



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

KHALISANI MAHAVIDYALAYA

- Name of the Head of the institution **Dr. Nепankar Hazra**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03326825530**
- Mobile No: **9433832095**
- Registered e-mail **khalisanimahavidyalaya@gmail.com**
- Alternate e-mail **b.arghya@gmail.com**
- Address **College Road, Khalisani**
- City/Town **Chandannagar**
- State/UT **West Bengal**
- Pin Code **712138**

2. Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **The University of burdwan**
- Name of the IQAC Coordinator **Jayati Bhattacharya (Ghosh)**
- Phone No. **03326825530**
- Alternate phone No. **9674263678**
- Mobile **9433832095**
- IQAC e-mail address **iqac.khalisani.mahavidyalaya@gmail.com**
- Alternate e-mail address **khalisanimahavidyalaya@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://khalisanicollege.ac.in/aqar.php>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://khalisanicollege.ac.in/pdf/academic/academic-calendar-2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.30	2008	16/09/2008	15/09/2013
Cycle 2	B++	2.77	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

30/09/2008

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **04**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

1. Conducting webinars and e-quizzes.
2. Purchase of Institutional Google platform.
3. Training of students regarding online examinations.
4. Execution of feedback system and mentor-mentee system.
5. Conducting faculty exchange programme.

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

Plan of Action	Achievements/Outcomes
Plan of making awareness Programme for COVID-19 to the college students and to the local people, by the NSS Students and in-charges of the college	Posters, leaflets have been brought from the local health centre and properly displayed at the college campus and at the surrounding areas and preventive measures have to be taken by all of us like maintaining social distancing, using face masks and using hand sanitizers at regular intervals
Plan of continuing on-line classes for students and uploading study materials by the teachers of the college	On account of all-round closure including the colleges during the unprecedented situation of COVID-19 and resultant nationwide lockdown, the provision of on-line classes for the college students has already been initiated through Google Platform, Zoom, Whatsapp group for the purpose
Initiatives to abide by the Covid -19 protocol and to ensure the safety of all who have to visit the College campus	Regular sanitization of the campus.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	24/02/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Nepankar Hazra
• Designation	Principal
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• Location	Urban
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• Mobile	9433832095				
• IQAC e-mail address	iqac.khalisani.mahavidyalaya@gmail.com				
• Alternate e-mail address	khalisanimahavidyalaya@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://khalisanicollege.ac.in/aqar.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://khalisanicollege.ac.in/pdf/academic/academic-calendar-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 2	B++	2.77	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			30/09/2008		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			04		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
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Initiatives to abide by the Covid -19 protocol and to ensure the safety of all who have to visit the College campus	Regular sanitization of the campus.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	24/02/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	17/03/2022
15.Multidisciplinary / interdisciplinary	

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	16
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2456
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	785

File Description	Documents
Data Template	View File
2.3	482
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	49
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	27
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	359763
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

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

Like all other higher educational institutions in India we are also going through a unique and unprecedented phase marred by the epidemic Covid-19. As a result of this curriculum delivery has posed a great challenge to the institution. With no reduction of syllabus on the part of the University, the teachers of the institution have to be on their toes to complete the courses in online method and in time. Initially semester and subject based Whats App groups are created and audio lectures are uploaded or circulated, many of such audio lectures can- not be preserved due to lack of disk space in the overloaded mobile phones. Later, more organized initiative are taken, online classes are arranged and executed as a routine work on regular basis by using Zoom meeting App as well as Google Meet. Many faculties utilized innovative means of curriculum delivery like Facebook live lectures, creating digitized lectures in You tube Channel and conducting online lectures through Teachmint App, etc. Moreover, the institution has provided online support by purchasing Google One facilities like Google Classroom, Google Meet and other necessary platforms. All online examinations are conducted by means of institutionalized Google Classroom.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1GuxD38HpZRX-vHiIuCP7dVjvsvp5gAvC/view?usp=sharing

