

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution KRISHNA CHANDRA COLLEGE

- Name of the Head of the institution : DR GOUTAM CHATTERJEE
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 9434015200
- Mobile no.: 9434015200
- Registered e-mail: [principalkccollege@yahoo.com](mailto:principalkccollege@yahoo.com)
- Alternate e-mail :
- Address : HETAMPUR
- City/Town : BIRBHUM
- State/UT : WEST BENGAL
- Pin Code : 731124

2. Institutional status:

- Affiliated / Constituent: AFFILIATED
- Type of Institution: **Co-education**/~~Men/Women~~ :--- CO-EDUCATION
- Location : **Rural**/~~Semi-urban/Urban~~: RURAL
- Financial Status: **Grants-in aid/ UGC 2f and 12 (B)**/~~Self financing~~  
(please specify)
- Name of the Affiliating University: THE UNIVERSITY OF BURDWAN
- Name of the IQAC Co-ordinator : DR TIRTHANKAR MANDAL
- Phone no. : 9475086480
- Alternate phone no.
- Mobile: 9475086480
- IQAC e-mail address: kcciqac@gmail.com

- Alternate Email address:

3. Website address: <http://krishnachandracollege.in>

Web-link of the AQAR: (Previous Academic Year):

<http://www.krishnachandracollege.in/aqar.php>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: YES

Weblink: <http://krishnachandracollege.in/calender.php>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.03	2018	from:03/07/2018 to: 02/07/2023

6. Date of Establishment of IQAC: DD/MM/YYYY: 19/07/2014

6.1. AQAR for the year (for example 2010-11): 2017-2018

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<i>Regular meeting of Internal Quality Assurance Cell (IQAC)</i>	<b>07/07/2017</b>	<b>12</b>
	<b>15/07/2017</b>	<b>10</b>
	<b>11/08/2017</b>	<b>11</b>
	<b>04/09/2017</b>	<b>12</b>
	<b>26/10/2017</b>	<b>10</b>
	<b>03/03/2018</b>	<b>14</b>
<i>Feedback from all stakeholders collected, analysed and used for improvements</i>	<b>Online &amp; Offline</b>	<b>All Students, Faculty &amp; Guardian</b>

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

\*upload latest notification of formation of IQAC : <http://www.krishnachandracollege.in/iqac.php>

10. No. of IQAC meetings held during the year: 06

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes  No

If yes, mention the amount: 170000 Year: 2014

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

- Feedback from all stakeholders collected, analysed and used for improvements
- Digitalisation of Central Library
- Computer Training for all faculty members
- Academic Audit & Green Audit
- ICT & Smart Class room
- Wi-Fi enabled campus
- First cycle NAAC accreditation

13. 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
Feedback from all stakeholders	Feedback collected, analysed & action taken
ICT enabled class room	ICT introduced in teaching learning
Regular internal assessment	Internal assessment taken by institution
Training programme for faculty	Conducted computer training programme
Academic Audit & Green Audit	Green Audit successfully performed
Wi-Fi enabled campus	Wi-Fi successfully installed in the campus
NAAC Accreditation for first cycle	First Cycle NAAC successfully Assessed

