



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION  
(Effective from July 2017)**

**Accreditation - (Cycle - 1)**

**PEER TEAM REPORT ON  
INSTITUTIONAL ACCREDITATION OF  
KRISHNA CHANDRA COLLEGE**

**Birbhum  
West Bengal  
731124**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission  
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

**Section I:GENERAL INFORMATION**

1.Name & Address of the institution:	KRISHNA CHANDRA COLLEGE Birbhum West Bengal 731124	
2.Year of Establishment	1897	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:		
Departments/Centres:	15	
Programmes/Course offered:	3	
Permanent Faculty Members:	52	
Permanent Support Staff:	35	
Students:	2618	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Oldest College of the district established in 1897 2. Majority of the students are first generation learners coming from economically backward area 3. College having under graduate programmes in all three streams– Arts, Science and Commerce	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 27-04-2018 To : 28-04-2018	
6.Composition of Peer Team which undertook the on site visit:		
	<b>Name</b>	<b>Designation &amp; Organisation Name</b>
Chairperson	DR. K K DEKA	FormerVice Chancellor,MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA, NAGAON
Member Co-ordinator:	DR. RAJASHEKAR HOLEBASAPPA	Professor,University of Mysore
Member:	DR. MANJIT KAUR	Principal,GOVT COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION
NAAC Co - ordinator:	Dr. Priya N	

## Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

### Qualitative analysis of Criterion 1

Krishna Chandra College is the oldest college of the district, serving rural student for more than 120 years and is housed in a sprawling campus. Though located in a rural area, it is the first college to be established in the district of Birbhum. The College is at present running under graduate programmes in Arts, Commerce and Science having 8 Departments in Arts, 6 Departments in Science and 1 Department in Commerce. No add-on course has been started by the College. The curriculum of the programmes offered by the College are designed and developed by the affiliating university. Choice Based Credit System has been implemented by the College w.e.f. the 2017-18 Academic session. The College has ensured effective implementation of the curriculum both under the Annual and CBCS.

The whole teaching days of each semester of the programmes are divided into three discrete components of eight weeks duration and thus the syllabi are divided into three parts. Evaluation is carried out after the first and second components by the College for internal evaluation and the university examination is conducted at the end of the semester. Each department of the College frames out teaching plan for their faculty members to complete the syllabus within stipulated time. The IQAC of the College prepares Academic Calendar in accordance with the affiliating Universities academic calendar. Syllabus and teaching plans are notified- Mock test are also conducted. Few teachers are involved in the process of framing curriculum by the University. To sensitise students with the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, the college supplements the curriculum by organising some programmes. Environmental Studies is a compulsory paper of 100 marks for the 3rd year students of the programmes. Code of conduct is followed by all the stake holders of the College. Feedback on curriculum are collected from the students, teachers, alumni and parents and analysed and action taken for improvement.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

### Qualitative analysis of Criterion 2

Admission process takes place according to the rules and regulations of the affiliated university. Government policies related to reservations, quotas under different categories are fulfilled. An orientation programme is held by the College for the students newly admitted to it. However, there is no mechanism to segregate the advanced and slow learners. Effort for making education a student centric and group activities, viz., Quiz, Debating, Extempore youth Parliament Competition, etc. are organised. Seminars, symposia, workshops, Poster Presentation etc. are also organised for enhancing learning experience. Placement Oriented training in communication skills, computer skills, fitness skills are organised by the College. For making co-operative learning students are organised in groups under a group leader. Group leader are rotated. Students thus learn from each other.

For formative evaluation internal class tests are held after completion of every one third of the syllabus. Multiple surprise Tests are also conducted. Assignments are given to the students along with deadlines for submission of the same. For summative evaluation in annual systems term examinations are arranged before the Final Examinations conducted by the University. Seminar Presentations are part of the curriculum in most of the courses. Preparation and presentation in the seminars carry marks for internal evaluation. In the CBCS marks are given for attendance too. The College provide model-preparatory question-answer covering the entire syllabus. Grievances, relating to internal evaluation are taken care by the Departments and University

examinations by the Controller of Examinations of the University. All academic activities find place in the Academic Calendar of the College prepared by the IQAC and the schedules including conduct of CIE are strictly followed.

