Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**KHANDRA COLLEGE**
Name of the head of the Institution	**Prof. Sanjib Kr. Hazra**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**034126652415**
Mobile no.	**9002864500**
Registered Email	**khandracollege1981@gmail.com**
Alternate Email	**mesanjib58@gmail.com**
Address	**P.O.- KHANDRA DIST.- PASCHIM BARDHAMAN**
City/Town	**DURGAPUR**
State/UT	**West Bengal**
Pincode	**713363**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. ASHISH KUMAR CHAKRABORTY**
Phone no/Alternate Phone no.	**03412665245**
Mobile no.	**9647561928**
Registered Email	**khandracollege1981@gmail.com**
Alternate Email	**mesanjib58@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://khandracollege.ac.in/uploads/AQAR2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://khandracollege.ac.in/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	**C**	**1.65**	**2018**	**02-Nov-2018**	**01-Nov-2023**

6. Date of Establishment of IQAC	**02-Apr-2014**

7. Internal Quality Assurance System

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
Feedback of different stakeholders collected and analysed and reports forwarded to the	**12-Mar-2020** **02**	**482**

Governing Body through Principal		
Further proceedings regarding ISBN volume to be launched	11-Feb-2020 10	50
Proceedings regarding the joining of five full time faculty members	27-May-2019 01	270
Students' seminar	12-Mar-2020 02	568

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

[View Uploaded File](#)

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1.Feedback of different stakeholders collected and analysed and reports forwarded to the Governing Body through Principal 2.Further proceedings regarding ISBN volume to be launched 3.Proceedings regarding the joining of 5 full time faculty members 4.Students' seminars

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivments/Outcomes
Regular Unit Tests and Introduction of Tutorial classes	Percentage of attendance enhanced, Student Teacher relationship strengthened ,Quality of education enhanced, Attendance of slow learners increased
View Uploaded File	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body, Khandra College	07-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	20-Feb-2020
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	13-May-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution has a well-defined system of curriculum delivery which consists in active participation of some of our teachers in the University Board of Studies in framing the syllabus. Besides, the academic departments take adequate care to break the syllabus into modules for an effective curriculum delivery. Five teachers of different Departments have participated in various bodies of the Universities, and other institutions. The faculties of Geography and Environment Studies undertake field projects on a regular basis. We receive

regular feedback from students and teachers on semester-wise design and review of syllabus. The Institution also encourages academic tours of places of historical interests. Above all, installation of Smart Class room has made the teaching-learning process more attractive, and complaint with the modern modes of curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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
Lectures on social service, sustainability, gender sensitization	**05/09/2019**	**117**
[View Uploaded File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	**Department of Geography, Department of Botany**	**110**
BA	**Department of Physical Education**	**89**
[View Uploaded File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback obtained from teachers, students and other stakeholders is discussed in the Governing Body meetings of the Institution, and appropriate steps are taken for the development of the Institution

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons. and Prog.	730	2148	492
BSc	Hons. and Prog.	169	282	21
BCom	Hons. and Prog.	340	873	122
View Uploaded File				

2.2 – Catering to Student Diversity

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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1370	Nill	61	Nill	Nill

2.3 – Teaching - Learning Process

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
61	61	5	3	1	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is available in the Institution. Mentors provide adequate support to their mentees, which helps them to overcome the everyday challenges of college life. The experienced mentors not only help the mentees with their academic issues but also guide them to map their future career paths. Additionally, the mentors often act as psychological counsellors whenever their mentees face any kind of personal distress.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1370	61	1:22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	16	4	5	7

2.4.2 – Honours and recognition received by teachers (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
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Hons. and Prog.	Semester 6	27/05/2020	11/08/2020
BCom	Hons. and Prog.Hons. and Prog.Hons. and Prog.Hons. and Prog.	Semester 6	27/05/2020	11/08/2020
BSc	Hons. and Prog.	Semester 6	27/05/2020	11/08/2020
[View Uploaded File]()				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

From the academic session 2016-17, the Kazi Nazrul University, which is at present our affiliating University, introduced semester-wise CBCS, and Internal Assessment as an integral part of the system. Under the new system we 1) Continue with the practice of taking class tests at regular intervals 2) Take Internal Assessment as per the KNU guidelines, and forward the marks obtained by the students to the University in a timely manner and in rigorous confidence

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes, the Institution adheres to the academic calendar of the affiliating University for conduct of Examination and other related matters.