14. Whether the AQAR was placed before statutory body? Yes /No: YES

Name of the Statutory body: Governing Body, Krishna Chandra College

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: YES

Date: 27.04.2018 - 28.04.2018

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2017-18

Date of Submission: 2018-03-03

17. Does the Institution have Management Information System?

~~Yes~~ No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

**Part-B**

<b>CRITERION I – CURRICULAR ASPECTS</b>					
<b>1.1 Curriculum Planning and Implementation</b>					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
This institute is affiliated to The University of Burdwan and follows the university curriculum. The current syllabi for every Honours & General subjects as recommended by the UG Council of the affiliating University for a particular academic session.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NIL	NIL				
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year					
<b>Programme with Code</b>	<b>Date of Introduction</b>	<b>Course with Code</b>	<b>Date of Introduction</b>		
NIL					
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
B.Sc. (Physics) B.Sc. (Chemistry) B.Sc. (Mathematics) B.Sc. (Botany) B.Sc. (Zoology) B.Sc. (General) B.A. (Bengali) B.A. (English) B.A. (Sanskrit) B.A. (Political Science) B.A. (Philosophy) B.A. (History) B.A. (Geography) B.A. (Education) B.A. / B.Sc. (Economics) B.A. (General) B.Com (General)	<b>All</b>	<b>NIL</b>	01.07.2017	<b>All</b>	
Already adopted (mention the year) : 2017					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	NIL				
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction	Number of students enrolled			
NIL					
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
<b>Environmental Studies</b>			<b>All 3<sup>rd</sup> Year students</b>		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	No	No	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
The feedback was collected through offline as well as online process. After collecting the feedback, it was analysed and placed before IQAC meeting. IQAC recommended to the Governing body for drawback and demerits of feedback report, if any. And finally some action was taken to improve those.					

<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>					
<b>2.1 Student Enrolment and Profile</b>					
<b>2.1.1 Demand Ratio during the year</b>					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
ARTS HONS	438	2100		ARTS: 1090	
ARTS PASS	673	1318			
COM. PASS	119	01		Commerce: 00	
SCI. HONS	169	1102			
SCI.PASS	169	292		Science: 188	
<b>2.2 Catering to Student Diversity</b>					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	2664	NIL	34	NIL	NIL
<b>2.3 Teaching - Learning Process</b>					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
53	33	LCD PROJECTER, SMART BOARD	02	06	SWAYAM, YOU TUBE NPTEL
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Yes					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
<b>2664</b>		<b>34</b>		<b>2664:34</b>	

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
<b>42</b>	<b>34</b>	<b>08</b>	<b>12</b>	<b>15</b>
<b>2.4.2 Honours and recognitions received by teachers-NIL</b> (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	

<b>2.5 Evaluation Process and Reforms</b>				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Program me Name	Programme Code	Semeste r/ year	Last date of the last semester- end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
<b>ARTS HONS</b>	AH		16.01.2017	14.12.2017,07.03.2018 &19.06.17
<b>ARTS PASS</b>	AP	1 <sup>ST</sup> , 2 <sup>ND</sup> AND 3 <sup>RD</sup> YEAR & 1 <sup>ST</sup> SEM	<b>DO</b>	14.12.2017,07.03.2018 &29.08.17
<b>SC HONS</b>	SH		<b>DO</b>	17.11.17, 16.02.18 &19.06.17
<b>SC PASS</b>	SP		<b>DO</b>	17.11.17, 16.02.18 &29.08.17
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
Internal assessment made by the teachers in terms of class tests does not have weightage in the final assessment except for few practical based subjects. To maintain the transparency in these cases the internal assessment marks of the students are awarded on the basis of their performance in the class tests and attendance in practical classes.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
The IQAC of the college prepares an academic calendar before the commencement of the academic session in accordance with the academic calendar of the affiliating university.				
<b>2.6 Student Performance and Learning Outcomes</b>				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
<a href="http://www.krishnachandracollege.in/po.php">http://www.krishnachandracollege.in/po.php</a> , <a href="http://www.krishnachandracollege.in/pso.php">http://www.krishnachandracollege.in/pso.php</a> , <a href="http://www.krishnachandracollege.in/co.php">http://www.krishnachandracollege.in/co.php</a>				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
SH & SP	B.SC HONS AND PASS	87	32	36.78
AH & AP	B.A HONS AND PASS	417	210	50.35
<b>2.7 Student Satisfaction Survey</b>				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
NA				

