Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**KANDRA RADHA KANTA KUNDU MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. Mrinal Kanti Chattopadhyay**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03453273372**
Mobile no.	**9434249709**
Registered Email	**mrinalkantee@gmail.com**
Alternate Email	**krkkm.iqac@gmail.com**
Address	**P.O. Kandra, P.S. Ketugram, Dist. Purba Bardhaman**
City/Town	**Kandra**
State/UT	**West Bengal**
Pincode	**713129**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Minakshi Paul**
Phone no/Alternate Phone no.	**03453273372**
Mobile no.	**9593920769**
Registered Email	**mrinalkantee@gmail.com**
Alternate Email	**krkkm.iqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.kandrarkkmahavidyalaya.org/content-gen.php?page_id=104

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.kandrarkkmahavidyalaya.org/content-about-us.php?page_id=16

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B**	**2.07**	**2016**	**16-Dec-2016**	**15-Dec-2021**

6. Date of Establishment of IQAC

10-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
Departmental Meetings	**30-Mar-2019**	**15**

with Guardians	1	
Departmental Meetings with Guardians	10-May-2019 1	12
Career Counselling and Grooming Sessions	06-Mar-2019 2	50
Programmes held by NSS with the initiative of IQAC	01-Aug-2018 1	50
Approval of timely Submission of AQAR 2017-18 by GB vide resolution no. 17	27-Jul-2019 1	8
Regular meetings of IQAC	04-Sep-2018 1	12
Regular meetings of IQAC	31-Aug-2018 1	16
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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
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
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 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)

Inauguration of Science Stream and Bengali PG Course in College. ? Inauguration

of UG (Hons and General) in Mathematics and UG (General) in Physics, and Chemistry. ? CAS proposal for 5 teachers which was submitted in the previous session, is accepted. ? Approval of inaugurating UG (Hons) in Economics, Philosophy and UG (General) in Botany and Zoology. ? Construction of the concrete roads and boundary walls are completed in this session. ? Introduction of laboratories in Chemistry and Physics departments

[View File](#)

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	Achivements/Outcomes
Proposal for construction of a new building above Nayan Shah Darvesh Bhavan	Do
Proposal for construction of two additional rooms	Successfully Achieved
Proposal for installing Solar Facilities	Do
Proposal for inaugurating Netaji Open University Centre	Do
Proposal for the construction of mini-Indoor stadium	Do
Construction of Science Building	Do
Proposal for inaugurating UG (Hons) in Economics and Philosophy and UG (General) in Botany and Zoology	Successfully Achieved
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body of the college	05-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	14-Dec-2016

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019

Date of Submission	24-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Governing Body is the highest body of management of the college. The institution takes all the final decisions related to the administration and finance. In many issues approval of Governing Body is mandatory. Governing Body in its regular and emergent meetings takes decisions. (a) The decisions were notified to the related persons/ institutions by emails and/or letters. Decisions are also notified through college website whenever needed. (b) Decisions of Governing Body were well among the stakeholders circulated so that their participation could be ensured. (c) It is also important that all the decisions of the Governing Body should be implemented properly. So the actions are tried to be taken promptly. And all the works and actions are properly monitored. (d) Finally minutes, resolutions, action taken and outcomes are systematically documented so that the records can be produced in time. Other than that the college used a College Management Software in the office by which all information regarding students teachers and nonteaching staff, admission, examination and college accounts is collected and disseminated.

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 curriculum integrates the planned interaction of students with instructional content, materials, resources and processes for evaluating the attainment of educational objectives. Once the curriculum is formed, the University forwards it to the college. The college then deploys action plans for effective implementation and delivery of curriculum. The curriculum content is circulated among students, teachers and the staff. Students are made aware of it through the prospectus provided at the time of admission. Syllabus wise text and reference books list, relevant articles, extensive lectures, departmental seminars and other extracurricular activities are incorporated in the academic calendar of the college and put to practice in different departments of the college. The Central library is kept well equipped. Tutorial classes are also arranged for the academically and financially backward

students.