2.6 – Student Performance and Learning Outcomes

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)

https://khandracollege.ac.in/programme_course_outcome.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Hons. and Prog.	BA	Hons. and Prog.	492	292	59.34
Hons. and Prog.	BSc	Hons. and Prog.	20	18	90
Hons. and Prog.	BCom	Hons. and Prog.	122	105	86.06

View Uploaded File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Geography	2	Nill
View Uploaded File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	2
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	4	1	Nill	Nill
Attended/Seminars/Workshops	1	3	Nill	Nill
View Uploaded File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Field Project	Dept. of Geography	4	40
NSS Special Camp	NSS	6	100
View File			

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	Number of students Benefited
Best performance in enabling the girl students to avail of Kanyashree scholarship	Kanyashree Award(District level	Govt. of West Bengal, Paschim Bardhaman district	217
View File			

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 participated in such activites	Number of students participated in such activites
Kanyashree Prakalpa	Andal Block	Kanyashree Activity	4	56
View File				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
39	22.71

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	17.11	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17685	5305500	319	103979	18004	5409479
View File						

 4.2.3 – 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	34	3	5	5	2	5	26	50	0
Added	2	0	0	0	0	0	0	0	0
Total	36	3	5	5	2	5	26	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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 incurredon maintenance of physical facilites
23.75	**20.48**	**22.6**	**30.5**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has a Development Committee, which holds regular meetings as regards maintenance of physical and infrastructural facilities including library, laboratories, classrooms, green initiatives and so on. The recommendations of the Committee are forwarded to the Finance sub committee for necessary approval and funding. If the Finance sub committee hesitates to arrive at a decision, the matter is forwarded to the Governing Body for final resolution. In this way the Institution practices decentralization and transparency in the maintenance of its infrastructure

https://khandracollege.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Students Aid Fund**	**152**	**30400**
Financial Support from Other Sources			
a) National	**Nill**	**Nill**	**Nill**
b)International	**Nill**	**Nill**	**Nill**
	View File		

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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

No Data Entered/Not Applicable !!!
No file uploaded.

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	Number of grievances redressed	Avg. number of days for grievance redressal
23	23	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	66	B.A/B.Sc/B.Com	Across the disciplines	Kazi Nazrul University and other universities of West Bengal	M.A/M.Sc/M.Com
View File					

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)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports and and cultural activities	Institutional	1203
View File		

5.3 – Student Participation and Activities

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

At present the Institution has no elected Students union/Council. However, as per norms, the General Secretary of the elected Students union becomes a member of the Governing Body to ventilate the views or grievances of the students to the apex body of the Institution. At present the Institution has a Students forum, nominated by the students, and this takes active part in organising Sports and Cultural events throughout an Academic year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution practices decentralization and participative management. The following is a case study of decentralisation and participative management regarding the recruitment of Non-Teaching Staff to the College. Regarding the selection of Teaching Staff including Librarian for the College, the Governing Body, the highest decision making body, only shares the recommendations of the West Bengal College Service Commission. However, the Governing Body enjoys the ultimate power on the selection of the non-teaching staff- whether Group C or Group D. But in the selection of non-teaching staff, there exists a unique process of decentralization of power. In conformity of the Government Order and University Statute for the selection of non-teaching staff, the Governing Body first of all forms a Standing Committee consisting of the President of the Governing Body as Chairman, one government nominee, one University nominee exclusively appointed for the purpose, one teacher representative nominated by the Teachers Council and the Principal as the Convener of the Standing Committee. The Standing Committee takes decisions regarding publication of vacancy position in two leading newspapers as also gives requisition to the District Employment Exchange Office. The standing Committee is the recommending body for the appointment of non-teaching staff of the College and it recommends the panel of successful candidates to the Governing body. On the basis of the recommendation of the Standing Committee, the Governing Body appoints the top-scoring candidate and gives direction to the Principal- who is the ex-officio Secretary of the Governing Body, to issue Appointment Letter. After issuing Appointment Letter, the Principal submits all necessary papers to the Director of Public Instruction (DPI), Govt of West Bengal for approval. Unless and until DPI approves the appointment , pay and allowances in favour of the incumbent