<b>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</b>				
<b>3.1 Resource Mobilization for Research</b>				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations: NIL				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NA	NA	NA	NA
Minor Projects	NA	NA	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored Projects	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students Research Projects ( <i>other than compulsory by the College</i> )	NA	NA	NA	NA
International Projects	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	NA	NA	NA
<b>3.2 Innovation Ecosystem</b>				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
NIL	NIL		NIL	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
NIL	NIL		NIL	
Name of the Start-up	Nature of Start-up		Date of commencement	
NIL	NIL		NIL	
<b>3.3 Research Publications and Awards</b>				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
NIL	NIL		NIL	
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )				

Name of the Department		No. of Ph. Ds Awarded				
NIL		NIL				
<b>3.3.3 Research Publications in the Journals notified on UGC website during the year</b>						
	Department	No. of Publication	Average Impact Factor, if any			
National / International	Chemistry	3				
	Zoology	6				
<b>3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year</b>						
Department		No. of publication				
Economics		1				
History		5				
Chemistry		1				
<b>3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index</b>						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NA	NA	NA	NA	NA	NA	NA
<b>3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)</b>						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NA	NA	NA	NA	NA	NA	NA
<b>3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :</b>						
No. of Faculty	International level		National level		State level	Local level
Attended Seminars/ Workshops	5		12		5	NIL
Presented papers	5		4		5	NIL
Resource Persons	NIL		NIL		NIL	NIL
<b>3.4 Extension Activities</b>						
<b>3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year</b>						
Title of the Activities		Organising unit/ agency/ collaborating agency	Number of teachers <b>co-ordinated</b> such activities		Number of students participated in such activities	
National anti leprosy day		NCC & NSS	7		122	
World cancer day			10		113	
World forestry day			11		117	
World health day			9		124	



Earth day		10	130
International thalassemia day		13	105
World no tobacco day		6	103
World environment day		12	138
International day against drug abuse & illicit trafficking		5	110
Arannya Saptaha		21	145
International literacy day		8	137
National disaster reduction day		8	121
Global hand washing day		5	109
World aids day		14	119
World human rights day		22	141

### 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL			

### 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
	NCC & NSS	Observation of Van Mahotsav	12	158
		Safe Drive Save Life	18	210
		Consumer Awareness and Protection	13	112
		Yoga Training Camp	14	100
		International Women's Day	17	85
		Blood Donation Camp	15	29
		Special Camp	19	100
		Wall of Kindness	Ongoing	For All

## 3.5 Collaborations

### 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL			

### 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration <b>(From-To)</b>	participant
NIL				

### 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL			

<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>						
<b>4.1 Physical Facilities</b>						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
Rs.1605000.00			Rs. 2527648.00			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing			Newly added		
Campus area	8215.1 sq mt			---		
Class rooms	42			---		
Laboratories	5			---		
Seminar Halls	1			---		
Classrooms with LCD facilities	--			2		
Classrooms with Wi-Fi/ LAN	--			---		
Seminar halls with ICT facilities	--			1		
Video Centre	--			---		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--			---		
Value of the equipment purchased during the year (Rs. in Lakhs)	--			---		
Others						
<b>4.2 Library as a Learning Resource</b>						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software	Nature of automation (fully or partially)			Version		Year of automation
Not Implemented						
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20449	NA	NIL	NA	20449	NA
Reference Books	16413	NA	NIL		16413	NA
e-Books	Nlist-Inflibnet		Nlist-Inflibnet	Rs. <b>5740.00</b>	Nlist-Inflibnet	
Journals	2	120	NIL		2	120
e-Journals	NA					
Digital Database	NA	NA	NA	NA	NA	NA
CD & Video	NA	NA	NA	NA	NA	NA
Library automation	NA	NA	NA	NA	NA	NA
Weeding (Hard & Soft)	NA	NA	NA	NA	NA	NA
Others (specify)	5	150	NIL		5	150

