



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

KHUDIRAM BOSE CENTRAL COLLEGE

- Name of the Head of the institution **Dr. Shubhra Dubey**
- Designation **Teacher -In-Charge**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03325557102**
- Mobile No: **9830094793**
- Registered e-mail **kbcc_iqac1884@rediffmail.com**
- Alternate e-mail **kbcc.iqac.internal@gmail.com**
- Address **71/2A, Bidhan Sarani.**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700006**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Sriparna Dutta**
- Phone No. **9830749286**
- Alternate phone No. **9830749233**
- Mobile **9830749286**
- IQAC e-mail address **kbcc_iqac1884@rediffmail.com**
- Alternate e-mail address **iqac.aqar.kbcc@gmail.com**

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

https://www.khudirambosecentralcollege.com/iqac_aqar.php

4.Whether Academic Calendar prepared during the year?

Yes

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

https://www.khudirambosecentralcollege.com/documents/academic_calendar/Academic_Calendar_2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	61.2	2007	31/03/2007	30/03/2012
Cycle 2	B	2.13	2016	05/11/2016	04/11/2021

6.Date of Establishment of IQAC

24/04/2013

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
0	0	0	0	0

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 **5**

- 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.College reopened after covid -19 and online education which was therefore a challenge in bringing the students back to their classroom studies and therefore immense efforts and initiatives were taken to make classroom studies more interesting to students by arranging students seminar presentation, AV mode classes, Educational tours and like.

2. Student Induction Programme was conducted exclusively for the students and several life skill, value skill based programmes were conducted like National Youth Day, International Yoga Day, Rabindra Jayanti , Munshi Premchand Divas , observation of Independence Day, Netaji's Birthday, Cultural Day and also Principal Khudiram Bose Memorial Lecture was arranged by IQAC . The NCC and NSS also collaborated with their programmes like Swachh Bharat Abhiyan .

3. Two Teachers promotion under Career Advancement Scheme was also successfully undertaken by IQAC.

4.The IQAC also encouraged the departments to arrange several department activities like publication of their wall magazine, participation in inter college competitions and IQAC promoted inter-college Banner with Slogan competition to celebrate 75 years of independence. Besides IQAC also collaborated with different committees and cells like Career and Placement Cell, Internal Complaints Committee to organise awareness programmes and like

5. IQAC also monitored the submission of documents in the AISHE.portal,students vaccination drive was undertaken as a linkage

programme with Urban Public Health Centre, Govet. Of West Bengal. Student Profile created in Banglar UCHHASHIKSHA Portal was also been undertaken during this period.

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
Student friendly online mode to be used to take classes online and departments to ensure maximum benefit for students from these classes.	Online classes duly held and routine uploaded on college website
Departments to organize online seminars, extension lectures for their students so that during the pandemic students continue to their academic development.	Students' seminars, audio books, education tour arranged by departments
The mentor - mentee programme started last academic year by some departments to be continued.	Teachers also were mentors and helped students whenever they asked for
The College caters to students from different economic backgrounds - departments to ensure that no student feels neglected due to his/ her economical background and inability to join online class	Departments were flexible with regard to conducting classes so that working students could benefit
Teachers to participate in different seminars, faculty development programme and online lectures so that their academic growth is not hampered.	Teachers successfully completed different course online
The importance of values and integrity in moral development of students to be talked in class	Motivational speech on integrity and values were twice conducted - on Induction Day and Teachers' Day. All observation days were successfully held
Auditorium and classrooms need to be refurbished and College website, if required to be	Progress was made in completing the pending work in auditorium

developed so that all information can be uploaded for benefit of students and staff.	
Feedback to be obtained from students as it was done in previous academic years. and feedback to be collected from Teachers on curriculum and performance of College. Annual Guardian Meet to be followed	Annual Guardian Meeting was held offline. Feedback collected from students in online mode and from teachers in offline mode
Concurrence should be the aim and all members of College, staff and students to act together in helping society.	The local society welfare programme WE CARE was successfully done.
Student related activities to be given priority	Students vaccination programme was successfully completed. College Annual Sports was successfully done following corona protocol.
Focus on ecofriendly campus.	The committee responsible for making the College eco friendly submitted a proposal
MOU to be signed with Colleges and NGOs	Discussions held with different Colleges

