laboratory management and ancillary work. The College maintains campus harmony and well being through special cells headed by senior IQAC members e.g. Grievance Redressal Cell, Anti Ragging Cell, Internal Complaint Committee and the Public Investigating Office to direct academic dispute of a legal nature. These Cells are part of the Principal's Office.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Being an Aided institution most of the employees enjoy the privilege of govt health scheme & Sasthya Sathi programme. Special

Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19. Loans from GPF very easily made available through single window service of Principal's Office. The principal favourably recommends teachers who receive offers from prestigious institutions for higher studies so that govt leave with pay is made available. LTC are available as per WBSR. Medical Leave per year 20 days full pay. Maternity Leave CCL available at Principal's discretion.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**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

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
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

Principal prepares ACR for teachers coming under CAS. CAS papers reflecting Internal performance level and fidelity of informative personal data cross-checked by the IQAC to ensure fairness in career advancement. Regular updating of physical Service Book.

Principal goes through Students' Feedback reports and has closed door sessions when required. Departmental meetings with the principal are regular features. Principal confers regularly with IQAC Coordinator, TCS and Service Book & Leave Committees on case-to-case basis. The principal confers with the Head Clerk on all matters relating to Non teaching Staff. In case of connection of performance owing to personnel interaction the Special cells like the Grievance Redressal Cell is brought in.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college to look after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. Yearly audits of the college finances are made on a regular basis. All processes relating to the financial audit of the college for the financial year 2019-20 is nearly complete, and the same is likely to be conducted by the Chartered Accountant, an authorized auditor of the Government of West Bengal, very soon.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

0

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

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

The major sources of revenue are: Fees collected from admission ,and fees for services rendered to students Interest received on saving deposits. The funds collected are spent only for planned expenditure reflected in the Budget During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College. electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses. The final annual budget (capital & revenue) is tabled before the GB . A specific amount is finalized within which the College has to restrict its expenses. All financial transactions are controlled and monitored by internal and external audit.

Optimal utilization of infrastructural resources Staggered time table for students for utilization of class rooms and work schedule for teaching and non-teaching staff. ICT enabled computer labs for conducting lectures, Smart class room, Projectors, LCD & mike system in classrooms. Library is well equipped with text books, reference books, journals, magazines, online journals and kindle for reading. Library sitting hours extended during the period of exam.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level of functioning of the Institute. 1.Improving Teacher Quality:

i.In order to improve teacher quality, the IQAC has been motivating the teachers to attend NET/SLET Workshops.

ii. The recruitment of fully qualified teaching faculty has been adopted.

iii. The regularization under University norms has been done of fully qualified teachers.

iv. Workshops are being conducted by IQAC, Library committee, Research Committee, Central Training Department and other committees encouraging the faculty to use ICT and e-resources. Managing change and Teacher as mentor. vi. Teachers are encouraged to attend Orientation, Refresher and Short term courses. A large number of teachers are enrolled for Online learning platforms .

vii. Teachers are encouraged to participate in Syllabus Revision Workshops.

vii. Feedback Mechanism is prepared by the Feedback Committee for conducting student feedback on teaching learning.

viii. Promoting the Culture of Research: The IQAC strives to develop an environment conducive to research.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Practice 1 · The IQAC was specially focused on the quality of online receptivity. · To this end preparation of special Covid

time tables were advised to the departments. · These were more flexible and student friendly in that explanation in topics were stretched more than would be in offline classes. · Mini oral quizzes were also suggested. · Departments across the college adopted this advisory adapting to the special requirement of their discipline.

Practice 2 · Feedback from students was sought during Mentoring sessions. · Formal feedback often has stereotypical response. · To overcome this challenge counselling -mentoring sessions were sought from students. · By taking Covid precautions and maintaining adequate social distancing students were brought in and engaged in conversations to elicit academic, and associated feedback.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
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 college has a general policy of maintaining and promoting gender equity. On a micro level, gender equity and gender sensitivity is encouraged and promoted in the classrooms. The college organises workshops and seminars to generate awareness on equality at all levels. The college had initiated to gender audit of all students of all senester for the academic year 2022-2023 . Gender audit report atteched here with. College always trying to maintain it's reputation on Gender issue.

File Description	Documents
Annual gender sensitization action plan	Gender Audit
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	a. Safety and Security : 1. Help desk, 2. Grievance cell, 3. Anti ragging cell , 4. Sextual harassments cell , 5. Girls common room 6. Minority cell 7. SC cell 8. ST cell ,9. vending Machine b. Counselling: 1. carrier counselling cell , c: 1. Boys common room

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

D. Any 1 of the above

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

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

Solid waste management

• Liquid waste management

- **Biomedical waste management**

- **E-waste management**

- **Waste recycling system**

- **Hazardous chemicals and radioactive waste management**

To manage the various kinds of waste materials, the college has provided different waste baskets, bins and trolleys to different departments on the basis of their specific requirements. General waste bins are placed in all rooms of the college and master waste bins are placed at strategic spots like in front of the students' common rooms, the college canteen, the teachers' staff rooms etc.