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

In the extraordinary situation caused by the epidemic the institution abide by the rules and regulations of the UGC/ Govt. of West Bengal/ The University of Burdwan and has conducted Online-examinations following such schedules. No significant changes are made in the schedule of examinations by the affiliating University other than that the University, following the orders of the Government instructed the Colleges to evaluate the students on the basis of Internal Examinations only. All the Departments of the Colleges act in accord.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://khalisanicollege.ac.in/pdf/academic/academic-calendar-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

In adherence with the CBCS Curriculum various courses directly related to Gender, Environmental Sustainability, etc. are addressed. For instance,

All students enrolled in the under graduate programs, both in Honours and General Category have to study Environmental Studies as Ability Enhancement Core Course in the first semester.

Women Empowerment is addressed to the students pursuing English General in 3rd Semester.

The students of B.A General Courses who have history as the third

subject have to study Women Rights and Education of Women as Generic Elective in 5th and 6th Semester respectively.

The students of Philosophy Honours are taught on issues related to environmental, normative and applied ethics.

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

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

2

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

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

33

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://khalisanicollege.ac.in/students-satisfaction-survey.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile
2.1.1 - Enrolment Number Number of students admitted during the year
2.1.1.1 - Number of sanctioned seats during the year
1683

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

891

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In normal times, by means of interaction inside the classrooms, the teachers try to assess the potential level of the students along with their individual capabilities for adaptation in the higher level of study. But unfortunately that can-not be done in the online class mode. A substantial number of students of the rural belt were even unable to attend online classes on regular basis due to lack of adequate technological infrastructure and more importantly due to financial hardship. The entire generation is experiencing the hardest times in our lifetime.

However, teachers of various departments have recorded their online lectures and make those lectures available for the students, as and whenever required/ in times of their need.

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

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

Number of Students	Number of Teachers
2431	49

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The teaching learning process was entirely in online mode due to nationwide lockdown arising out of the pandemic. Nevertheless, the faculties made use of the technological devices at its optimum. Applications include inter-alia Google platform like Meet, Classroom, Forms, Tiroscope, Zoom, Youtube, Facebook, Teachmint. All the teachers cutting across the various departments have made themselves available online to extend their academic help to the students who were physically far off in terms of distance, but mentally very near to the teachers by means of technology. The circumstances were quite adverse for experiential and participative learning but the faculties of the institution had tried their level best.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

In the perspective of the pandemic, ICT was the only option of executing the teaching learning process. The teachers of the college did execute the teaching learning process by utilizing ICT in the following manner:

- At the initial stage audio lectures were recorded and circulated in Whatsapp groups.
- Online interactive live lectures are delivered with the help of Zoom, Google meet, Teachmint, etc.
- Lectures were telecasted through Facebook live.
- Audio Visual lectures were recorded and uploaded in Youtube,

links were circulated to students through respective Whatsapp groups.

- Study materials were created and circulated among the students through Whatsapp and Tiroscope.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

49

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

2.4 - Teacher Profile and Quality

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

26

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc.

/ D.Litt. during the year (consider only highest degree for count)

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

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

328

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In the perspective of pandemic all internal examinations are conducted in online mode strictly following the orders of the State Government of the affiliating University. Google online devices like Classroom, G. Mail, Official Whatsapp groups are utilized for conducting internal examinations. These examinations were of utmost importance as semester grade points were conferred to the students on the basis of their performance in the internal examinations.

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

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

The teachers on their individual capacity and the college examination committee institutionally have carried their responsibility to the optimum to resolve all issues and grievances related to internal examinations. Adequate guidelines to submit the answer scripts online are circulated among students through online notices and online videos. Teachers who are entrusted to conduct online examinations have made live online demonstrations to the students in a scheduled manner.