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	30/04/2024

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. Shubhra Dubey
• Designation	Teacher -In-Charge
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and compliance to the decisions have been uploaded on the institutional website?	
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Name	Date of meeting(s)
IQAC	30/04/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	19/01/2023

15.Multidisciplinary / interdisciplinary

Our College is a state aided institution. It is affiliated to University of Calcutta. It offers three year under graduation multi disciplinary courses under B.A/B.Sc and B.Com (Hons and General) to the students. Though not directly stated as interdisciplinary, language (Bengali & English & Hindi) is part of all three courses offered. Hindi is offered to the students who have taken Honours in the subject or as elective subject or as MIL subject. The college is also the centre for Directorate of Distance Education of Vidyasagar University (DDEVU) which offered post graduation in Bengali, English, History, Commerce, Political Science, Geography and Sanskrit subjects only.

16.Academic bank of credits (ABC):

NIL

17.Skill development:

The CBCS pattern which started in 2017 first in commerce stream and later in 2018 it was implemented in Arts and Science stream. The syllabus was purposively framed by the experts of the subjects to ensure that each subject has its own skill based courses. Every subject has specific paper which were discipline specific or skill enhancing courses which gave the students not only an overview about the broader context of focusing their career after graduation but also these papers added values and skills to their knowledge enhancement. This newly introduced CBCS is different from the mainstream course as its primary focus is on highlighting that part that will lead to employment generation on one hand and also will help the students to enter into their choice of pursuing higher studies. Our institution offered the maximum combination of skill enhancement papers in all subjects in online mode with the help of Power point presentations, uploading study materials in google classrooms as these papers were newly introduced and due to pandemic not much text books were available.

2. Different skill based and value based programmes were arranged by NSS and NCC in collaboration with IQAC on International Yoga Day, National Youth Day for generating awareness among the students and staff of the college. Yoga is performed by trained instructor.

3. The career and placement cell of the college also arranged programmes where student gets the opportunity to learn to develop

their skill for market oriented courses special lectures given by companies or institutes who guides the students and nourishes their skills as per market oriented job requirements.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The New Education Policy emphasizes the importance of Indian Knowledge System as key to world knowledge. The huge corpus of knowledge that exists in our culture needs to be revisited and adopted to the new age learning. Students need to acclimate and hence benefit globally. Our institution tries to integrate the Indian Knowledge system in the following ways: Our college is multilingual. Academics is professed in Bengali and Hindi and even the English Literature syllabus has translated texts by Hindi and Bengali writers. This to a great extent is in spirit of IKS. 2. The College also celebrates the rich cultural heritage of the country by observing important national and international days which celebrates the memorial lecture of our founding father of the institution Principal Khudiram Bose who was associated with the freedom movement. Besides several online and offline programmes were arranged by the departments by paying homage to their creators like Bengali department celebrated Rabindra Jayanti, International Mother language day, Hindi department celebrated Munshi Prem Chand Divas . This is the way both culture and language unites and makes our heritage integrated in rich cultural diversity..

3. In this academic session several festivals like Basanto Utsav, National Youth Day and Hindi Divas arranged by cultural committee and respective department celebrated by performing drama on the life and work of Vivekananda, , dance drama based on stories of Rabindranath tagore, novels written by Munshi Prem Chand. This adds to the promotion of the Indian knowledge system.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-Based Learning (OBL) is a student-centered instruction model that focuses on measuring student performance through outcomes. It includes activities that train the students to achieve certain outcomes or objectives set at the beginning of a program or course. The departments have their own meetings where they plan their teaching learning strategy. According to the CBCS structure the Skill Enhancement Courses are designed to find employability in their respective course. For example the SEC for English honours syllabus is Business Communication, Translation Studies, Creative Writing. These courses help the students in

understand alternative career options.

20.Distance education/online education:

The CORONA pandemic situation disrupted all established systems and the education sector almost came to a standstill in 2021. Despite difficulties this situation honed the technological skills of the students and almost every student in the country could relate to the technological facilities in learning. Our college has a mixed community where students come from more or less affluent families on one hand and on the other side we also have first generation learners. The College education system went totally online from 20th March, 2020 and from march 2022 the college reopened with a blended mode of learning system. The academic programme was fixed accordingly with online routine where classes were held in zoom, google meet like online platforms and classroom teaching was also kept in the routine. Routines were uploaded in the institutional website and teachers - students followed the schedule. The teachers uploaded the study materials in the google classrooms or were also shared in other online mode. Assignments were also taken in online mode specially uploading their projects in google forms. Every week the teachers of the department uploaded weekly progress reports in the institutional website. Online counseling with their parents related to their wards, their performance, attendance were also shared by the teachers. Examination system was conducted entirely online with zero margin of error and as per university instruction and guidelines.