Liquid waste management is usually done through a thorough drainage system that runs around the college.

Biomedical waste is disposed in a separate bin earmarked for the purpose.

At the college entrance, a wired box is set up specifically for disposal of e-waste.

Waste recycling is not yet done in the college.

Hazardous chemical and radioactive waste is not disposed by the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

B. Any 3 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	**No File Uploaded**

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

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

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	No File Uploaded

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

The college takes various initiatives to promote an inclusive environment facilitating tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Our institution beliefs in equity and equality where everyone needs to feel welcome safe and accepted.

A unique feature of the institution is that the college has 6 language departments: Bengali, English, Hindi, Sanskrit, as well as PG course of Hindi Language, which illustrates its cultural and linguistic diversity.

The college has celebrated International Mother Language Day (Vasa Dibas), Hindi Dibas every year. The college also celebrate Basanta Utsab and Sharad Utsab. In these programmes of our College students and teachers perform in various languages in these programmes actively.

NSS Unit of the college has adopt nearby Saroj Pally for the

development of under privileged people of the locality. In pandemonic stage NSS Volunteers took active part in awareness programme. As part of the programme the sanitary products like hand sanitizers and soaps had been distributed among the villagers. They had also been made aware about the importance of using the face mask and hand sanitization as well as cleaning of hands with soap and water frequently as protective measures for covid-19.

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	**No File Uploaded**

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

The college regularly conducts internal workshops and mentoring sessions for students to make them aware of their constitutional rights and duties. The values of the Indian constitution, namely, Justice, Liberty, Equality, Fraternity, Rule of Law, Democracy, Socialism and Secularism are imparted through them in these lecture sessions. They not only inculcate in the students a sense of political obligation to the Indian state and thereby inspire them to be good citizens, but also demonstrate a very concrete course of action of Constitutional rights and duties. Such sessions are conducted for employees as well, as a part of an extended faculty development programme.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to   **B. Any 3 of the above**

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	**No File Uploaded**

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

It has been a tradition in Kanchrapara College to celebrate the various national and international commemorative days like the Republic Day, Independence Day, Gandhi Jayanti, Netaji Jayanti, Ambedkar Jayanti, International Environment Day, International Women's Day etc. The celebration of these days make students aware of the contributions of these national heroes in the formation of this nation. International days make students realise the exigency of issues like environmental degradation and gender equality.

Local and national festivals generate awareness simultaneously about the local, cultural roots as well as the similarities between various ethnic groups in the nation.

Since the pandemic, such physical gathering to celebrate has been rendered impossible. But we have celebrated Bengali New Year through online cultural presentations.

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

7.2 - Best Practices

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

Best Practice – I:

Kanchrapara College is the first college in West Bengal and the 2nd in India, after Punjab University, to offer exclusive toilet for transgenders. "A toilet is a basic amenity and no one should have to struggle for that"– said Argha Roy Chowdhury (aka Silk) one of our transgender students. After long discussions with students, the college authority had sanctioned fund to build a separate toilet for transgenders. This has been a very important step for acceptance of the third gender by an authority. It was a beautiful feeling, both for the authorities as well as for the transgender students. The toilet was built and opened for students in November 11, 2016 on National Education Day. The news was covered by Times of India and the link to the news article is provided herewith: https://timesofindia.indiatimes.com/city/kolkata/toiletrelief-for-transgender-students/articleshow/62021989.cms

Best Practice – II:

Free Medical Facilities for all Students, Teaching and Non-teaching staff of the college is provided throughout the year. The management of the institution has felt for the necessity of having medical facilities for all stakeholders of the institution within the institution to keep a constant eye on health of every stakeholder of this educational institution.

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

7.3 - Institutional Distinctiveness

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

The priority and thrust of Kanchrapara College remains holistic growth of its pupils coming from diverse backgrounds and digitisation of all college activities. The lockdown has further necessitated the development of a sound ICT based teaching-learning system. Smart Class Rooms, ICT based lectures a fully automated library equipped with INFLIBNET and RFID, computer facilities with Career Counselling and Job Placement Cell, Medical Unit, State-of-the Art gyms, Yoga classes and Self Defence Programmes, Annual Value Education programmes by the IQAC, Gender Sensitization Seminars, and Awareness Programmes ensure a holistic education. We have made considerable progress in this area.