| 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
NIL	NIL	31/07/2019	0	0	0

1.2 – Academic Flexibility

| 1.2.1 – New programmes/courses introduced during the academic year |

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Physics, Chemistry, Mathematics (General)	11/06/2018
BSc	Mathematics (Hons)	11/06/2018
View File		

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
MA	in Bengali	27/08/2018
BSc	Honours and General	11/06/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
NIL	31/07/2019	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography Field Project	30
BA	Physical Education Field Project	30
BA	Educational Tour English in Skkim	50
BSc	Educational Tour Mathematics in Sikkim	50
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1.4 – Feedback System

| 1.4.1 – Whether structured feedback received from all the stakeholders. |

Students	Yes

Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Collection of data for feedback is a continuous process. The college gathers feedback from students and parents, as they are the major stakeholders. Feedback has been taken from the stakeholders from time to time through different methods. During the academic year 2018-19 structured feedback were taken from students and parents. The Students' Feedback is an integral part of development planning of any academic institution. In this study students were supposed to assess overall functioning of the college. This process helps the college authority to identify the strong and weak points of the institution. This encourages students to take active part in the development process of the college. In this process students were to review teachers' performance. A questionnaire was prepared for collecting students' feedback taking into consideration of the changes occurred in the academic structure particularly due to introduction of CBCS in 2017-18. Questionnaires were distributed among final year Honors students. Sixteen aspects were identified for survey. Students have to mark each aspect in 5 point scale. Number of respondent was 200. Feedback from parents is taken in various ways throughout the year particularly in time of Parent-Teacher meeting at Department Level as well as institutional level. The aspects discussed during the meetings and observations of teachers and staff in general a questionnaire was set and randomly served among 70 parents/guardians whose wards are studying this college at least for one year. All are requested to submit the filled up formats at the college office. As most of the respondents are not comfortable with English questionnaire was translated to Bengali. Five filled up forms were found defective and had to be rejected. Finally, the Study was made on the basis of response of 65 parents. After the compilation of data it became clear that opinions of students and parents are roughly similar. The feedback is then analysed by the teachers and staff and necessary remedial measures are adopted. Suggestions from the Alumni, parents, academic peers and local communities regarding the needs and requirements of the students are given due importance and dealt with seriously. All the matters related to academics were discussed and decisions were taken in the meetings of Academic subcommittee, Teachers Council and in the meetings of IQAC with the Teaching and Non Teaching Staff. Feedback from the college authority is also an important component for overall development which comes through the Principal and the members of the Governing Body. The specified format for Feedback form is attached herewith.

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 General	1590	2858	1276
[View 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
2018	1276	9	13	3	13

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
58	58	8	3	3	58

[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)

Yes. At the time of admission, the college provides an updated prospectus and current Academic calendar to each student. The Prospectus contains the location and a brief history of the college, aims and objectives, courses offered, eligibility criteria, detailed description of the faculty and staff of the college, composition of the GB, fee structure as well as the college rules and regulations for students. Academic calendar offers the date of commencement of classes, detailed academic schedule, list of holidays and other miscellaneous information related to students. The college offers free studentship to needy students apart from the various Government scholarships like scholarships for SC/ST/OBC, Merit cum means, Minority, Kanyashree Prakalpa, Rashtriya Sanskrit Sansthan, and private scholarships like Sitaram Jindal Foundation. Students are grouped under the departmental teachers who counsel and guide them and assist them in the library like mentors

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1276	13	1:98

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
16	12	4	Nill	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
2019	NIL	Nill	NIL
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	GENERAL	2018/19	10/04/2019	18/09/2019
BA	HONOURS	2018/19	09/04/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In this newly implemented system (CIE) once weak and slow learners are identified on the basis of classroom teaching and continuous internal tests, special classes, both theoretical and practical, are arranged for bridging the knowledge gap. Counseling is done by the faculty members during the choice of subjects for the CBCS system. In this system as evaluation gets prior importance, each paper (except SEC, DSE) of the curriculum, internal assessment has been made mandatory. Evaluations are done on the basis of students' activity and performances on written exams, assignments, student seminar, practical experiments etc. throughout their courses. Different versions of text and reference books are recommended for such students. Special oral and written tests are arranged for them. Parent-Teachers meetings are organized on a regular basis to intimate the parents regarding the academic progress of their wards and suggestions are given on the individual strengths and weaknesses and the scope for probable improvement.