Extended Profile

1.Programme

1.1 12

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1846

Number of students during the year

File Description	Documents
Data Template	View File

2.2 596

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 479

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 18

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 18

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	12
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1846
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	596
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	479
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	18
File Description	Documents
Data Template	View File

3.2	18
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	1334387
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	27
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

As the College is committed to the motto of self reliance every effort is made to ensure that this ideology is practised in effective measures. This commitment is evident in its curriculum implementation, with departments issuing annual academic calendars for both honors and general courses, aligned with the CBCS guidelines. Departments meticulously plan their academic calendar so that the approach remains holistic in nature. Multiple activities like students' seminar, wall magazine, film shows, cultural participation keep the students engaged in an array of events that benefit them.

The college's infrastructure includes specialized laboratories for Journalism and Mass Communication, Geography, and Commerce, along with smart classrooms for enhanced learning experiences. The Commerce syllabus emphasizes participation in the Institute-Industry Interface Programme (IIIP) for practical exposure, while Geography incorporates field tours. Humanities departments

organize study tours and seminars, nurturing students' interests and fostering diverse experiences. They also prioritize soft skills development through student presentations and personalized academic monitoring. The well-equipped library supports student learning, with a recent shift to digital resources during the pandemic. While a Learning Management System (LMS) is pending introduction, departments have provided e-materials to support remote learning, showcasing adaptability and dedication to student welfare.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The academic calendar is put up on the website at the start of each academic year. The distribution of syllabus teacher wise along with expected time of completion is meticulously noted. The central routine is forwarded to each department and it gets published with names of teachers and class rooms. The departments that conduct tutorial class mention the same in departmental routine. Monitoring the progress of students is entirely the prerogative of the individual departments. Teachers take class tests, ask questions, conduct quiz and also give assignments to graph the progress of students. The seminar presentation by the students becomes very effective in developing the soft skills. This is part of CIE as the teachers are able to track how much research ability the student is exhibiting. As the teacher student ratio in our College is very comfortable the teachers are able to interact with the students on one to one basis. Mentoring of students is also part of CIE. It is not just academics that make a student self-reliant but help grow holistically.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://www.khudirambosecentralcollege.com/documents/academic_calendar/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

D. Any 1 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	View File

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

12

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)	No File Uploaded

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	No File Uploaded

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

The basic of any curriculum is to generate responsible citizens. Academic pursuit along with nurturing sense of values is what our College strives to do. Every year when fresh batch of students enroll in this College there is an induction programme titled Diksharamv. In this programme the students are not only introduced to the UG pattern of education, they are also enlightened about values that make a good human being. In 2021 as the pandemic situation continued this programme was conducted online on 6th January 2021. Srimat Swami Kalyaneshanandaji Maharaj talked to students on how values make a good human

being and how college can be an incubation centre in value generation. The syllabus of CBCS makes it mandatory for all students to study environment in Semester 2. A deep sense of environmental consciousness is ingrained in the students as they have to submit projects on environmental issues. The different cells and committees in the College including the NSS and NCC arrange sensitization programmes on gender, caring for the community and our environment. The College has a programme titled "We Care" where we try to reach out to our local community and serve the neighbouring slum by donating clothes, health drinks and other essentials.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

4

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

840

File Description	Documents
Any additional information	View File
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**

C. Any 2 of the above

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)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.khudirambosecentralcollege.com/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**

1341

File Description	Documents
Any additional information	View File
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

205

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

At the beginning of academic session each department interacts with students and explains to their respective students the modalities of the programme to be followed in the course of three years. As CBCS leaves very little time for lengthy interaction with students, departments conduct tests, assignments, quiz to get an idea of progress of students.

As some departments have limited number of students the departments take special class for them during recess period as remedial class. Slow learners benefit from these extra classes. Advanced learners are provided with extra material so that they can prepare for their exams. Every care is taken to assure that slow learners secure qualifying marks in exam.