Several scholarships/endowments from government, non-government and philanthropic resources are available for poor students. The funds e disbursed through the financial aid committee of the college. The National Service Scheme unit of the college is also one of the thrust areas of the college through which it reaches out to the community. Many camps on physical and psychological wellbeing have been arranged by the NSS unit. We plan to proceed further in these areas.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- **The Institution's Academic Calendar is designed on the basis of the Master calendar of its affiliating University, The University of Kalyani, with due flexibility for its unique extra-curricular activities.**

- **The Institution follows well-structured central and departmental Time Tables. Strict adherence ensures the completion of syllabi in correspondence with the projection in the academic calendars and bears evidence of proper academic planning.**

- **Departments prepare Lesson Plans so as to provide maximum learner-friendly dissemination of both UG and PG Courses and these are further examples of meticulous documentation.**

- **The Course (CBCS is in correspondence with the graded Internal Examination System (Internal Assessment Tests and Tutorials/ Practicals).**
- **The records of the graded evaluation system help modify teaching plans so as to effectively and efficiently address any gap in learner-receptivity and prepare students better for terminal examinations/semesters.**

- **In the CBCS Course, the Institution has evolved a system of uploading marks of Internal Assessment in the database designed by the University, duly maintaining back copies at the College level to complete the documentation process.**

- **During the period 2020-2021, CBCS syllabi had been meticulously covered and a part of this period included the pandemic year when classes were regularly held online, when Educational Institutions in our State remained closed for students as per the notification of**

the Higher Education Department, Govt. of West Bengal.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	http://kanchraparacollege.ac.in/AQARData/2022-2023/C-1.1.1.pdf

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

KANCHRAPARA COLLEGE TentativeAcademicCalendarforthesession2022-2023 Sl.No. College activities / Programmes Tentative time Schedule 1 Commencement of UG Admission (Hons. & General) As per notification of the University of Kalyani & W.B.H.E.D. 2 Commencement of 1st Semester Classes As per notification of the University of Kalyani & W.B.H.E.D. 3 Orientation programme regarding CBCS and other matters. Within 15 days after the commencement of classes 6 Registration for the students of 1st semester As per the schedule of the University of Kalyani 7 Provisional enrolment for the successive semesters Within 7 days from the date of completion of the end term examination 8 Parents-Teachers' Meetings Onemeeting for odd & even semesters each before Internal Assessment 9 Internal Assessments 8-10 weeks after the commencement of classes 10 Skill development and awareness programme Round the year 11 Form fill in for Semester End term examination As per University of Kalyani Notification 12 End term examination As per Universityof Kalyani Notification 13 Publication of Results of End term examination As per University of Kalyani Notification 14 Prize distribution and Sharodatsav Before Puja Vacation 15 Annual meeting of the Alumni Association Preferably in Winter 16 Annual Sports December, 2022 17 Annual Social January, 2023 18 Departmental Reunions / Farewell Programmes / Freshers' Welcome As per the notifications of the departments concerned 19 Seminar / Workshop/Conference / Symposia/Webinar To be organized as/when proposed by the respective Departments/Sub Committees 20 In - house programmes To be organized round the year by NCC, NSS and other Sub-Committees

File Description	Documents
Upload relevant supporting documents	[View File]
Link for Additional information	http://kanchraparacollege.ac.in/frmAcademicCalender.aspx

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	**No File Uploaded**

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

25 (20 Honours+04 Programme+01 M.A. Hindi)

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

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
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

236

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

236

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

Professional Ethics is included in both UG and PG syllabi of various disciplines having component of different Papers.

Environmental Ethics:

Environment and Sustainability are addressed in CC, SEC, and GE Courses in some disciplines like Botany, Geography, Chemistry, Economics, Microbiology, Political Science and zoology. Course curriculum also includes AECC Environmental project, a compulsory paper for all students.

Women Empowerment:

Gender issues are included in Bengali, English, Sanskrit, Hindi, (UG & PG) History, Political Science courses which shed light on the various dimensions of power and patriarchy.

Professional Ethics:

Political Science 4th Semester, POL-H-CC-T-9: Public Policy and Indian Administration would enrich students' knowledge about the role of UPSC and SPSC in the recruitment and training of civil servants and various aspects of minister's civil servant relationship. The paper also focuses on employment pragrammes likes MNREGA which are instructed in providing employment to both rural and urban youth.

Human Values:

Human values are addressed and included in the UG Core Course of Philosophy, Political Science, Sanskrit, Hindi, Bengali and English.

So, Arts, Commerce and science and M.A. Hindi students to get acquainted with the most essential ethics namely Environmental Ethics, Women Empowerment, Professional Ethics, Sustainable Development and Human Values.

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

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

19

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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)	<u>View File</u>

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

2413

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

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	**C. Any 2 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://kanchraparacollege.ac.in/frmStudentFeedBack.aspx

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

3760

File Description	Documents
Any additional information	**No File Uploaded**
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

1074

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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