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

2.6 - Student Performance and Learning Outcomes

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

The immediate course outcome of each courses in the under graduate level, both honours and general level is the enhancement and expansion of the knowledge base in respective subjects. Further, adequate acquirement of knowledge by pursuing the course curriculum obviously creates the prospect of further academic career advancement by enrolling in the Post Graduate Level. Most of the courses provide the students with ample opportunity to make themselves prepared for job oriented competition in their respective subject oriented fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Program and Course outcomes are generally evaluated by conducting two examinations in each course - an internal examination of ten marks conducted by the college and an end sem theoretical exams of 60/40 marks by the University of Burdwan. Obtained marks of both internal and the external theory examinations are uploaded in the University portal and that are reflected as Semester grades in the mark sheets given by the University. For this current academic year there is a deviation in the method due to the pandemic and mark sheets are given on the basis of marks obtained in the internal examination cumulating it with the marks obtained in previous end semester examination strictly following the directives of the University Grants Commission as well as the Government of West Bengal. In normal times faculties of various departments evaluate the overall performance of the students of their respective Departments. But this evaluation of attainment has been hindered by the lockdown due to pandemic.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

380

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://khalisanicollege.ac.in/pdf/sss/SSS%20report%202020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

11

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

At the very initial stage of the pandemic, it was not possible to involve the students in extension activities directly. Moreover several faculty, students and their respective families were infected. The institution however continued its commitment towards the well being of the humanity through Swasti. Swasti is a registered NGO formed by the Alumni of the Department of English with Prof. Subrata Kumar Rana the President of the NGO.

On 17.11.2020 Swasti took a drive to install a water filter at a tribal village Nopara Adibasipara, Chandannagar.

The institution took initiative to vaccinate people from the local community on 25.06.2021. During pandemic, the non-teaching staff had to attend college almost on a regular basis. Thus the institution took the initiative to vaccinate family members of the non- teaching staff and some interested people of the locality. This initiative received applause from the Governing body. Governing body in its meeting on 26.07.2021 applauded the vaccine drive.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

With twenty-one class rooms in the Main building, dedicated rooms for each Honours programs, well equipped earmarked laboratories for Physics, Chemistry, Bio Science (Zoology & Botany), Geography; computer labs for Mathematics and Commerce, the institution does possess near adequate physical infrastructure to manage the daily requirements of teaching learning process. Two rooms, including the Computer Lab are equipped with facilities of smart class and virtual class. Moreover, the College has created a spacious library under the financial assistance of the State Government in the Annex Building. The shifting of library facilities in the newly constructed annex will be executed soon. Construction of a new building under the financial assistance of RUSA 2.0 Challenge Level funding is under process.

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

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

The open box pattern building outlay of the college has provided a vast rectangular open courtyard (approximate area of 15,000 sq. ft.) for arranging and organizing cultural programs like social and fresher's welcome/ nabin baran. The space is also utilized for playing badminton, practicing cricket arranging yoga/ self-defense programs, etc. Moreover the institution has a boys' common room with carom boards/ table tennis boards (appx. carpet area= 350 sq. ft.) and a girl's common room (appx. carpet area= 250 sq. ft.), a seminar/ multipurpose hall in the ground floor of the annex building (appx. carpet area= 1,000 sq. ft.). The RUSA Monitoring Unit has submitted a plan proposal for the creation of a gymnasium in the College in pursuance with the suggestions given by NAAC in 2016. The institution does not possess any playground and sports activities are arranged traditionally in the local playground owned by Bowbazar Central Club. All such spaces/physical infrastructures are utilized optimally.

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

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

23

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

359763

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

4.2 - Library as a Learning Resource

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

Khalisani Mahavidyalaya library is being developed and organized as a centre for congenial self study. The Motto of our library "SAVE THE TIME OF THE READER" is adopted from one of the five laws of library as established by Dr. S. R. Ranganathan, the father of Library Science in India.

Books in the library are categorised with 16 subjects which are taught in the college. Since the year 2015 major initiatives have been taken for reorganization, renovation and modernization of this library.

ILMS; KOHA version 19.05.06 reldt. 23.12.2019 and year of automation is 2015.