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

The Academic calendar is prepared and printed before the beginning of the session and each student is provided with a copy of the Prospectus and Academic calendar at the time of admission. All departments follow the scheduled dates for student seminars, internal exams, Freshers' welcome, annual social, various other cultural programmes and academic activities. The dates of commencement of classes and the detailed academic schedule and list of holidays are mentioned in the calendar. The Convenor of the Academic Sub Committee is entrusted with the task of preparing the Academic calendar after consulting the calendar of the current year and the list of holidays. The dates for internal exams and class tests are clearly mentioned. The dates for practical exams are decided by the respective departments according to the instructions given by the University

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://kandrarkkmahavidyalaya.org/content-gen.php?page_id=105

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
GENERAL	BA	ARTS	184	40	21.73
HONOURS	BA	ARTS	136	84	61.76
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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)

  https://kandrarkkmahavidyalaya.org/content-gen.php?page_id=109

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
Total	00	00	0	0

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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
NIL	NIL	31/07/2019

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
NIL	NIL	NIL	31/07/2019	NIL

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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
NIL	NIL	NIL	NIL	NIL	31/07/2019

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3.3 – Research Publications and Awards

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 (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nill

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	PHYSICAL EDUCATION	1	0
National	GEOGRAPHY	3	0
National	ENGLISH	1	0
International	ENGLISH	1	0

National	BENGALI	2	0
International	SANSKRIT	2	0
National	HISTORY	1	0
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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
PHILOSOPHY	1
BENGALI	2
MASS COMMUNICATION AND JOURNALISM	1
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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
NIL	NIL	NIL	2018	0	NIL	Nill
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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
NIL	NIL	NIL	2018	Nill	Nill	NIL
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	6	2	Nill	Nill
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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
Internal Yoga Day Celebration	NSS and Student Welfare Association	3	150
One day seminar on AIDS and Thalasemia	NSS and Student Welfare Association	3	150
One day seminar on AIDS and	NSS and Student Welfare Association	3	150

Thalasemia Hygienic Habits			
Swachhta Pakhwada	NSS and Student Welfare Association	3	150
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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
NIL	NIL	NIL	Nill
No file uploaded.			

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
Swachchha Bharat	NSS and Student Welfare Association	Swachhta Pakhwada	3	150
Aids Health Awareness	NSS and Student Welfare Association	One day seminar on AIDS and Thalasemia Hygiene Habits	3	150
Aids Awareness	NSS and Student Welfare Association	One day seminar on AIDS and Thalasemia	3	150
Internal Yoga Day	NSS and Student Welfare Association	Internal Yoga Day Celebration	3	150
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
Seminar on "Sports Journalism: Its Impact and Scope in Modern Society"	teachers & students	college fund	1
Seminar on Disaster Management	teachers & students	college fund	1
Seminar on Application of GIS, Remote Sensing and the Effect of Air-Mass and Front	teachers & students	college fund	1
Special lecture on "Internal Yoga Day Celebration"	teachers & students	college fund	1

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
NIL	NIL	NIL	01/06/2018	31/07/2019	0
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
NIL	31/07/2019	NIL	Nill
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
30	30

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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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
NIL	Fully	NIL	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	8500	2125000	377	175000	8877	2300000
Reference Books	4100	820000	142	65000	4242	885000
Journals	7	6000	Nill	Nill	7	6000
Others(s pecify)	52	5200	2	200	54	5400

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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
NIL	**NIL**	**NIL**	**31/07/2019**

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	41	8	41	0	0	6	0	14	0
Added	0	0	0	0	0	0	0	0	0
Total	41	8	41	0	0	6	0	14	0

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

14 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
NIL	[NIL](#)