Initially, college used to distinguish slow and advanced learner on the basis of the marks scored by the student at his entry level examination. However, in the post accreditation period college took innovative steps such as personal interaction with students about their area of interest, interviewing, question answer session, the quiz on general knowledge etc. The academic performance in the previous academic year is a good indicator to identify the slow and advanced learners. The Admission Committee and office maintains separate register for each class with details such as marks obtained in the previous examination and subjects opted for the course. The heads of the concerned department prepare list of the slow and advanced learners to bridge up the knowledge gap of the enrolled students.The target group of the slow learners showed improvement in the knowledge of concerned subjects and scored better marks in the university examination while advanced learners showed better performance in the knowledge of concerned subjects and scored better marks in the university examination. They were participated in classroom interactions and discussions actively.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
5251	**110**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The vision and mission of the college is student oriented and focused on their overall development. Entire teaching-learning and evaluation process undergoes through all the above-mentioned methods. Teacher demonstrates to elaborate the difficult concepts in their local context as well as ICT tools are used to visualize them what they are studying. In addition, Geography and Environmental Science, Zoology and Botany, each department encourages students to get an experience what they are exactly studying in the books. Dept of English, Hindi and Bengali shares the experience of their novels, drama and poetry through the screening of adapted movies. Participative Learning is clearly visible in the actual learning process of our college where students participate actively in each and every departmental event such as seminar, group discussion, wall papers, projects, chart. The students of Commerce departments do visit to nearby banks, industries and villages to understand and experience bank transactions, micro-finance groups and land measurement etc. Students are encouraged to ask questions and share their thoughts in the class and assessed by Peer Learning. Problem-Solving Method –While teaching in the class, students participate in the learning process and experience those things in his/her practical, field work, industry visits.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The Institution has a significant concern for providing state-of-the-art infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher centered to student centric. Not only mastering ICT skills, but also utilizing ICT to improve

teaching and learning is of utmost importance for teachers in performing their roles. Keeping in mind the importance of ICT, e-learning environment is created in the class rooms with well-equipped Smart boards, LCD projectors, audio-visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Microsoft Team, Google classroom, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc. For effective teaching, modern aids like desktops, laptops, LCD & overhead projectors, etc are utilized in clSass rooms. During the COVID-19 period all teachers were using above mentioned methods. The college has a future plan to build a digital seminar hall to provide more facilities for effective learning. The faculty members avail the high-speed Wi-Fi internet provided by the college. Array of e-journals available for the faculty members huge stock of e-books available for the faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

110

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

2.4 - Teacher Profile and Quality

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

110

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

47

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

797.3

File Description	Documents
Any additional information	**No File Uploaded**
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.

At the beginning of the academic session, Departmental Heads and faculty members inform the students about question pattern, chapter or topic-wise distribution of marks in the classroom. Time-to-time notifications about evaluation processes issued by Principal are being circulated to the classrooms and displayed in the College notice board. This is generally done by Academic sub-committee with the concurrence of Examination sub-committee. Class test is also taken by some teachers of some departments for regular evaluation or progress. Final evaluation is taken by the affiliated university. The examination process is transparent and compliant with the University of Kalyani guidelines. Students and their parents are informed about examination process through orientation program in the First Year. The question papers are verified to eliminate errors and stored in sealed envelope. Supervision duty chart is drafted and informed to teachers. Separate seating arrangement is made for students with learning disability and the College also provides writer, reader and extra time to such students as per university guidelines. Attendance of students is maintained properly during examination. Teachers uploaded marks in university portal. Controller of examination send the questions of all subjects to the college and exam committee of the college conducted examinations.

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

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

The Academic Calendar is displayed on the college notice board and on the college website for all stakeholders. In the induction programme, the principal briefs about the examination-evaluation 'The college conducts tutorial, home assignment, tests, presentations, group discussion, etc. to assess the performance of students. The college exam committee executes its internal exams in a very meticulous manner. New terms and marking system of CGPA and CBCS pattern is elaborated to the students initially. All exam related grievances are addressed to the committee where Principal is the chairperson. Students

of the Geography, Zoology and Botany department are assessed by their active participation in the study tour. Unit tests/tutorials are conducted periodically. The assessment work is carried out by the concerned subject faculty in the institution. The evaluation reports are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board. The answer books are shown on the demand of the students and guided them for their better performance in the forthcoming examination of the university. Some departments arrange students' parents and teachers to meet in which their performance is discussed.

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

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes encompass a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate courses. The College offers a number of programmes in Science, Humanities and Commerce, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website. The College has created an ecosystem for learning beyond the classroom and through numerous other co-curricular and extracurricular activities. We empower students to become future teachers, entrepreneurs, scientists, soldiers and administrators with motivation. They acquire the ability and sensitivity to lead India to strengthen its place in the community of nations. The outcome of courses is clearly outlined during the common Orientation Day organised on the opening day of each academic session. This is further reinforced in the orientation programmes organised separately by each department. There is a coordinated effort on the part of the College and students in achieving the desired outcomes: Motivation lectures, Skill enhancement activities and mentoring sessions are organized regularly. Various course specific activities such as live projects, departmental activities and certificate courses enable students to work towards achieving

course outcomes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
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.