Name of the ILMS Software: KOHA

Nature of Automation: Partial

Version: 21.05.13 reldt. 25.03.2022

Year of Automation: 2015

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://tiroscope.com/khalisanicollege/modules/website

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college used to provide free Wi-Fi for students, teachers and staff since 2015 with a speed of 100 mbps. This facility is made available throughout the campus and has been utilized in normal times. During the prevalent pandemic days of new normal and increased online activities the W-Fi mechanism is of great help for academic and administrative activities.

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

4.3.2 - Number of Computers	
50	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
359763	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
As per statutory provisions the Governing Body of the College is entrusted with the responsibility of making decisions of all policies relating to maintenance, upkeep and augmentation of physical infrastructure. The Finance Committee, the Building	

Committee and other bodies generally coordinate with the Governing Body for adequate maintenance and utilization of physical facilities. The requirements, viability and feasibility of physical facilities and any new projects are generally thoroughly discussed and contemplated in the Finance Committee and the Governing Body as per statutory provisions.

In recent years, the Internal Quality Assurance Cell as well as the RUSA Monitoring Unit are playing pivotal roles in planning and execution of the policy making process in terms of maintaining and enhancing the physical facilities of the institution.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

668

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

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

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

668	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
75	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
75	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>E. None of the above</p>
--	------------------------------------

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

26

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students of the institution are habituated to play a positive role in administrative activities in normal times. In the absence of formal Students' Union due to State Government policies, the students can-not from their respective committees formally. But, as per traditions, the students of the college have performed quite well in cultural activities and excelled in inter college sports and games conducted by the University. A few students have represented in State and National Level Sports and Games and have acquired medals/ prizes.

But unfortunately, during the hard times of pandemic and the subsequent new normal all administrative, co-curricular and extracurricular activities are stalled due to lockdown and the students can-not prove their potential.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

During the new normal days of pandemic and lockdown, it was not possible for the alumni association to conduct any activity inside or outside the campus.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

The entire perspective of institutional vision and mission has been jeopardized due to the pandemic and the most important challenge that has emerged is to ensure the survival of individual entities. The management has explored all possibilities to cater to the academic needs of the students'; many of them are in distress. Decisions are taken by abrupt and instantaneous online meetings with all possible stakeholders, Google One and other online applications are purchased and utilized so that the teachers can reach the students and motivate them and on the other hand the students can get access to the teachers and the administrative staff to resolve their problems.

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

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

During the times of pandemic stricken lockdown, the institutional management has adopt and adapted to all inclusive environment where online meeting are arranged incorporating all teachers/ non-teaching staff. This policy has ensured optimum participatory management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To cater to the academic requirements of the students during the online mode of teaching learning and examinations the management of institution has decided to purchase online applications like G Suit etc. The decision come out to be of great help as proper and responsible execution of online activities help us in accomplishing the entire teaching learning and examination procedure in online mode.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

At the apex of the Organogram is the Governing Body with the Principal as the Ex-officio Secretary of the GB. It comprises of representative from the teachers, non-teaching staff; nominees of the D.P.I, Higher Education Department and of the affiliating University. The Finance Committee, the Building Committee, the Teachers' Council, and many other Committees like Admission Committee and Examination Committee support the administration by framing or suggesting respective policies and executing them. The Internal Quality Assurance Cell and the RUSA Monitoring Unit, both constituted in accordance with the relevant guidelines also operate in their respective domains.