English department has a system of tutorial class that takes place through out the duration of semester. The students are divided among the teachers of the department and each teacher is in charge of academic facility for his/her group as well as is the mentor of the group.

Semester 6 students are also given career guidance where they get to know their career options.

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

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

Number of Students	Number of Teachers
1846	39

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 departments practice the motto of self reliance in teachinglearning. The syllabus is as prescribed by University of Calcutta. 1. Class-room lectures: using black-board and chalk is the principal mode of teaching, though the pandemic situation has enforced online teaching using online platforms.

2. Interactive Methods: are also used by faculty. Teachers motivate students to participate in group discussions, subject quiz, and question and answer discussion for better understanding of the subjects. 3. Experiential Teaching/Laboratory method: is used in the Geography and Journalism and Mass Communication subjects to acquaint the students with facts directly. The pandemic situation had enforced teachers to explain processes by introducing them with online available resources. 4. Project Work: Many of the courses in CBCS syllabus requires Project/field work. I 5. Seminars and Workshops: are organised regularly by most Departments, to keep students updated in the recent fields of study and broaden their outlook towards the subjects they are learning. During the pandemic, students were provided with links to many Webinars organised by different forums of the respective subjects. 6. Field trips & Excursions: In this session Dept. of Political

Science took the students on an education tour.

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

The departments of Journalism & Mass Communication and Geography have their ICT enabled classrooms. Apart from these two the College has 2 more Smart Classrooms where other departments take classes as and when required. The teachers use technology aided teaching methods like PPTs to make the teaching more interesting. During the COVID 19 pandemic, ICT facilities were fully availed of, for conducting the classes (Theory and Practical) using ICT enabled platforms like Google Meet, Google Classrooms, Zoom Meet, where students were contacted by WhatsApp groups created for all group of students of all Departments. Study materials, notes, previous year questions were distributed among students through these groups. The College library has subscription to INFLIBNET and teachers use this as a learning resource. Students are provided with different web links of journals and articles so that they can use these at their time. In the pandemic period, all Internal Examinations of college and University conducted examinations were carried out using ICT enabled techniques. Admission of fresh students, verification of documents University Registration, Form fill-up were performed using electronic media

File Description	Documents
Upload any additional information	View File
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

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

18

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

6

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

509

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.

The College follows the guidelines given by University from time to time regarding conducting exams in College. The CBCS pattern divides the exam process in three parts - internal, tutorial/practical and end semester theory. As per time line given by University College schedules the internal and tutorial exams. The College has an Examination Committee. All examinations are centrally administered by this Committee. The Committee prepares schedule according to which exam is conducted. The departments of the College have their own mechanism of tracking the progress of the students. This is entirely the prerogative of the department. Assignments, quiz, debates, class tests and various other innovative measures to assess the progress of the students help in analysing the progress of students. These records are maintained by departments. Discussions are held in the classroom. Students are also free to voice their doubts and these doubt clearings continue beyond classroom hours. The CBCS pattern is very tight as far as time frame is concerned. Completion of syllabus poses a serious challenge. Given the situation departments not only bank on written assignments but also employ variety of methods like quiz, peer teaching, brief presentations where the teachers are able to monitor the progress of the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.khudirambosecentralcollege.com/documents/igac_cells_and_committees.pdf

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

The departments of the College have their own mechanism of tracking the progress of the students. Assignments are given to the students and the students get a detailed analysis of their performance. This discussion is held in the classroom. The class tests papers are returned to the students and they get a detailed feedback of their performance from the respective teachers. The marks of Internal Assessment is 20% of overall result of a student under the CBCS system. The process of uploading marks of the University examination Portal is done online. Once submitted, it cannot be reverted from the college end. Grievances related to University Examinations are placed before the Controllers of Examinations Office, which are addressed in due course of time. The answer-scripts of Internal/tutorial examinations are preserved in the college for a stipulated period of time, so that any inquiry coming up within this period can be solved without any difficulty.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.khudirambosecentralcollege.com/igac_cells_and_committees.php