There are three programmes in the college viz. Arts, science and Commerce, though these are traditional in nature but college has been continuously working on the attainments of these outcomes. Very systematically, from the first year of their college, the purpose of their academic journey is elaborated through principal address, induction programme, expert lectures and classroom interactions. In order to focus on the outcomes, they are categorized in the slow, average and advanced learner on the basis of their entry level marks. Close awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure and their behavioral change are few of the parameters to recognize or evaluate the attainment of their course outcomes. Home Assignments and Unit Tests assessment are substantially helping to evaluate the learning outcomes. Lectures on competitive examinations, career counseling and soft skills are playing crucial role in the overall development of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

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)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://kanchraparacollege.ac.in/FeedBack/Student/Student_Feedback_2020_2021.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)

`50000`

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://wbbb.wb.gov.in/

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

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

11

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

1

File Description	Documents
Any additional information	**No File Uploaded**
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

18

File Description	Documents
Any additional information	**No File Uploaded**
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

Throughout the year college is attached with the local communities and people. College is initiated several programme and activities for the local people and the community for instances; distribution of food packets to the local community of Niranjan Pally. Secondly, Dengu awareness programme for all the college stake holders as well as local people. Kanchrapara College is situated at a congested place what is why road safety is important issue. Thus, college conducted a road safety awareness program during the academic session. Drug is a threat in our society so college organized a drug abused programme for local people. A blood donation camp was also conducted by the college for the awareness and needy peoples of the local communities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

2

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

28

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

512

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

45

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

43

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college campus housing the Science Building composite Arts and Commerce Building ensures sufficiency of class rooms and laboratories for the smooth running of classes, examinations, and co-curricular activities. The lush greenery, gardens, open spaces, and huge playground, provide a congenial environment for academic pursuits. Over the years the infrastructure has been developed and expanded to keep pace with the demands of new requirements.. The college has a hygienic canteen for students and teachers for last 30 years.

Teaching-learning is enhanced by

1. Smart Class Rooms

2. ICT-based lectures

3. Wi-fi Campus

4. International and National Seminars, Workshops, and Symposia

5. New Teachers' Room

All lab-based Science Departments have their respective laboratories for Practical classes.

There are computer facilities with the latest software are available for all student.

To facilitate students' curricular and co-curricular activities, the College maintains exclusive units like Medicinal Plant Garden.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Vibrant campus life is enjoyed by the students as equal stress is laid on academic and extracurricular activities. Amidst the pandemic, students organized cultural programs virtually to celebrate College Foundation Day, Teachers' Day, Sharad Utsav, etc.

Institution ensures a holistic development of the pupils through its

1. State-of-the Art gymnasiums in both the College. Trained Gym Instructor continuously look after the session.

2. Yoga classes are arranged under the guidance of trained Yoga Teachers.

The college has developed a Meditation Room and Multi-Gym for the stake holders which helps the students and as well teachers for building their mind and physical health.

The college has spacious well equipped separate Common Rooms for Boys and Girls students. It has recreational facilities with indoor games.

This year Annual Sports was organized virtually.

The College thus facilitates its pupils in exploring their budding talents in cultural activities and physical fitness along with academics.

The College thus facilitates its pupils in exploring their budding talents in cultural activities and physical fitness along with academics.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

54

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

54

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
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)

237.91

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The library is being automated using Integrated Library Management System. For this purpose, Library Management software named Koha had been installed in the year of 2015. In the year 2019, Koha has been upgraded according to recommendation of library sub-committee. It is cloud-based and Version: 21.05.05.003. All activities like bar-coding of books, the accessioning of books, the cataloguing of books, online access of catalogue (WEB-OPAC), etc. have been done through this software. The barcode-based circulation system is started in the library. It has a 24x7x365 OPAC search facility. Library organizes students' orientation programme for 1st year or new

students so that they become familiar with the diversity of mechanisms that the library has in store for them.

The institution has subscribed to e-resources like e-journals and e-books through the N-LIST of INFLIBNET since 2017. We can access 6000+ journals and 1,99,500+ ebooks under this programme and are also provided university syllabus, previous questions, etc. from the library website.

CCTV cameras have been installed in the college library to create a safe studying environment for its users. Library Advisory Committee at its meeting frames a policy for the smooth functioning of the library and takes necessary steps for executing decisions expeditiously.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

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	B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
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)

2.66215

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

71

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

The Wi-Fi System which was implemented / extended on all floors of the Science Building, Arts and Commerce Building, Central Library, Smart Class Room, College Office to provide Network Access Facilities to all students, Faculty Members and stake holders throughout the Campus was adequately maintained for smooth functioning. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college.

This facilitated the holding of virtual classes over the G-suite platform during the pandemic situation. At present all Buildings of college campus is a secure Wi-Fi Zone. Internet facility was provided to teachers with printer. Smart classrooms equipped with interactive board, LCD projector, microphone system and speakers were installed. However, cable was laid to keep provisions for additional points.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

68

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

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)

237.91

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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.

The policy of the Institution is sustainable expansion through creation and enhancement of existing infrastructure. IQAC, Academic and Building Sub-Committee convene regular meetings to assess the infrastructural facilities and requirements. Head of different departments sent their requirement to the Principal on regular basis. Principal submits plans and proposals from time to time to the Governing Body of the college who takes the final decision on priority basis. Regular maintenance work in the college takes place immediately, while longer projects are executed during vacation. The college sanction funds for maintaining all Laboratories on regular basis.