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall) : NIL									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	--								
Added									
Total									
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
45 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL					NA				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
NIL		NIL			NIL		NIL		
<b>4.4 Maintenance of Campus Infrastructure</b>									
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year									
Assigned budget on academic facilities		Expenditure incurred on maintenance of academic facilities			Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities		
Rs. 920000.00		Rs. 818162.00			Rs. 685000.00		Rs. 1709486.00		
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)									
Though the Institute has a limited infrastructure compare to the growing needs of the students & faculty still the full utilisation of this infrastructure is ensured as all the class rooms and laboratories are occupied from morning to evening according to the scheduled class routine. In order to ensure optimal utilization of available infrastructure so that it is in line with its academic growth the Distance Education unit of the Institute uses this infrastructure on Sundays also.									

<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>					
<b>5.1 Student Support</b>					
5.1.1 Scholarships and Financial Support					
	Name /Title of the scheme	Number of students	Amount in Rupees		
Financial support from institution	Institutional Freeships	528	550-1210		
Financial support from other sources					
National/International	SC/ST/OBC stipend	682	3800		
	Merit Scholarship	85	10000		
	Kanyashree Prakalpa	430	25000		
	Minority Scholarship	424	4800		
	Jindal Trust Fellowship	11	2000		
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved		
NIL					
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received	No. of grievances redressed	Average number of days for grievance redressal			
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
--	--	--	--	--	--
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year					
Activity	Level	Participants			
NIL	NIL	NIL			
<b>5.3 Student Participation and Activities</b>					

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>The Institute has a Students' Union. As Student Union is a body constituting the representative of the students, the members of the council are elected by student election.</p> <p>In various academic and administrative sub-committees of the Institute, a student representative is always there to look after the welfare of the students. The constitution of body follows the statute of Burdwan University. Funding of the council are collected from the students' subscription and Institute also helps them when necessary. The Students' Union is very active in the sense that they help in organising various cultural programmes, sports and games, social and celebrating various observation days.</p>						
<b>5.3 Alumni Engagement</b>						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
NO						
5.3.2 No. of <del>registered</del> enrolled Alumni:						
NA						
5.3.3 Alumni contribution during the year (in Rupees) :						
NA						
5.3.4 Meetings/activities organized by Alumni Association :						
NA						

<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
The coordinator of each department is endorsed to perform necessary administrative duties within department. The coordinator of each department is endorsed to prepare departmental load distribution, holding educational tour, conducting class tests, departmental seminar etc.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: NO
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development: The institute follows guidelines of affiliating University (BU)
❖ Teaching and Learning: Chalk & Talk, ICT, Seminar, Tutorial classes
❖ Examination and Evaluation: The institute follows guidelines of affiliating University (BU)
❖ Research and Development: Few faculty members are engaged in own doctoral research
❖ Library, ICT and Physical Infrastructure / Instrumentation: Digital library, Virtual Class Room, ICT Laboratories and ICT teaching facilities
❖ Human Resource Management: YES, according to WB Govt instruction of HRMS
❖ Industry Interaction / Collaboration : NIL
❖ Admission of Students: Online Admission Process
6.2.2 : Implementation of e-governance in areas of operations:
❖ Planning and Development: YES
❖ Administration: YES
❖ Finance and Accounts: YES
❖ Student Admission and Support : YES
❖ Examination : YES The institute follows guidelines of affiliating University (BU)
<b>6.3 Faculty Empowerment Strategies</b>