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 Programme Outcome and Course Outcome of each department is present in the College website. Programme/Course outcome is an integral part, that pertains to the vision and mission of the college. Though it is basically an undergraduate college, the college emphasizes on outcome-based learning such that it suits to the present day interests of the students. Programme outcomes pave the way for students to progress successfully towards higher education. What they learn at the Under-graduate level of each course serves as the pillar for higher education. The PO, PCO and CO are displayed on the College Website, so that newly admitted students can make effective academic and career choices before enrolment. The teachers of all disciplines internalize the Programme Outcomes (PO) of the syllabi formed by the Affiliating University. The Programme Specific Outcomes (PSO) and then the detailed Course outcomes (CO) are discussed at the Departmental

meetings, during the allocation of syllabus

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.khudirambosecentralcollege.com/igac po & co.php
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of programme outcome is done at two levels -The Academic Subcommittee is a statutory body where the result of the final semester is placed. An analysis of performance takes place with suggestions where there can be improvements. The departments, after result is published also have their departmental meetings. The result is discussed and ideas for improvement are noted. This is done after publication of each semester result. Every Department gives proper emphasis on proper distribution of syllabus among the teachers with time frame for completion of syllabus, which is already displayed in every paper/course of the University Syllabus. Every Department has a well-defined plan for teaching and learning. The students' progress is evaluated continuously through various methods like interactive-participative learning, group discussions, viva-voce during laboratory work, short class-tests, home assignments etc. Mentor-mentee meetings are held to address problems of the students. During the pandemic, many students were stressed enough, and psychological boost was provided through such groups. The major Programme Outcome of Primarily UG college is progression of students to higher education. The college tries to keep track of the progression of students through personal and departmental contacts.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.khudirambosecentralcollege.com/igac po & co.php

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	
331	
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	View File
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://www.khudirambosecentralcollege.com/students_satisfaction_survey.php	
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)	No File Uploaded
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)	No File Uploaded
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**

1

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

2

File Description	Documents
Any additional information	View File
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

3

File Description	Documents
Any additional information	View File
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

The College plays an active role in organising different activities that have an impact on local community. Before the pandemic the College was actively involved in linkage programmes with the Kolkata Municipal Corporation in spreading dengue awareness. The students of College under the banner of NSS also participated in Swachh Bharat. Abhigyan. The NCC department also has many programmes that involve the students in being responsible for the well being of the community. The students of College arrange blood donation camp, health check up camp. All these make them conscious about becoming responsible human beings.

However the year 2021 was a serious challenge as such outreach programmes could not be organised. Despite the difficulty the College was involved in getting the students vaccinated and this was a linkage programme with the Government. There were awareness talks on the importance to get vaccinated and these talks were conducted via Google Meet.

The induction programme for Semester 1 students was an awareness programme day as students got to know about NSS, NCC and various other committees that are dedicated in holistic development of students.

Motivational speech on the importance of ethics and how values can make a person strong sensitized the students. In the academic year 2021 -22 there were two such programmes organised by College - 05.09.2021 and 19.11.2021. These programmes were all notified in College website on 4th Sep and 18th Nov

File Description	Documents
Paste link for additional information	https://www.khudirambosecentralcollege.com/news_notices.php
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)	No File Uploaded
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

2

File Description	Documents
Reports of the event organized	View File
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

59

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

0

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

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.

1. **Classrooms:** The college has classrooms of various sizes for classes of different strengths. The classrooms are well-ventilated, well equipped with sufficient number of benches, lights and fans. The College has a main building and an annex building. There are around 17 classrooms in both these buildings.

2. **Library:** The central library is an age-old library, situated at the first floor of Bidhan Sarani campus, covering a carpet area of approximately 800 sq.ft. It has a seating capacity of approximately 20 students at a time. The library uses KOHA software and is partially automated.

3. **Laboratories:** There are 3 laboratories for subjects Commerce, Geography and Journalism & Mass Communication. The laboratories are adequately equipped to cater to the CBCS syllabus.

4. **Auditorium:** The College auditorium is called Bagha Jatin Sabagriha after the freedom fighter Bagha Jatin, our alumni. The size of this auditorium is approximately 2200 sq.feet. It is well ventilated and has seating capacity of around 150 students.

5. **Office:** All work in office is digitalized

6. Computers:

- All Departments have laptops.
- Desktops - Journalism & Mass Communication - 10; Geography - 6; Commerce - 8; Library - 3; Office - 6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.khudirambosecentralcollege.com/facilities/laboratory.php

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

Cultural Activities The college has a cultural committee which actively organises and participates in different programmes like arranging drama, dance, recitation, debates in programmes like National Youth Day, Basanto Utsav, Rabindra Jayanti and like. The committee every year organises Intra-Cultural competition on the last day before the Durga Puja Vacation. But due to Covid-19 pandemic all the events were organised in the online mode .