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

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

1. PF
2. GSLI

3. West Bengal Health Scheme**4. Maternity Leave****5. Child Care Leave**

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

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

0

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

6

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

UGC Career Advancement (CAS) guidelines are adhered to while monitoring the Performance appraisal system of the full time (substantive post) staff. The staff submit the CAS proforma in due time before the IQAC. The IQAC monitors, guides and supervises the

process. The submission of the PBAS is compulsory for all the full time staff seeking promotion. The proforma considers the individual's teaching- learning, research, publication, examination and evaluation based activities.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As per the norms of the Department of Higher Education, Government of West Bengal, the financial audit of the Colleges is conducted by the DPI recommended auditor. We have carried out financial audit of the college for the period 2019- 2020. This was the last audit which was conducted by DPI recommended Auditor. Till date no recommendation has been received from the DPI to conduct the college audit for the year 2020- 2021.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

The college has adopted a constructive planning and strategy while formulating a standard budgeting system with a view to optimize the utilization of its available resources and also to maintain transparency in the financial system of the college. The main source of earnings of the college is collection of different fees from the students. This includes tuition fees, library fees, development fees, laboratory fees (wherever applicable) electricity fees etc. Considering the lower middle-class background of our students the fees structure of the college is moderately poor in comparison to other colleges of the district. For this reason, volume of funding collected from the students is not adequate to use it for any comprehensive development of the institution. Moreover, the college has to deposit fifty percent (50%) of the total tuition fees collected from the students to the treasury as per rules of the Government of West Bengal. The remaining amount of fees collected from different heads are utilized for the specific purpose to meet institutional expenses. In passing, let us mention that college owns land of 26 kathas approx. where mango trees are cultivated following which a little bit of earning is generated. This enables us to mobilize additional funds.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

During pandemic, Departments were advised and guided to conduct regular online classes, conducting webinars, counselling sessions on the regular basis. Students were encouraged to participate in various workshops, debates, quizzes etc. Network connection issues of the students were addressed by providing recorded lectures, study materials via platforms like youtube, Tiroscope, whatsapp groups. Online examinations were conducted via google classrooms and proper training of the students were undertaken. Webinars were conducted successfully by various departments. IQAC also conducted a webinar on Career Advancement of the faculty.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The primary aim of the Institution is to implement a conducive teaching learning mechanism catering to the needs of students. The IQAC monitors the progress in this regard at regular intervals through communication with the different departments. During the present academic session, as both the faculty and the students had to adjust and adopt to a completely new mode of teaching learning, IQAC through its online meetings monitored and suggested the departments regarding innovative methods of online teaching. As most of the students could not access to the proper network connections, alternative mode of teaching learning were adopted. Study materials were shared via Tiroscope, Whatsapp group and videos were shared via Facebook, YouTube, Whatsapp groups etc. The Institution purchased G-suit to facilitate the teaching learning process. IQAC communicated with faculty members and suggested them to participate in online Refresher and Orientation courses. Faculty members were encouraged to publish research articles in reputed journal and they were encouraged to participate in different webinars.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution supports gender diversity and addresses gender issues with utmost care to create an inclusive space. The Womens' Cell Suchetana addresses gender issues , conducts awareness programmes. To ensure safety of all, CC cameras have been installed in campus. During pandemic, the Institution failed to conduct self defence training programme due to lockdown and covid restrictions. Several faculty acted as resource person in seminars addressing gender issues.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

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

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

These facilities in the institution is not in vogue during this academic year due to pandemic generated lock down.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution

D. Any 1 of the above

system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>Our institution fosters inclusion and our motto is to promote inclusive education. As our college belongs to a semi-urban region and most of our students are first generation learners, we are always aware to provide mental support and care for our students. The percentage of girls students supresses the boys. Thus, several gender issues are addressed with due care. Our women cell caters to the varied issues and tallies initiatives to spread awareness amongst the students. Several scholarship schemes are available for the students. \During the pandemic, the institution took initiative to make the scholarship available to our students. The number of students belonging to SC, ST & OBC section have increased over the years. Online mentoring sessions were conducted. Often informal counselling were also carried out. During the pandemic, the institution addressed the issue of non-availability of proper smartphones, network communication of our students with utmost priority. Alternative methods of teaching learning were adopted during the pandemic. Proper training for</p>

online examinations were conducted via Google platform and YouTube videos were circulated so that each and every students of our institution could participate in the online examinations.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