Programme outcomes, programme specific outcomes, and course specific outcomes for all programmes offered by the college are clearly and elaborately stated and displayed on college website. Pass percentage of students at the university examinations indicates a medium level of achievement by the students.

NAAC

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

### Qualitative analysis of Criterion 3

Research culture has yet not gained momentum in the College. Though three minor research projects were taken up by faculty members no such projects have been taken up in the last three years. Only few teachers have published research papers/ articles. It is a matter of appreciation that a teacher of Physics is having two patents. There is no structured mechanism of consultancy in the college and this need to be developed. Though a couple of departments organized some regional and national level seminars, an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge initiative needed to be taken up vigorously. Similarly workshops/seminars on Intellectual Property Rights (IPR) and Industry—Academic Innovative Practices also needed to be given due priority.

The College has taken up sufficient efforts to engage the students of the College in various extension activities especially through NSS and NCC. The College has strived to install a sense of responsibility towards the society through some extension activities such as organising awareness programmes, community service, like Blood Donation Camp in coordination with the District Blood Bank, organising lectures on health & hygiene by expert doctors. As recognition for the extension activities the college has received a good number of awards from the Government and recognised bodies. Each year the College conducted several outreach programmes in collaboration with industry and community through NSS and NCC. Functional MoU's with institutions of National, International importance, other Universities, Industries, Corporate houses etc not to be seen in the last five years.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### Qualitative analysis of Criterion 4

The College has 42 classrooms. Out of which 09 rooms are equipped with LCD projectors. Some of the rooms are having white boards. There is one virtual class room and four smart classrooms, a dedicated ICT laboratory, eight well equipped seminar rooms, eight well equipped laboratories for practical based subjects, a small portion in the campus has been used for common medicinal plants. There are 74 Computers in the College including the library. Laptops have been provided to each department. The college has limited facilities for sports, games and cultural activities. There is a primary health kit in college to meet minor emergency situations. There is hostel facility in the campus but it has been maintained in poor and un hygienic condition. There is separate building for girls hostel but it is not occupied by any border. The ramp and lift facilities for physically challenged persons are lacking in the college.

The College has a library with one corner of rare books without permanent librarian. Total area of the library is 688 sq. metres having a seating capacity of 40 students. Library services have been partially automated through M.F. 2.0 Integrated Library Management System (ILMS) Software. INFLIBNET is available in the library. However, the library facility needs to be upgraded to meet the demands of the newly introduced CBCS.

Wi-Fi internet connection is available in the College Campus. In the budget of the College there is allocation for procurement and up gradation of ICT facilities.

The College has constituted various committees to take care of the physical, academic and support facilities. There is AMC for CCTV, AC machine, generator, water purifier and intercom etc. Computers and departmental laboratories are maintained by the department concerned.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Qualitative analysis of Criterion 5

The College has a Students' Union formed with elected representatives of the students and the Principal of the College as its President. The Governing Body of the College constitute an election commission to supervise the process of election, as per the statute of the affiliating university and directives of the State Govt. Of West Bengal. The Students' Union help the College authorities in organising various cultural programmes sports and games. There is well representation of students on academic & administrative bodies of the college, viz., Governing Body, Admission Sub-Committee, Examination Sub-Committee, Concession and Student Aid Fund Committee, Academic Sub-Committee, Disciplinary Committee, Literary Sub-Committee, etc.

Alumni association of the College has recently been constituted but yet to be formally registered. Several members of the faculty and non-teaching staff are ex-students of the college. The alumni serving elsewhere interacts with the College and offer suggestions on matters, such as up gradation of teaching tools, infrastructural facilities, arrangement for conducting seminars and cultural programme. Financial contribution of the alumni association during the last five years are not yet encouraging.



Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years ( <i>in case of first cycle</i> )  Post accreditation quality initiatives ( <i>second and subsequent cycles</i> )

#### Qualitative analysis of Criterion 6

The leadership of the College has been able to provide to some extent an effective leadership in tune with the vision and mission of the college. Governance and Management of the College has been decentralised by a way of forming various bodies and distributing tasks to the bodies and committees.

Documents on deployment of perspective / strategies plans are available in the College. The College is having a well defined organisational structure as per the norms of the Govt. of West Bengal, the affiliating University (University of Burdwan), UGC and NAAC, etc. The Governing Body is the policy making body at the College level. The Governing Body is headed by its Chairman, who is elected by its members. The Principal is the Ex-officio Secretary of the Governing Body. The Governing Body has representative of teachers, non-teaching staff, students, nominees of the University and Government. The members from the teachers and non-teaching staff are elected by the whole-time teachers and whole-time employees respectively.