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	NIL				
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)		
<b>Refresher Course</b>		Dr Tirthankar Mandal	08.01.2018-30.01.2018		
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching		Non-teaching			
Permanent	Fulltime	Permanent	Fulltime/temporary		
NIL					
6.3.5 Welfare schemes for					
Teaching		NIL			
Non teaching		NIL			
Students		NIL			
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) The Institute has a mechanism to conduct both internal and external audit to make an assessment of the accuracy and reliability of the financial statements made by the accountant in every financial year. <b>Internal audit:</b> The Governing Body appoints an internal auditor on contract basis to audit scheme based financial statements prepared by the accountant. <b>External audit:</b> The external audit committee is set up by the DPI, Govt of WB to audit the books of accounts for each financial year and submit the audited report to DPI and Institute. The Principal tabled the report in Governing Body meeting for approval and submit the extract of the resolution along with the audited report to DPI, Govt of WB. However, in case of discrepancy arrived, CAG may inspect the audit of the Institute.					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose	
NA					
6.4.2 Total corpus fund generated : NIL					
<b>6.5 Internal Quality Assurance System</b>					
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?					
Audit Type	External		Internal		
	Yes/No	Agency	Yes/No	Authority	
Academic					
Administrative	YES	DPI, WB Govt	Yes	DPI, WB Govt	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)					

NIL				
6.5.3 Development programmes for support staff (at least three)				
NIL				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : (Yes /No) Yes				
b. Participation in NIRF : ( <del>Yes</del> /No)				
c. ISO Certification : (Yes /No) Yes				
d. NBA or any other quality audit : (Yes-/No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period ( <b>from-to</b> )	Participants	
		Female	Male
Observation of Women Empowerment	08.03.2018	121	85
Observation of national Girl Child Day	24.01.2018	95	88

#### 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources :

**Solar (600 KW)**

#### 7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	
Provision for lift	NO	
Ramp/ Rails	YES	
Braille Software/facilities	YES	
Rest Rooms	YES	
Scribes for examination	YES	
Special skill development for differently abled students	YES	
Any other similar facility		

#### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

	disadvantages					
2017-18		1	Once/week	Allopathic, Homeopathic and Domestic Animal Diagnosis & Treatment	Free health check-up for local community	For all

#### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
<b>KCC Code of Conduct for Teaching, Non Teaching Staffs, Principal &amp; Students</b>	Code of Conduct for all stakeholders is available in institutional website. The link is as follows. <a href="http://www.krishnachandracollege.in/codeofconduct.php">http://www.krishnachandracollege.in/codeofconduct.php</a>	

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Observation of Independence Day	<b>15<sup>th</sup> Aug</b>	<b>112</b>
Observation of Republic Day	<b>26<sup>th</sup> Jan</b>	<b>108</b>
Observation of Gandhiji's Birthday	<b>2<sup>nd</sup> oct</b>	<b>85</b>
Observation of Vivekananda's Birthday	<b>12<sup>th</sup> Jan</b>	<b>658</b>
Observation of Teachers' Day	<b>5<sup>th</sup> Sep</b>	<b>1257</b>

#### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

**Green Generator, Bi-cycle in Campus, Medicinal Plants and Gardening, Dustbin (Degradable & Non-degradable), Plastic free campus.**

### 7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

#### **1. Gradual upgradation towards ICT based Institute:**

**Goal:** For smooth running of the administrative work technological upgradation is time saving and effortless. Our aim is to facilitate students, teacher and office staffs with latest information technology. With help of ICT based method we can design interactive teaching strategies to gain insight into how digital tools can be used most effectively in a class room. It can generate higher order skill among students to make them more efficient and easier for them to offer the stress free and fun learning environment whilst ensuring progression in their learning. Use of ICT would also allow students to step towards developing themselves as independent learners.

**The Context:** In the era of 21st century development remains incomplete without having internet and other e-services in all respect. ICT has the power to store, retrieve, sort, filter and distribute information which enhances efficiency. It reduces the need for intermediaries. Now-a-days web based learning is most accessible and superior to traditional method. In the field of research and faculty improvement, ICT is highly preferable. ICT skills is necessary to explore, analyse, exchange and present information in the educational field. The teachers have to accept that the wide spread use of ICT in colleges is having an impact on pedagogy and requires a significant rethinking of approach.

**The Practice:** Some of the strategies adopted by the Institute for digitalization from conventional methods are mentioned below:

- The admission process for 1st, 2nd and 3rd year students is conducted online. The fees payment by students is also done by online banking.