will not be released from Government Treasury. Further, on satisfactory performance of the incumbent, the Governing Body confirms his/her service. Be it noted that the Standing Committee is formed for a particular selection and as soon as selection process id completed, the Standing Committee is dissolved.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Many of our teachers are members of different UGBOS of the affiliating University and they ventilate their views regarding the course content as and when required. Besides, all the teachers of the College actively take part in breaking the University syllabi into effective learning modules for a smooth curriculum delivery.
Teaching and Learning	The College strictly follows the Academic Calendar of the University and theory, tutorial and practical classes are taken on regular basis so as to complete the University syllabi within the stipulated time. Besides, we use ICT enabled teaching for making the presentations fruitful and more attractive to the students
Examination and Evaluation	The Institute maintains a robust and transparent evaluation system by conducting regular class/unit test. Besides, there are provisions for Continuous Assessment in consonance with the guidelines of the affiliating university.
Research and Development	The Institute always encourages the faculty to undertake research and research projects. It also takes into account the necessity of publishing research volumes of its own under the authorship of the esteemed faculty members .
Library, ICT and Physical Infrastructure / Instrumentation	The central library of the college is equipped with semi digital facilities. WE have OPAC , the KOHA software for running the digital services and , we have also subscribed to N-list, an online repository of indexed journals for a greater convenience of the faculty and the students
Human Resource Management	The College has HRMS for Salary and other transactions. Besides, it encourages its employees , both

	teaching and non-teaching to participate in different types of workshops and symposia for the development of Human resource
Industry Interaction / Collaboration	The Institution maintains collaboration with local industries and other education institutions for a promotion of collaborative courses, internships etc.
Admission of Students	We have a transparent system of admission, which is guided by government rules. The admission committee, under the supervision of the Governing body looks after the admission process and sees so that there arises no issue as regards contradiction of existing rules and statutes

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The IQAC and the Governing body of the College look after the implementation of e-governance .We have partially achieved our goal in so far as the digitization of the College library and office is concerned. We are also looking forward to installing ERP software for a greater ease in the transaction of official business.
Administration	The College authority has already implemented E-governance in so far as online admission and HRMS are concerned. Moreover ,we are also looking forward to installing ERP software for a greater ease in the transaction of official business.
Finance and Accounts	The College office runs the HRMS software for financial transactions by the side of other integrated software systems for conduction audit. Moreover ,we are also looking forward to installing ERP software for a greater ease in the transaction of official business.
Student Admission and Support	The college strictly follows the online admission rules as laid down by the Govt. of West Bengal from time to time.
Examination	Examination form filing, registration , enrollment ,marks capturing etc. are done through the online portal of the affiliating University.

6.3 – Faculty Empowerment Strategies

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	From Date	To date	Duration
Short Term Course	1	18/06/2020	20/06/2020	3
[View File](#)				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	11	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Grants study leave to Full Time Teachers who have registered for Ph.D degree, encourages Teaching staff to become member of GSLI, provides computer with internet	Encourages Non-Teaching staff to become members of GSLI, Gymanisum facilities, Festival advance, Recreational facilities	Students aid fund, Railway Concession, Gymnasium,Common Room, Playground, Vending Machine

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

So far as Internal Audit is concerned , The Principal, the Bursar and Accountant first examine the Income and Expenditure against a particular item, and report to the Finance Sub-Committee for necessary consideration. After being satisfied with the statement of Accounts, the Finance sub-Committee

requests the Principal to contact a Chartered Accountancy firm for making necessary Audit of a particular item. The utilization certification of the said item is then forwarded to the sanctioning authority.