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
74	74	32	32

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)

Procedures and Policies for maintaining and utilizing Physical, Academic and Support facilities Regular meetings are conducted by the Academic Sub-committee and IQAC for Policy making and implementation of procedures thereof. The list

of members of Academic Sub-committee and IQAC are updated in the college website. Laboratory: The College authority has been always strived to procure latest lab based equipments. The Laboratory facilities available in the departments are utilised during practical classes on a daily basis and also offered to the students of other departments when the practical subject is of inter-disciplinary nature. Library: Kandra Radhakanta Kundu Mahavidyalaya Library caters to the needs of students and teachers of the college six days a week except Sunday. It has a collection of more than 19000 books in various subjects. The library is enriched with sufficient number of text and reference books. The library also subscribes to a few printed journals and magazines. Sports: The college has always maintained good performance in the field of sports. The college has, since long, been participating in various inter-university and university level tournaments. The students are selected at University level and some of them are now playing for different clubs. Kandra Radha kanta Kundu Mahavidyalaya Computers: Computer and Internet access is made available to all departments so that faculty members can keep themselves updated in their respective subjects and use their time in the most fruitful way Departments often make use of projectors for making the classroom teaching interesting. Class rooms: On the ground floor of Chandidas Bhavana there are Guest Rooms, Separate Common Rooms for boys and girls. There are Smart class rooms and our college teachers are quite capable of using these ICT rooms which are equipped with Smart Board, Overhead Projector, Visualizer, Laptop, Internet Connection and Audio-visual aids for creating environment for ICT enabled teaching-learning process. All departments are very much used to the handling of multimedia teaching aids which they use on regular basis.

https://kandrarkkmahavidyalaya.org/content-gen.php?page_id=108

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	The College redeemed 25 of students from paying fees belonging from economically poor sections of the society. Other than that the college plans to take actions for Half Free schemes in future.	75	7500
Financial Support from Other Sources			
a) National	SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP (DPI), KANYASHREE PRAKALPA, EIKYASHREE SCHOLARSHIP (MINORITY), 3. POST MATRIC SCHOLARSHIP	1000	11021148

	FOR SC/ST/OBC STUDENTS, 4. SITARAM JINDAL FOUNDATION SCHOLARSHIP,			
b)International	NIL	Nill		0

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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
Career Talk Programme organized by District Employment Exchange	27/11/2018	25	District Employment Exchange, Katwa
Spoken English Grooming and Personality Development Workshop	06/03/2019	25	Organizer Abp Pvt LTD

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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
2018	NIL	Nill	Nill	Nill	Nill

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
Nill	Nill	Nill

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
NIL	Nill	Nill	NIL	Nill	Nill

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

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
2019	1	BA	Mass Communication & Journalism	Gour Banga University	MA
2019	10	BA	Sanskrit	University of Burdwan	MA
2019	6	BA	Bengali	University of Burdwan	MA

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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
SET	1
Civil Services	3
Any Other	1

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

Activity	Level	Number of Participants
Brikkharopon	Institutional	50
Freshers Welcome and Social	Institutional	100
Teachers Day	Institutional	70
Rabindra and Najrul Jayanti	Institutional	60
Navi Dibas	Institutional	70
Independence and Republic Day	Institutional	50
Annual Sports	Institutional	70

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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
2018	200 mtrs Sprint 1st Position in Andra Pradesh 7th National Company Sports Games	National	1	1	NIL	Nandita Ghosh

2018	Kabadi 2nd Position Rajiv Gandhi Khel Avijan	National	1	1	NIL	Nandita Ghosh
2018	Quiz Com petition 3rd runner up	National	1	1	NIL	Sukla Das
2018	Quiz Com petition 3rd runner up	National	1	1	1717	Tithi Debanshi

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

There is no elected or statutory student council in this college as per Government Order. However, programmes like freshers welcome, college social, sports, Saraswati Puja are performed by nominated students under the supervision of teachers.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

There are departmental as well as college Alumni who meet time to time. There is a facebook page of Kandra Radha Kanta Kundu Mahavidyalaya Alumni and ex-students who also keep in touch with the teachers of the respective departments through various social media. They often meet the teachers for academic help or advice regarding the academic choices they will make. There is a very cordial relation between the teachers and students in our college and we conduct meeting with them.