For smooth management of the College activities several committees, sub-committees have been formed, viz., Research Committee, Admission Committee, Concessional & Students, Aid Fund Committee, P.F. & Pension Committee, Screening Election Committee, Guest Lecture Rationalisation Committee, Staff Qr./Hostel Committee, Building Committee, Purchase Committee, Advisory Committee for Distance Education, Career Counselling and Placement Cell, Anti-lagging Committee, Sexual Harassment Prevention Cell and Grievance Redressal Cell, etc.

The College being a State Government of West Bengal sponsored one and affiliated to the University of Burdwan the Principal and full time teachers are appointed by the Governing Body as per recommendations of the West Bengal College Service Commission and duly approved by the Department of Higher Education, Govt. Of West Bengal, Guest lecturers are selected by a Governing Body approved Committee comprising of a University nominated subject expert.

The College has formed IQAC with representation from the various sections of stakeholders. As per Statutory provision of the University of Burdwan designing institutional quality policy is being assigned to the Teachers' Council. For managing the departmental affairs there are coordinator's in each department. For meeting the grievances a grievance Redressal Box has been kept in the campus. The Grievance Redressal Committee of the College take up the matter, if necessary with the Principal/Governing Body and redresses the grievances.

Going through the minutes of the various bodies/cells/committees it have been found that the Committees decisions have been favourably considered by the College and implemented to the possible extent.

Major Welfare measures for teaching and non-teaching staff of the College are—Group Service Life Insurance, need based loan to employees by Employees' Co-operative Society, GPF to permanent employees, pension by the Govt. To all permanent employees, payment of advance salary in cases of difficulty, financial support to attend conferences, workshops, etc.

The College is yet to have a formal Performance Appraisal system for teaching and non-teaching staff.

Internal audit by an Auditor appointed by the Governing Body being conducted annually. External audit are conducted by a external audit committee set up by the DPI, Government of West Bengal. There is no significant objection or adverse report in the audit report.

Receipt of financial grant from the State Government for the salaries of the teachers and employees, fees collected from the students, and development assistance from the UGC under various schemes are the major sources of funding. Occasionally grant from MPLAD is also received by the College. Except rupees 2 lakhs was received from P.C.Chandra for purchasing books, no grants has been received from the non-government bodies, individuals, philanthropists by the college during the last five years. The college does not have any formal strategy for mobilisation of funds.

IQAC has contributed in framing academic calendar, recruitment of guest lecturers, encouraging the teachers to use teaching aids and ICT more, improvement of internal evaluation process, organising seminars, casketing and analysing feedbacks, development of literary (central and departmental), development of co-curricular and intracurricular activities including infrastructure for them, development of research culture, etc.

The IQAC annually received feedback from the stakeholders and analyse them, reviews of the annual self appraisal report of the teachers, and review of the teaching plans prepared by the teachers is also done.

Some of the incremental improvements made by the College in the last five years are improvement of ICT including a well equipped ICT laboratory, introduction of online admission at the entry level, cashless transaction, online study material in college website, Wi-Fi connectivity, digitalisation of central library, village adoption, installation of CCTV, creation of the community service called 'The Wall of Kindness', etc.

NAAC

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> <li>1. Safety and Security</li> <li>2. Counselling</li> <li>3. Common Room</li> </ol>
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• E-waste management</li> </ul>
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> <li>• Students, staff using <ol style="list-style-type: none"> <li>a) Bicycles</li> <li>b) Public Transport</li> <li>c) Pedestrian friendly roads</li> </ol> </li> <li>• Plastic-free campus</li> <li>• Paperless office</li> <li>• Green landscaping with trees and plants</li> </ul>
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Qualitative analysis of Criterion 7

The College has shown gender sensitivity in providing facilities of safety & security, counselling and common room etc. The College Campus has been provided with a boundary wall and a fence of spiral barbed wire on top of it. CCTV has been installed at important areas of the College and security guards posted at the main entrance. In the beginning of each academic year arranges talks on gender sensitisation, inclusive growth and healthy environment practices. Sexual Harassment Prevention and Grievance Redressal Cell has been constituted. A separate Girls' Common Room has been arranged.