Library provides reprography facility. Binding of old books, pest control and other maintenance measures are undertaken periodically. Every year college sanctions fund department wide to purchase books. CCTV camera is there at strategic places to help in maintaining discipline and sense of security. In addition, security guards have been deployed, who are hired through an external private agency. The college has Evening Shift also. There are extra security personnels for the night shift. The college appoint two gardeners for maintain the beautiful garden and the medicine plants. Canteen has been set up for the students and teachers. Regular sanitization during the COVID-19 Pandemic was done.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2193

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

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

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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	**C. 2 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

`60`

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

`60`

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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

4

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

163

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

9

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.

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0
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File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
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)

One student is chosen as a member of the College Governing Body, and the Internal Quality Assurance Cell, thus ensuring active student participation in the administrative processes of the College. It works in tandem with the faculty in the celebration of occasions like Republic Day, Bhasha Divas, International Women's Day, and Independence Day. The College Magazine and the Wall Magazines of different Departments provide opportunities to showcase and explore their creative writing skills. Different cultural programmes, Songs, dance, dance dramas and plays were not happened due to pandemic.

The College thus provides a comprehensive educational program to its students, with co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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16
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File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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

NIL

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution's aim is to empower students in a holistic sense above caste, creed, community & religion. College is managed by the Principal and his Faculty comprising significant numbers of male and female teachers. Managing Units like the Governing Body & IQAC strategize, plan and implement with a network of Committees under the Principal & the Teachers'

Council. Perspective plans include course dissemination strategies to help women and transgender students to shed social inhibition & be abreast with mainstream e.g. Gender Studies in many courses, departmental remedial course, Women's Studies. Providing special care and state of the computer lab, library & hi-speed internet facilities to ready every student from across social strata. Selection of Career Plans in the form of seminar, counselling etc in campus to address various levels of merit. Maintaining and upgrading UG & PG level day by day in college by principal, so students can take advantage of higher education in secure, economic. and accessible environment.

File Description	Documents
Paste link for additional information	Nil
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.

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

Participative management was evident in the way teachers of each department divided academic assignments to cope with the transition first from online to hybrid and then finally to offline mode by February 2022. The Head of each department communicated with the Teacher's Council Secretary who functioned as a leader between departments and principal. Finally, the Principal reviewed the picture so that students were given full care.

At the beginning of the academic year, the objectives of the College are defined. This itself is done by participative management wherein the Principal and Coordinators of all the programs sit together to identify the goals to be achieved in the said year. Once the goals are finalised, the process of decentralisation starts.Principal and IQAC which conduct different events at college and inter-collegiate levels. National and international days, annual fests, Doctors Day, Plastic Bag free Day, 3rd July, 15 August etc., are celebrated with great energy.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Student Mentoring, already an institutional practice, was made formal. · IQAC members brainstormed together to design feedback forms & also counselling strategies for mentoring. The idea was to orient students to accept the physicality of the institution, know its features and become a part of the campus from after the confinement of online experience.

College has grown in leaps and bounds in all aspects of education "Students" are the primary focus of the Institution. Hence, to meet the changing demands of students, the GB has adopted a "student-centric approach" forall round development of students and ensure their success:

? New subject has opened after inspection of Higher Education and University of Kalyani.

? Student intake in a few programs has been increased.

? Staff intake has also increased as per requirement.

? Infrastructure, in terms of class rooms has been enhanced.

? Laboratory infrastructure has been upgraded with respect to no. of computers and software packages.

? Website has been updated.

? Softwares are used for admission, finance and purchase.

? Library resources, both books and online have been steadily growing.

? Reading room facilities have also been added.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 Organogram represents toe governing mechanism and the functional units of the college. The principal is the referral for all final decisions Planning and devising strategies done by both IQAC and Governing Body. The various units include the academic departments under their respective Heads, the Principal's committees under their Conveners responsible for various aspects of academic administration and the teacher's Council's Secretary is annually appointed to manage the academic calendar and coordinate the functions of everyday management and functions. The Librarians manage the intellectual resources in all versions. Nonteaching Office Staff act as extension of the Principal's Office and manage student affairs and Academic assistants help in laboratory management and ancillary work. The College maintains campus harmony and well being through special cells headed by senior IQAC members e.g. Grievance Redressal Cell, Anti Ragging Cell, Internal Complaint Committee and the Public Investigating Office to direct academic dispute of a legal nature. These Cells are part of the Principal's Office.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Being an Aided institution most of the employees enjoy the privilege of govt health scheme & Sasthya Sathi programme. Special Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19. Loans from GPF very easily made available through single window service of Principal's Office. The principal favourably recommends teachers who receive offers from prestigious institutions for higher studies so that govt leave with pay is made available. LTC are available as per WBSR. Medical Leave per year 20 days full pay. Maternity Leave CCL available at Principal's discretion.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

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

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

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

1

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

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

18

File Description	Documents
IQAC report summary	[View File]
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File]
Upload any additional information	**No File Uploaded**
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