5.4.2 – No. of enrolled Alumni:

324

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

1900

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings were organised by the Alumni Association which were held on 15.09.2018 and 20.04.2019. In these two meetings, students were asked about their results and progress in career respectively. Students who enrolled themselves as Alumni had contributed the decided amount in the meeting.

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)

1. There are separate academic and administrative subcommittees for each aspect of the college administration. e.g., there is the finance sub-committee,

academic sub-committee, seminar sub- committee, examination sub-committee, building sub-committee purchase sub-committee, anti ragging sub-committee, NSS advisory sub-committee, grievance redressal cell etc. All the sub- committees hold regular meetings in presence of the executive head of the college, the Principal. 2. All the departments have been given separate departmental rooms. At the beginning of the academic session, each department conducts a departmental meeting regarding the process and progress of the teaching throughout the semester. Each department divides the syllabus amongst its members and each one proceeds to responsibly complete their assignments. The teachers of the respective departments report to the concerned Head at regular intervals throughout the academic session. In the departmental meetings, the head takes stock of the individual assignments of the members and takes necessary steps in regard to the completion of the syllabus. Each Dept. arrange special lectures and prepare the wall magazines.

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

Yes

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
Admission of Students	The College was established in the year 2001 and since then, has been serving in the field of higher education in a commendable manner. As per the requirement of the local communities, the college ensures wide publicity in a planned and systematic manner. Admission Notification is published in College website, College Notice Board and various social media like College Facebook page. The notification contains detailed information regarding the number of seats and range of courses, eligibility, process of admission and academic as well as support facilities. Prospectus given to the prospective students contains all the academic, administrative and financial features related to admission process. The same information is also available on the college website. Merit list containing marks and names of all applicants is published in our college website. It is also displayed on the college Notice board. Students can get information by dialling in the office. As per the order of Higher Education department of the Government of W.B., College has adopted and executed the online admission system since 2016-17. The college follows all the instructions related to admission process laid down by the affiliating University i.e. the University of Burdwan. A meeting of the Academic subcommittee and Admission sub-

	committee is held before the publication of the Admission notification in order to frame the admission policy following the instructions of the university and Higher Education Dept. of West Bengal Government. Merit lists for students aspiring for the Honours Course in different subjects are prepared online as per university and govt. rules and displayed on the website and notice board as well as in the college website. All the work related to online admission procedure, is being done by a well reputed IT company situated in Kolkata. Thus, transparency is ensured from the stage of notification till the completion of admission process. Hence access, fairness and justice are ensured through transparency and adherence to rules. Subject wise Intake capacity framed by the University is taken under consideration. Reservation policy is strictly followed as per the Govt. rules, i.e. – General 55, SC –22, ST – 6, OBC A – 10, OBC B – 7 and 3 of the seats in all categories is reserved for physically challenged students
Industry Interaction / Collaboration	? Industry Interaction / Collaboration According to the curriculum and syllabus prescribed by the affiliating University, we do not have the opportunity to guide the students regarding interaction with beneficiaries such as industry, research bodies. Our teachers participate in various workshops, seminars and conferences at state, national and international levels organized by the institutes/ universities. Teachers always encourage the students to go for post graduation courses, to strive to get fellowships for research work and to set goals for career building. Some experienced faculty members of our institution serve as members in various bodies of the University, so they emphasize the importance of interaction with beneficiaries such as industry, research bodies by encouraging the other faculty members to guide the students for betterment of their future.
Human Resource Management	• Evaluating performance of the teaching and non-teaching staff members. • Providing infrastructural