- The concession to the students is given directly to the students account through online banking.
- The Institute uses office management software (CAMS) to maintain the record of the students.
- The Institute use financial software named Tally for maintaining the record.
- The Central Library of the Institute is fully digitalised to maintain the record of the books, to issue and collect the books and to generate various reports. The Library offers INFLIBNET facility to the students and teachers.
- Almost every department of the college use ICT and virtual class room for better and innovative teaching-learning.
- There are two smart classrooms for better teaching-learning experiences.
- Free Wi-Fi internet facility is available in every building of the campus.
- The Institute is protected under CCTV surveillance (16 cameras).
- Intercom facility is available at the entry gate, each department, library, staffroom, administrative office and Principal's chamber.
- Bulk SMS facility for students and stakeholders is available in the Institute to deliver important notice.
- The Institute has an informative website to supply almost all information to every corner of the society. The Institute updates the website regularly.

## **2. Free medical facility to the local people/students and domestic animals:**

**Goal:** With the aim to serve the local people, students and domestic animals, the Institute provides free medical consultancy/free medicine to the economically backward and poor villagers.

**The Context:** The Institute is situated in a village and away from District Hospital. Most of the villagers are economically and educationally weak. They mostly depend on quack/empiric doctors for medical help and purchase medicine from local pharmacy and even from Grocery shop without prescription. The tribal villagers and major portion of local people are superstitious: for snake bite, they depend on “Ojha”, for dental problem and illness due to chicken pox, they take “Charanamrita” (the nectar from the lord’s feet). For epilepsy, they believe it occurs due to some supernatural power.

**The Practice:**The Institute arranges three recognized Doctors and provides a chamber in the college campus. One of the doctors is MBBS, one has the BHMS (Bachelor of Homeopathic Medicine and Surgery) degree and other doctor is a veterinary physician (Master of Veterinary Science (MVSc)). They serve the patients weekly/bi-weekly. The schedules of their visits are notified to the local people by circulating handbill, through flex in the main road of the village and by announcing through loudspeaker around the village. The economically backward villagers register their name at an earlier date and a token is provided to them. On the day of Consultancy, they meet with the doctor and medicine for treatment is provided to them free of cost. The Teachers’ Council provides the fund to purchase medicine. Our effort is not sufficient enough to meet the requirement of the local people. We believe that a large number of specialist doctors and ample amount of medicines are necessary to serve them. We are trying our level best to appoint specialist doctors. We are also trying to get funds from external agencies for purchasing medicine.

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

#### **Vision:**

To make the students cognizably sound and ethically strong so as to enable them to carry out the task of building of the nation.

#### **Mission**

Universal access of learning irrespective of the caste and creed and among all the strata of the society.

#### **Institution’s distinctive characteristics:**

- The college was founded in 1897 with object of promoting the growth and spread of higher education in the economically backward rural underdeveloped areas.
- In tune with Higher Education policy the mission of our institute contributes to national development through dissemination of specialized knowledge and skills. We believe that if a student is cognizably sound in a particular subject then he can face and solve every aspect of his life which includes the issues of humanity also.
- Considering the socio-economic status of the locality, we have to compromise with quality to ensure the spread of education among all students irrespective of caste, creed and sex.

**The institute sincerely and honestly care for the very purpose of its existence: expanding the scope of higher education for the weaker sections of the society including students of poor financial background, who are first generation learners, students who are marginalised in the society.**

**8. Future Plans of action for next academic year (500 words)**

- To publish one research journal from our college.
- Increase the number of reference books in library.
- To organise a National Seminar at the college.
- To conduct regular workshops/FDPs/seminars/conferences.
- To organize skill based and vocational programmes.
- To conduct regular excursions/Study Tour/hands-on–training.
- More add-on courses and value added courses.

Name: *Dr Tirthankar Mandal*

Name: *Dr Goutam Chatterjee*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
\*\*\*