Principal prepares ACR for teachers coming under CAS. CAS papers reflecting Internal performance level and fidelity of informative personal data cross-checked by the IQAC to ensure fairness in career advancement. Regular updating of physical Service Book. Principal goes through Students' Feedback reports and has closed door sessions when required. Departmental meetings with the principal are regular features. Principal confers regularly with IQAC Coordinator, TCS and Service Book & Leave Committees on case-to-case basis. The principal confers with the Head Clerk on all matters relating to Non teaching Staff. In case of connection of performance owing to personnel interaction the Special cells like the Grievance Redressal Cell is brought in.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college to look

after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. Yearly audits of the college finances are made on a regular basis. All processes relating to the financial audit of the college for the financial year 2019-20 is nearly complete, and the same is likely to be conducted by the Chartered Accountant, an authorized auditor of the Government of West Bengal, very soon.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

0

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

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

The major sources of revenue are: Fees collected from admission ,and fees for services rendered to students Interest received on saving deposits. The funds collected are spent only for planned expenditure reflected in the Budget During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting

quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College. electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses. The final annual budget (capital & revenue) is tabled before the GB . A specific amount is finalized within which the College has to restrict its expenses. All financial transactions are controlled and monitored by internal and external audit.

Optimal utilization of infrastructural resources Staggered time table for students for utilization of class rooms and work schedule for teaching and non-teaching staff. ICT enabled computer labs for conducting lectures, Smart class room, Projectors, LCD & mike system in classrooms. Library is well equipped with text books, reference books, journals, magazines, online journals and kindle for reading. Library sitting hours extended during the period of exam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level of functioning of the Institute. 1.Improving Teacher Quality:

i.In order to improve teacher quality, the IQAC has been motivating the teachers to attend NET/SLET Workshops.

ii. The recruitment of fully qualified teaching faculty has been adopted.

iii. The regularization under University norms has been done of fully qualified teachers.

iv. Workshops are being conducted by IQAC, Library committee, Research Committee, Central Training Department and other committees encouraging the faculty to use ICT and e-resources. Managing change and Teacher as mentor. vi. Teachers are

encouraged to attend Orientation, Refresher and Short term
courses. A large number of teachers are enrolled for Online
learning platforms .

vii. Teachers are encouraged to participate in Syllabus
Revision Workshops.

vii. Feedback Mechanism is prepared by the Feedback Committee
for conducting student feedback on teaching learning.

viii. Promoting the Culture of Research: The IQAC strives to
develop an environment conducive to research.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

Practice 1 · The IQAC was specially focused on the quality of
online receptivity. · To this end preparation of special Covid
time tables were advised to the departments. · These were more
flexible and student friendly in that explanation in topics
were stretched more than would be in offline classes. · Mini
oral quizzes were also suggested. · Departments across the
college adopted this advisory adapting to the special
requirement of their discipline.

Practice 2 · Feedback from students was sought during Mentoring
sessions. · Formal feedback often has stereotypical response. ·
To overcome this challenge counselling –mentoring sessions were
sought from students. · By taking Covid precautions and
maintaining adequate social distancing students were brought in
and engaged in conversations to elicit academic, and associated
feedback.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
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 college has a general policy of maintaining and promoting gender equity. On a micro level, gender equity and gender sensitivity is encouraged and promoted in the classrooms. The college organises workshops and seminars to generate awareness on equality at all levels. The college had initiated to gender audit of all students of all senester for the academic year 2022-2023 . Gender audit report atteched here with. College always trying to maintain it's reputation on Gender issue.

File Description	Documents
Annual gender sensitization action plan	Gender Audit
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	a. Safety and Security : 1. Help desk, 2. Grievance cell, 3. Anti ragging cell , 4. Sextual harassments cell , 5. Girls common room 6. Minority cell 7. SC cell 8. ST cell ,9. vending Machine b. Counselling: 1. carrier counselling cell , c: 1. Boys common room

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

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

Solid waste management

• **Liquid waste management**

• **Biomedical waste management**

• **E-waste management**

• **Waste recycling system**

• **Hazardous chemicals and radioactive waste management**

To manage the various kinds of waste materials, the college has provided different waste baskets, bins and trolleys to different departments on the basis of their specific

requirements. General waste bins are placed in all rooms of the college and master waste bins are placed at strategic spots like in front of the students' common rooms, the college canteen, the teachers' staff rooms etc.

Liquid waste management is usually done through a thorough drainage system that runs around the college.

Biomedical waste is disposed in a separate bin earmarked for the purpose.

At the college entrance, a wired box is set up specifically for disposal of e-waste.

Waste recycling is not yet done in the college.

Hazardous chemical and radioactive waste is not disposed by the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for	B. Any 3 of the above

greening the campus are as follows:

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

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software,	C. Any 2 of the above

mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of 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	**No File Uploaded**

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

The college takes various initiatives to promote an inclusive environment facilitating tolerance, and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Our institution beliefs in equity and equality where everyone needs to feel welcome safe and accepted.