	facility to teachers, office staff and the students. • Enabling the staff to develop computer and software operational skill. • Encouragement to the faculties to pursue academic courses. • Employing part-time/ad-hoc faculty according to the need of the various departments
Library, ICT and Physical Infrastructure / Instrumentation	? Library, ICT and Physical Infrastructure / Instrumentation Library The college has a Central Library (Rammohan Library) consisting of about 18000 books and journals. Library card is issued to each and every student for the use of all library resources in a smooth and systematic manner. Students are encouraged to go to the library reading room on a daily basis during their off-periods. Library resources are gradually increased for keeping it updated. Teachers give little assignments to the students compelling them to go to the library for reference work. Class rooms The College has well-furnished class rooms, with adequate ventilation system. Tube lights, CFL Lights and fans have been installed in each room of the college as required. CFL Lights have been recently fitted to save electricity and to minimize the energy crisis. The College has more than 40 spacious class rooms with proper light arrangement and ventilation, dais and podium. Most of the large classrooms are named after famous personalities. Almost every department has its own classrooms and there are also some common classrooms. Some departments like Geography and Physical education have arranged their own practical set up and ultra modern equipments are available there. Laboratory The College authority has always strived to procure latest lab based equipments. The Laboratory facilities available in the departments are utilized during practical classes on a daily basis and also offered to the students of other departments when the practical subject is of inter-disciplinary nature. There are Laboratories in Departments of Mathematics, physics, Chemistry, Botany, Zoology, Physical Education, Geography and Mass Communication which are used by the UG students during regular practical classes. Technology

	Enabled Learning Spaces Our College teachers are quite capable of using Smart Class Rooms which are equipped with Smart Board, Overhead Projector, Visualizer, Laptop, Internet Connection and Audio-visual aids for creating environment for ICT enabled teaching learning process. All departments are very much used to the handling of multimedia teaching aids which they use on regular basis. There is also a language lab. Seminar Halls The College has one Seminar Hall (Rabindra Nath Tagore Seminar Hall) with a capacity of more than 200. It is regularly used for conducting seminars. Water Facility College has bored 5 submersible pumps for providing adequate and proper drinking water. Specialized Facilities and Equipment for Teaching, Learning and Research: Specialized Facilities and equipments are made available for teaching, learning and research. In the Department of Geography, a separate enclosure has been created for carrying out research. The college has opened a computer lab with more than 10 computers. The staff can take the opportunity of accessing the internet for free within the campus. Each department has been provided with laptop and projector for taking classes with the help of Power- Point Presentations. Toilet facilities are available separately for girls, boys and Staff. Gym with Modern Equipments The college has a well equipped Gym in Physical Education Department.
Research and Development	The institution has a research committee which assists and monitors research activities of the College. The committee is made up of full time teaches. The committee holds meetings in order to discuss various plans to promote research and encourage the faculty to engage in research activities. Teachers are also informed about various fellowships and provided guidance to apply for the same.
Examination and Evaluation	Examination Sub-Committee prepares the time frame for conducting the internal examinations (exam schedule, evaluation format, marks sheet submission schedule, result announcement schedule etc.). This helps the examiners to know the time for completion of the prescribed syllabus,

	time frame for preparing and submission of question papers and the examinees of the process of evaluation and expected time of declaration of the results. Regular notification regarding examination as a part of the teaching-learning and evaluation process is practised by the institution. The University plays a pivotal role in the academic matters for its affiliated colleges. The Final Examination system is managed and conducted by the office of the Controller of Examinations, Burdwan University. Schedule of the College and University Examinations is given to the students at the beginning of the year as per the directives of the affiliating University. Sometimes, the teachers provide the students with Model questions and answers. Class tests and tutorial classes are taken regularly by the departments in order to prepare the students for the University exams. The evaluation of the answer scripts of the students is done according to the university rules in all exams including the annual Test Examination. The exam results are published on the college notice board and score cards are issued by the affiliating university for the final exams.
Teaching and Learning	? Teaching and Learning As soon as the syllabus is framed by the university, it is published in the University website and communicated to the College, showing the division of marks allotted to each chapter of a particular subject. Each Department has been provided with a separate room for the teachers to engage peacefully in the activities of the respective departments. Each department also has separate classrooms. Each Department has been provided with desk top, laptop, LCD projectors and printers etc. for the purpose of teaching. Effective steps like forming the Academic sub-committee, IQAC and Research board for preparing research proposals have been taken to motivate teachers to take up minor and major projects funded by UGC and other bodies and to present research papers at state, national and international levels. Teachers attend Orientation and Refresher courses from time to time in order to equip themselves with modern