Waste paper baskets and dustbin are provided in every corner of the buildings. Use of plastic is prohibited in the campus. Steps taken for disposal of chemicals and garbage's. Provision is there for rain-water harvest.

Majority of the teachers, employees and students either use public transport or bicycles. The campus is plastic free. Use of paper has been reduced and going towards paperless office work. About 60% of the open space of the campus is green with trees, plants and grasses.

The College organises national festivals and birth / death anniversaries of some great personalities.

Transparency in all activities, viz., financial, academic and administrative are visible.

The College has taken up a scheme for gradual up gradation towards making it a ICT based one by facilitating the teachers, students and employees with latest ICT to generate higher order skill in them. The College has achieved success in their endeavour to a great extent. The second best practice, as identified by the College is a programme of providing "Free Medical facility to the local people / students and domestic animals.

The College has contributed during the last 120 years (approx) to the people of a less developed remote rural area inhabited mostly by weaker sections with poor financial background the scope for higher education of their wards.

Out of the two best practices identified by the college the one which is regarding gradual enhancement of the ICT facilities are showing positive results in the college and the other regarding free distribution of medicine to the local needy people is yet to gain desired momentum.

The mission of the college is to provide universal access of learning irrespective of the caste and creed and among all the strata of the society. The college in the 120 years of its journey has provided higher education in a remote rural area and has educated more than one lakh of young men and women. The college has also been successful in sensitizing the people belonging to disadvantaged strata of the society towards higher education. It is also to be noted that due to location of the college in this area, contributed in generating eagerness of taking up higher education by women which has substantially increased year after year.

**Section III: OVERALL ANALYSIS** based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

**Strength:**

**Strengths**

- The college has picturesque appearance and reputed for its age-old Heritage.
- Sufficient infrastructural facilities and serving rural students for more than 120 years.
- Vibrant NSS and NCC units doing commendable extension activities.
- Focus on gender sensitization and gender equality, programmes awarded and appreciated
- Transparency and accountability in all institutional processes
- Highly motivated Principal and young faculty.

**Weakness**

- Lacking easy access to the college.
- Absence of new job oriented and innovative academic programmes.
- Poor English language competence of students
- Lack of motivation among faculty members in publications of books and articles.
- Lacking in strategy for Generation of fund for infrastructural development
- No PG and innovative add-on courses

**Opportunities**

- To introduce PG in some existing subjects and programmes for increasing employability and entrepreneurship.
- Ample scope to educate and empower the under privileged section of the society of the remote area.
- Opportunities for introduction of PG programmes and more industry oriented technical courses
- Opportunities to take up more research activities on local emerging problems and issues.

**Challenges**

- To fill up the vacant post and retain the qualified faculty members.
- To introduce new programmes including skill based ones.
- To improve communication and other skills of the students to avail global opportunities.
- To improve accessibility to the stake holder.

#### **Section IV: Recommendations for Quality Enhancement of the Institution**

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- New academic programmes in upcoming areas relevant to the region and PG programmes in demanding subjects be introduced.
- Student facilities like sitting arrangements in the class room, hostel, play ground, auditorium, canteen, etc. be improved.
- Facilities for the otherwise abled persons be improved.
- Steps be taken to improve accessibility to the college by providing transport facilities.
- Arrangement may be made to provide training to the students in communication and other skills to achieve success in competitive examinations
- Steps be taken to scientifically preserve the valuable rare books which are available at present
- Library of the college be upgraded with new books, and facilities like complete automation and digitalisation and arranging a Book Bank.
- Faculty be trained for proper implementation of the newly introduced Choice Based Credit System (CBCS).
- Strategies be adopted for generation of resources from the relevant funding agencies and organizations.
- Research culture be strengthened in the college.
- Feedback and grievance mechanism need be strengthened.

**I have gone through the observations of the Peer Team as mentioned in this report**

**Signature of the Head of the Institution**

**Seal of the Institution**

Sl.No	Name		Signature with date
1	DR. K K DEKA	Chairperson	
2	DR. RAJASHEKAR HOLEBASAPPA	Member Co-ordinator	
3	DR. MANJIT KAUR	Member	
4	Dr. Priya N	NAAC Co - ordinator	

Place

Date

NAAC