In the academic session 2020-21, because of the ongoing Covid situation, to keep the normal academic activities in progress was a big challenge & other things remained secondary, even then some efforts were put in by our teachers through online classes. We always felt fundamental duties and responsibilities in those crisis hours to inform our students about the guidelines and protocols issued by Govt. agencies and request our students to maintain those religiously. At those unprecedented hours we kept on informing our students that being a responsible citizen we all have to think how we can minimise the maximum loss incurred and save the human race in however little way we can. This we felt is the only show of fellow feeling which can be generate social distancing and covid guidelines are strictly adhered to. However, evidences of such efforts were never meant to be achieved and frankly, these were spontaneous and far from official recording mode.

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

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

B. Any 3 of the above

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution celebrated 26th January 2021 and our Principal along with some office staffs did visit the institution and we hoisted our national flag. But our students were not allowed to visit institution because we were against any sort of mass gathering. The hoisting of national flag with full honour by our Principal is laudable mainly because the surrounding arena of our college at those time was totally lockdown due to a new onslaught of the virus affected people in the vicinity. We are unable to provide the web link of this lone event too because as we have stated earlier record-keeping of this events were never in our mind and all efforts were accomplished with lot of fear and suspicion.

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

7.2 - Best Practices

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

During this unprecedented period of sustained lockdown arising out of COVID-19, the prime objective of the institution is to adapt to new challenges and to sustain all necessary academic and administrative activities by means of online communication. The institution also deemed it fit that the need of the hour is to undertake some outreach activities by means of philanthropy.

(1) To ensure and to execute a smooth online informative system the college has utilized "Tiroscope"-an online platform for communicating with all stakeholders-teachers, non-teaching and library staff and students alike. This digital service enables the institution to circulate notices to the stakeholders. Moreover, it enables the faculties to address to the students for academic and related administrative purposes.

(2) During these hard times of human suffering and agony, the faculties tried to contribute financially, however meager it was, by donating to the West Bengal Chief Minister Relief Fund so that the fund can be utilized for public welfare purposes. In addition students of a few departments participated in some philanthropic activities like distributing foods and other basic necessities in the locality. Furthermore, the College Office had communicated with the office of the SDO so that free vaccines can be ensured to some citizens of the locality.

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

7.3 - Institutional Distinctiveness

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

Under compulsion of the pandemic driven protocols of lockdown and other restrictions, the foremost necessity of the crisis period is to ensure that the students are not deprived of the process of acquiring curriculum based knowledge and to execute this purpose the faculties of the institution explored all available online applications/ programs to deliver online classes - through inter-alia Google Meet, Facebook Live, Youtube, Teachmint. In addition, the instution utilized business account of Google platform like

Google classroom to conduct online examinations, both internal and external theory examinations conducted by the University. The institution is quite successful in its venture as almost 100% of the students had appeared in the online examinations with success. Minute academic requirements of the students in this regard were dealt with magnanimity and solicitude. This was the sphere of distinct priority and the institution thrived to its optimum to attain its goal.

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

7.3.2 - Plan of action for the next academic year

The entire human civilization across the globe is going through an epoch that is aberrant. The future is unpredictable but apparently gloomy. In this perspective of uncertainty, devising any future plan of action for the next academic year sounds absurd. The institution can plan the future with two possibilities in mind. Firstly, if the same situation persists, the college will sustain with the similar work ethics of catering to the academic needs of the students through online mode, only the means can be explored further.

Now if the crisis of pandemic is over, the first objective of the institution will be to restore the normal state of affairs of the pre-covid times which is jeopardized to a great extent. Each and every phenomenon of this world provides us with some sort of experience. The context of the pandemic teaches us that normal mode of education comprising offline teaching learning exercises in the classroom is not enough and should be supplemented or augmented by online resources. This hybrid mode can facilitate the students and can yield better results. Keeping an eye on this changing scenario the institution is seriously contemplating to develop an academic ecosystem of hybrid mode by developing an online repository for the students as well as the faculties.