	teaching methods and to adapt themselves to the curricular aspects. For proper execution of the curriculum, the college attempts to provide the required infrastructural facilities like extra classrooms and halls, separate departmental rooms, computers, laptops, printers, projectors and screens for departmental use. Library is constantly updated with suggestions from the respective departments. For this purpose the college utilizes grants from the UGC and DPI and sometimes spends from its own Development fund. Financial aid for improving infrastructural facility is provided by UGC and Govt. of West Bengal funds are also obtained from MLA and MP LAD.
Curriculum Development	The curriculum integrates the planned interaction of students with instructional content, materials, resources and processes for evaluating the attainment of Educational objectives. Firstly the Under Graduate Council of Burdwan University(Board of Studies) frames the draft syllabus. The University of Burdwan develops the curriculum through a special workshop inviting the Head of various departments, subject experts from different Universities and under Graduate Council. Suggestions recommended by different Workshops (subject wise) are accepted by the U.G Council and finally incorporated in the curriculum by the affiliating University as per the Local, national and global requirements. Once the curriculum is formed, it is forwarded to the college. The college then deploys action plans for effective implementation of the curriculum. The curriculum content is circulated among students, teachers and the staff. Students are made aware of it through the prospectus provided at the time of admission. Syllabus wise texts, references, and extra-curricular activities, extensive lectures, excursions, departmental seminars etc are included in the curriculum of the various departments in the college.

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

E-governace area	Details
Finance and Accounts	Operated through e-governance.

Student Admission and Support	Operated through e-governance
Examination	Operated through e-governance

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
2019	NIL	NIL	NIL	Nill

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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)
2019	NIL	NIL	01/06/2018	31/07/2019	Nill	Nill

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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
NIL	Nill	01/06/2018	31/07/2019	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	13	11	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provisions for Pay packet, GPF, Pension, Gratuity, Leave encashment	Provisions for Pay packet, GPF, loans sanctioned in contingency, Interest free loan and non-refundable puja allowance for temporary staffs	The college facilities the process of obtaining scholarships such as Kanyashree, Vivekananada Scholarship, etc. Full and half free studentship for meritorious students, various govt. undertaken. private scholarships

6.4 – Financial Management and Resource Mobilization

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

The college conducts regular internal and external audit of its accounts. The external audit is conducted by statutory auditor and the auditors are appointed by the DPI, Education Directorate, Govt. of West Bengal. The yearly audit reports are submitted to the DPI, Govt. of West Bengal. The DDO supervises the regular maintenance and updating of the books of accounts. The accounts of the college upto 2018-19, has been audited.

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
NIL	0	0

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6.4.3 – Total corpus fund generated

0

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	DPI	Yes	Principal
Administrative	Yes	DPI	Nill	Principal

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

1. Initiative for enhancing academic development 2. Review of result 3. Discussion on norms of various scholarships

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

1. Encouraged to join skill development programmes arranged in different universities. 2. Encouraged to publish research articles and chapters in reputed journals/ edited books respectively and to participate and present papers in National/International seminars/conferences. 3. Encouraged the faculties to pursue and complete M.Phil and PhD courses.