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/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Kazi Nazrul University, Asansol	Yes	IQAC
Administrative	Yes	The govt of WB through some empaneled CA firm	Yes	Cash and account section, office of accounts, Khandra College

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

a) Training on Computer Management b) Training on Leave Management c) Training on Scholarship

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Continuous Assessment, Enhanced used of ICT tools, Internal Training to the support staff for official and scholarship management

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Feedback of different stakeholders collected	12/03/2020	12/03/2020	14/03/2020	482

	and analysed and reports forwarded to the Governing Body through Principal				
2020	Further proceedings regarding ISBN volume to be launched	11/02/2020	11/02/2020	20/02/2020	50
2019	Proceedings regarding the joining of 5 full time faculty members	27/05/2019	27/05/2019	28/05/2019	270
2020	Students' seminars	26/07/2019	12/03/2020	14/03/2020	568
View File					

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 from	Period To	Number of Participants	
			Female	Male
Inaugural lecture by the Principal at the start of the Academic Session	05/08/2019	08/08/2019	345	437
Gender sensitization lectures organized by Kanyashree club	09/09/2019	11/09/2019	154	Nill
Gender sensitization lectures organized by NSS	17/02/2020	20/02/2020	47	53

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

Percentage of power requirement of the University met by the renewable energy sources
4.38

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	6
Scribes for examination	Yes	2
Physical facilities	Yes	6

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	4	3	11/11/2019	4	Awareness campaign and consultancy services	Awareness against vector born disease, blood group testing, soil testing	678

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Online Handbook of Code of Conduct	05/09/2019	Previously we had printed Handbook on Institutional code of conduct and professional ethics, but now these details are available online in the Institutional website in separate tabs. We regularly upgrade the details as per the recommendations of IQAC, duly endorsed by the Governing Body.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Inaugural lecture by the Principal at the start of the Academic Session	05/08/2019	08/08/2019	782
Gender sensitization lectures organized by NSS	17/02/2020	20/02/2020	100

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

We understand the value of green practices. Our College is located amidst greeneries with trees and plants in and around the campus. Our students provide voluntary service to look after the trees and plants, particularly the garden of medicinal plants. The campus is a plastic free zone. We have put up placards inside the campus in adequate number to build awareness against the unethical use of plastic. The students and staff of the College from the neighborhood come to the College using bicycles and e-rickshaws as the major mode of transport. This results in minimum carbon discharge within the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Rain Water Harvesting- The college being situated in a semi-arid zone, there is scarcity of water particularly during the summer. In order to solve the problem of acute shortage of water, the College authority has taken initiative for Rain Water Harvesting. In this process, the water from roof top is channeled directly to the pool inside the campus through PVC pipes. The College has used its Development Fund to built the drainage system, thus ensuring a steady source of water through out the year. This also enables us to provide adequate care to the garden of Medicinal Plants inside the campus. Installation of Vending Machine for supplying Sanitary Napkins to our girl students

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

https://khandracollege.ac.in/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our vision is to empower students from all sections of society through holistic education centered on academics. We have underlined in our vision moral values, discipline and dynamism on the part of our students. The College being situated in a rural background, most of our students come from economically backward classes and they are largely first generation learners. As we give importance to inclusive growth we have to look after the interests of the students and see that the number of drop-outs is kept at minimum. We encourage our students by awarding Free- Studentship and arranging for the award of Government and Non-Government Scholarships and stipends like the Kanyashree Scheme, Minority Scholarship and Jindal Scholarship etc

Provide the weblink of the institution

https://khandracollege.ac.in/

8.Future Plans of Actions for Next Academic Year

1) Introduction of collaborative courses in greater number. 2) Faculty exchange programme with neighbouring colleges 3) Introduction of Add- on courses for students