Sports and Gymanasium

The institution has an active sports committee which participates in different district , university and state level competition and also secures awards and medals in different position. Every year in the month of Jn/feb Annual Sports Day is arranged where both teacher and students participates in different ganes and sports.The college has a physical Education department and also has a physical instructor. There is also an established gymnasium in the top floor of the main building.

Games (Indoor and Outdoor)

There is a table tennis and carrom for the recreation of the students placed in the students' common room. The Games and Sports Committee arranges indoor games competition also.But due to pandemic situation no such event could takes place during this year.

Yoga

The College celebrates International yoga Day on 1st June of every year where our physical instructors with students performs various Yoga for the benifit of the students and staff health. This year the event could take place due to pandemic situatio

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.youtube.com/@culturalcommitteekhudiramb8066

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.khudirambosecentralcollege.com/facilities/classroom smart.php
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)

241426

File Description	Documents
Upload any additional information	View File
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)

The library is situated on the first floor of the Main Building, covering an area of approximately 800 square feet.

The Institution has a Central Library with a almost 18,000 collection of text-books, reference books, peer-reviewed journals and some bound volumes of journals.

Library has LMS(Library Management Software) installed on 2016.

Library Circulation is manually maintained and a process of Computerization of library resources is going on. Library Automation is under process by using KOHA software

In 2021-22 Library circulation and other processes were conducted manually except Cataloging of the New Book Purchases.

During this period (i.e.; 01.06.2021 to 31.05.2022) no new requisition was placed.. only one book was purchased and 18 specimen copy CBCS books were added in the stock. As there were complete lock down during 2020-21 almost 680 books were purchased during March 2020 the processing work has been started. During lockdown also library remained open alternative days for student's access.

During this tenure there were 132 new library membership was added for students. Students were not allowed to borrow books to their home but every alternate day the libray remained open for students. Student utilized the reading room facility as well as scanning books from library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.khudirambosecentralcollege.com/facilities/library/library.php

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

C. Any 2 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)

6300

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

423

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

4.3 - IT Infrastructure

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

There are different digital technological facilities available in the college. There are 4 smart classrooms.

The College offers wifi facilities to the staff as our Teachers' Room, Office and Library are wifi enabled. All our maintenance, like students' data, financial data and admission are done using this facility. There is annual maintenance of this facility.

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

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	View File
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	View File

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)**

1334387

File Description	Documents
Upload any additional information	View File
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.

The college employs a well-organized and decentralized approach to maintain its physical, academic, and sports facilities. At the start of each session, the budget is presented to the finance committee, then approved by the Governing Body. Academic needs, including books, journals, and event arrangements, are communicated to the Principal by department heads and committees, ensuring alignment with budgetary allocations. Committees oversee physical facility maintenance, with extensive cleaning mechanisms and NSS involvement in campus upkeep. Urgent maintenance is promptly addressed, while sports equipment and facilities are regularly monitored. The auditorium, water purifiers, and canteen are maintained, with CCTV, WiFi, and computer systems under annual contracts. Laboratory equipment is managed by departmental staff, while the library committee oversees book procurement based on allocated funds and departmental requests, with decisions made in meetings with the Principal

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

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
303	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
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)	No File Uploaded
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	D. 1 of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	https://www.khudirambosecentralcollege.com/UG/english_departmental_activities.php
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	
209	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
209	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	A. All of the above

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	View File
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

27

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

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

50

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.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

During this session 2021-22, there was no students' union in our college as per the notification published by Higher Education For University and colleges but students representation was visible in the Governing Body, IQAC of the college. The students' unit usually participated in all the programmes of the college. Some of the programme organised by their initiatives are Annual Freshers' Welcome during the month of October/November, Annual Picnic in the month of December/January, Saraswati puja during January/February, Annual Social during March, Basanto Utsav and also they generally organise Blood Donation Camps. The Students'

unit is very active in participating in different co-curricular and extra-curricular activities. as well in administrative issues also.