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

1. Inauguration for Science Stream 2.Construction of Science Building 3. Introduction for PG in Bengali

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
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
2018	Regular IQAC Meeting	31/08/2018	31/08/2018	31/08/2018	16

2018	Regular IQAC Meeting	04/09/2018	04/09/2018	04/09/2018	12
2018	Programmes held by NSS with the initiative of IQAC	01/08/2018	01/08/2018	01/08/2018	50
2019	Career Counselling and Grooming Sessions	06/03/2019	06/03/2019	06/03/2019	50
2019	Departmental Meetings with Guardians	30/03/2019	30/03/2019	30/03/2019	15
2019	Departmental Meetings with Guardians	10/05/2019	10/05/2019	10/05/2019	12
2019	Approval of timely Submission of AQAR 2017-18	27/07/2019	27/07/2019	27/07/2019	8

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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
NIL	01/06/2018	31/07/2019	Nill	Nill

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
Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Proposal for a solar panel has already been done. At the same time the college authorities are planning to take initiative for rain water harvesting.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill

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	1	1	20/02/2019	1	Preventing Drug Intergeneration bonding on Ageing by JISC	Effects of drug on youth.	50
2019	1	1	21/06/2019	1	??????? ??? ????? (Social Awareness Camp)	Health concerns of the students and staff	50

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

Title	Date of publication	Follow up(max 100 words)
NIL	31/07/2019	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	01/06/2018	31/07/2019	Nil

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

1. Plantation programmes done every year during the months of August September as a part of "Vriksharopan Utsava" (aforestation ceremony). 2. In order to build up a plastic free zone throughout the campus the total camps has been declared free by installing hoardings and signboards with the help of NSS. 3. Campus has been declared a plastic free and No smoking zone, 4. Proposal for solar panel is already done. 5. Planning for rainwater harvesting is underway.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The Departments of the college actively organize Special Lectures and Seminars for promoting the knowledge and awareness of the students. This is considered as one of the best institutional practices for it has been enhancing the academic excellence of the college. 2. The Magazine sub-committee has been taking immense effort to publish the college magazine Dhedhiti on regular basis. This is also considered as one of the best institutional practices as teachers and students submit their creative writings in this magazine.

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

https://www.kandrarkkmahavidyalaya.org/content-gen.php?page_id=106

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 College is located in a rural area and so our mission is to extend the opportunity of education to the economically weaker and deprived section of the area and to provide best possible infrastructure to socially and economically marginalized students including female students. Once weak and slow learners are identified on the basis of classroom teaching and continuous internal tests, special classes, both theoretical and practical, are arranged for bridging the knowledge gap. Counseling is done by the faculty members during the choice of subjects for the CBCS system. Different versions of text and reference books are recommended for such students. Special oral and written tests are arranged for them and Parent-Teachers meetings are organized on a regular basis to intimate the parents regarding the academic progress of their wards and suggestions are given on the individual strengths and weaknesses and the scope for probable improvement. Efforts are taken to extend financial assistance to the students of the weaker section of the society. While we make every effort to give students the highest kind of academic inputs, we also ensure the flowering of their cultural and intellectual development without which no all-round development is complete. Our programmes on 15th August, Netaji Jayanti, 26th January, Tagore's birth anniversary, the tree plantation programme-- to name a few-- draw a huge gathering of general audience inside the college premises. This apart, we observe special occasions and the birth anniversaries of eminent Indians and host lectures on them most distinctively, our college being located in the vicinity of Visva-Bharati, the unique university founded by Rabindranath Tagore, we are inspired by its cultural values Other than that the proposal of the introduction of the science stream has already been accepted and proposal for honours in newer subjects have been made. Science stream and PG course in Bengali are introduced for the dissemination of higher education in the region. Weblink: https://kandrarkkmahavidyalaya.org/content-gen.php?page_id107

Provide the weblink of the institution
https://kandrarkkmahavidyalaya.org/

8.Future Plans of Actions for Next Academic Year

1. Two different Hons. Courses (Economics Philosophy) and two different general courses (Botany Zoology) are likely to be introduced in the future. 2. Proposal of setting up of Netaji Open University Centre with a view to dissemination of higher education in the rural belt. 3. Proposal for construction of a Mini Indoor Stadium. 4. Proposal for installation of solar panel inside the campus. 5. Proposal for renovation of playground 6. Purchase of computers and accessories, Books, 7. Expansion of use of ICT 8. Plan to fill up the vacant full time teaching posts. 9. Library will be enriched with modern facilities.