A unique feature of the institution is that the college has 6 language departments: Bengali, English, Hindi, Sanskrit, as well as PG course of Hindi Language, which illustrates its cultural and linguistic diversity.

The college has celebrated International Mother Language Day (Vasa Dibas), Hindi Dibas every year. The college also celebrate Basanta Utsab and Sharad Utsab. In these programmes of our College students and teachers perform in various languages in these programmes actively.

NSS Unit of the college has adopt nearby Saroj Pally for the development of under privileged people of the locality. In pandemonic stage NSS Volunteers took active part in awareness programme. As part of the programme the sanitary products like hand sanitizers and soaps had been distributed among the villagers. They had also been made aware about the importance of using the face mask and hand sanitization as well as

cleaning of hands with soap and water frequently as protective measures for covid-19.

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	**No File Uploaded**

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

The college regularly conducts internal workshops and mentoring sessions for students to make them aware of their constitutional rights and duties. The values of the Indian constitution, namely, Justice, Liberty, Equality, Fraternity, Rule of Law, Democracy, Socialism and Secularism are imparted through them in these lecture sessions. They not only inculcate in the students a sense of political obligation to the Indian state and thereby inspire them to be good citizens, but also demonstrate a very concrete course of action of Constitutional rights and duties. Such sessions are conducted for employees as well, as a part of an extended faculty development programme.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The 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	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<u>View File</u>
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	**No File Uploaded**

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

It has been a tradition in Kanchrapara College to celebrate the various national and international commemorative days like the Republic Day, Independence Day, Gandhi Jayanti, Netaji Jayanti, Ambedkar Jayanti, International Environment Day, International Women's Day etc. The celebration of these days make students aware of the contributions of these national heroes in the formation of this nation. International days make students realise the exigency of issues like environmental degradation and gender equality.

Local and national festivals generate awareness simultaneously about the local, cultural roots as well as the similarities between various ethnic groups in the nation.

Since the pandemic, such physical gathering to celebrate has been rendered impossible. But we have celebrated Bengali New Year through online cultural presentations.

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

7.2 - Best Practices

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

Best Practice - I:

Kanchrapara College is the first college in West Bengal and the 2nd in India, after Punjab University, to offer exclusive toilet for transgenders. "A toilet is a basic amenity and no one should have to struggle for that"- said Argha Roy Chowdhury (aka Silk) one of our transgender students. After long discussions with students, the college authority had sanctioned fund to build a separate toilet for transgenders. This has been a very important step for acceptance of the third gender by an authority. It was a beautiful feeling, both for the authorities as well as for the transgender students. The toilet was built and opened for students in November 11, 2016 on National Education Day. The news was covered by Times of India and the link to the news article is provided herewith: https://timesofi ndia.indiatimes.com/city/kolkata/toiletrelief-for-transgender-students/articleshow/62021989.cms

Best Practice - II:

Free Medical Facilities for all Students, Teaching and Non-teaching staff of the college is provided throughout the year. The management of the institution has felt for the necessity of having medical facilities for all stakeholders of the institution within the institution to keep a constant eye on health of every stakeholder of this educational institution.

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

7.3 - Institutional Distinctiveness

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

The priority and thrust of Kanchrapara College remains holistic growth of its pupils coming from diverse backgrounds and digitisation of all college activities. The lockdown has further necessitated the development of a sound ICT based teaching-learning system. Smart Class Rooms, ICT based lectures a fully automated library equipped with INFLIBNET and RFID,

computer facilities with Career Counselling and Job Placement Cell, Medical Unit, State-of-the Art gyms, Yoga classes and Self Defence Programmes, Annual Value Education programmes by the IQAC, Gender Sensitization Seminars, and Awareness Programmes ensure a holistic education. We have made considerable progress in this area.

Several scholarships/endowments from government, non-government and philanthropic resources are available for poor students. The funds e disbursed through the financial aid committee of the college. The National Service Scheme unit of the college is also one of the thrust areas of the college through which it reaches out to the community. Many camps on physical and psychological wellbeing have been arranged by the NSS unit. We plan to proceed further in these areas.

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

7.3.2 - Plan of action for the next academic year

The College is planning to recruit more temporary staff to cope with the burden of CBCS syllabus and shall apply to the state government for creating new posts. The college is planning to modernize the college office into a digital hub, undertake the construction of world class Seminar rooms, Smart Class Rooms and separate cubicles for humanities. The P.G. department shall also be renovated with research facilities. The college is planning to introduce different M.A. Courses in regular mode and to modernise the college Library so that students and teachers can be greatly benefitted. The college is planning several other developmental programmes like Students Health Home, Meditation Hall, Open Stage for Cultural Programmes, High Mast Light, Volley Ball Court, and Solar Panel. Further, College is planning second Canteen for college campus and serve free meal to the economically weak students of our college. In addition, college is planning for free admission for poor students. The coolege is planning to create a eco-friendly campus, RAM for disable students and corridor between old and New Building.