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

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

The institution has a registered Alumni Association -- Punarnava registered under Societies Registration Act, 1861 bearing registration number S/2L/49590. The institution has a rich and distinct Alumni including Martyr Baghajatin, Nanda Lal Bose, Poet Satyen Dutta and like. the Alumni arranges annual programme generally in the month of March where ex-students teachers -principals/TIC/ex-GB members are invited and a small cultural programme takes place. Also Alumni of KBCC believes in social welfare service. NGOs Like Man for Man, Slum Childrens, Old women are invited where a small token of appreciation are provided to them. Also they perform cultural programme with our

alumni. Distinguished Speakers are also invited to give a special lecture on a particular theme. The entire programme is funded by the Alumni Association fund clubbed with donor's fund, sponsorship and like. On this day renewal of membership takes place. Also The Annual General Meeting of the body takes place. However, This year Alumni programme could not be conducted due Covid-19 restrictions.

File Description	Documents
Paste link for additional information	https://www.khudirambosecentralcollege.com/alumni_registration_certificate.php
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Khudiram Bose Central College adheres to the guidelines prescribed by University of Calcutta and UGC and has an able Governing Body that keeps in mind the objective of 'self reliance' while framing policy decisions for the College. The President of Governing Body is an eminent academician. The Principal is the secretary of the Governing Body and there are representatives from Government of West Bengal and University of Calcutta who have been involved in policy implementation. Representatives from teaching and non teaching sectors also contribute to the development of the College. College adheres strictly to the syllabus prescribed by University of Calcutta. However, within the framework of the given syllabus departments have the flexibility to strategize implementation. The Governing Body gives liberty to the departments to do so.

The College places emphasis on self reliance as its vision statement. Generating core sense of values is the motto that

will make each member of the College and the students better citizens. Each activity of the College is motivated in making the institution self reliant as well as the students self reliant. Our vision and mission, aims and objectives along with code of conduct are all specifically mentioned in the college website.

File Description	Documents
Paste link for additional information	https://www.khudirambosecentralcollege.com/about_us_the_college.php
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.

a. Management is decentralized and this helps in smooth functioning of the College. As far as administration is concerned the pattern of management is pyramid __Governing Body_>Principal > IQAC> Teachers, Library, Office, Students

- b. Decentralization is also followed within each sector
-I) Teaching Sector Represents: Teachers Council Secretary> Head of The Department> Departmental teachers and Staff
- c. Non Teaching Sector: Head Assistant> Accountant > Cashier> Clerks> Menial Staff
- d. Library: Librarian> Library Clerk> Peon.
- Each sector contributes in sustenance and growth of the College.

The diagrammatic way of this process is uploaded in pdf. Format

File Description	Documents
Paste link for additional information	https://www.khudirambosecentralcollege.com/administration_governance_management.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Governing Body - the meetings of the Governing Body is primarily geared to strategy deployment. The Principal places all the recommendations before the House and accordingly decisions are arrived at.

Financial planning - the budget is prepared and first discussed in the Finance subcommittee and then placed before the Governing Body at the beginning of financial year. The budget is prepared against the actual expenditure incurred in the last financial year.

IQAC - the Internal Quality Assurance Cell, at the beginning of each academic year recommends certain strategies that will contribute to the growth of the institution. The IQAC also reviews the strategies of the previous academic year and accordingly suggests implementations.

Departments --- Each Department prepares its own POA at the start of Academic Year.

Cells and Committees - the various cells and committees are all motivated in strategy deployment. All areas of student interest are catered to through these cells and committees.

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

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.

1. All policy decisions are taken by the Governing Body of the CollegePrincipal executes them with help of teaching and non teaching staff. The Finance sub committee and the Academic subcommittee are the other statutory bodies responsible for financial transactions and all academic decisions of the College respectively
2. The Teachers' Council is responsible for the well being and dealing of all issuesof the teachers.
3. To ensure smooth and effective teaching the College follows the system of inviting teachers to take some

classes covering particular topics. As College is not allowed to make any appointment of teachers, even on guest lecture basis, visiting teachers serve as an effective tool.

4. As non - teaching appointments are within the purview West Bengal College Service Commission the College faces severe dearth of non - teaching staff. To meet the shortage of non - teaching staff the College hires required people from different agencies.
5. Implementation of e-governance in areas of operation -Admission - admission to first semester is entirely done in online mode.
6. students' data is managed through software (customized according to the need of college)
7. Finance - WBIFMS (salary component HRMS module), non salary component under e -billing module
8. Library - KOHA software

File Description	Documents
Paste link for additional information	https://www.kbccadmission.com/
Link to Organogram of the Institution webpage	https://www.khudirambosecentralcollege.com/administration_governance_management.php
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
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**

As per University of Calcutta norm the College enjoys the benefit of Puja Vacation. There is also provision of summer recess and winter recess. These recess periods can be enjoyed by staff of college provided there is no work assigned by Head of Institution. There is a scheme of Provident fund for the employees of the college. There is a scheme of Group Insurance for the employees of the college. There is, as per Govt. of West Bengal order Maternity (180 days) and paternity (15 days) leave. There is Medical Insurance facility (West Bengal health) for the employees of the college. There is Casual leave of 15 days for the employees of the College. There is system of festival advance for the staff of the college that is given to them during Durga Puja. The casual staff of the College receive an ex-gratia during Durga Puja.

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)	No File Uploaded

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)	No File Uploaded

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**

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

The College tries to get feedback from different stakeholders. As our students are our primary stakeholders every year there is feedback on overall performance of College from the outgoing students, i.e. Sem 6.

Some departments have their departmental feedback and report is submitted to the IQAC as well as published online under the respective departmental activity. In 2021-22 session Dept of English had a PTM on 09.04.22 (notice in dept. activities dated 04.04.22). The dept published its feedback report on 15.02.22 (notice under dept activities). Principal makes it a point to talk to students of all departments and gets report from them on classes held and syllabus completed. After that he meets the department and shares the feedback. The College arranges Parents' Meet every year and the feedback of the parents are documented

File Description	Documents
Paste link for additional information	https://www.khudirambosecentralcollege.com/UG/english_departmental_activities.php
Upload any additional information	View File

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

The institution conducts internal audit regularly (Audit complete till 2022 - 23) External financial Audit is done by auditor sent by Government of West Bengal. (Audit complete till 2021 - 22)

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	View File
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 primary source of fund of the College is tuition fees collected from the students. The major expenditure of the College is maintenance of infrastructure. As our College building is not in the name of the College there is no financial aid from government in maintenance of building. Hence all capital expenditure, building maintenance are managed from tuition fees that the College gets.

Before purchase of any item the Purchase Committee opens all quotations received after proper notification in College website. After a vendor is selected the issue is referred to the Finance Subcommittee and finally approved by the Governing Body of the College.

The Governing Body of the College ensures that funds are utilised in proper manner.

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

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

The Internal Quality Assurance Cell (IQAC) plays a crucial role in maintaining and enhancing the quality of education within an institution. It serves as a self-regulatory body inside an educational institution, responsible for planning, implementing, and measuring the effectiveness of various measures to improve institutional quality. In this pandemic phase this Cell played an active role in ensuring that students' interest was not hampered. The Cell was vigilant in taking measures to monitor online classes and continuous revision of online routine as and when required. The Cell also asked departments in taking up activities that will interest the students. Most of our programmes took place online. Offline classes resumed from March 2022 Teachers were also asked to maintain contact with parents and talk to them about the progress of their ward. Different departments had online PTMs

File Description	Documents
Paste link for additional information	https://www.khudirambosecentralcollege.com/iqac_cells_and_committees.php
Upload any additional information	View File

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

During Pandemic, the institution reviewed its teaching learning by adopting online process of teaching -learning evaluation by google forms, google classrooms, google meet. Online meetings with the administration as well as internal teachers and departments were conducted on online mode. The governing body of the college also supported the departments as per their needs. The Parents counseling and students mentoring was also done by the institution. The mentor -mentee system was done and every week the head of the department uploaded their weekly progress report in the institutional website. Even university exams were conducted smoothly in an online mode. The IQAC also arranged several webinars, students' induction programme, CAS oriented Webinar, e-magazine, audio books by departments were published. The IQAC also conducted meetings related to staff welfare and like. During this time the department introduced many innovative means of teaching which continued with high end spirit among the teachers and students. The IQAC in its regular interval meetings always tried to discuss the issues related to smooth conduction

of classes, giving them guidance of attending online classes as per their convenience and also encouraging them by different department programmes and like.

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

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	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 has an active Internal Complaints Committee (ICC) as per the guidelines of the Supreme Court which arranges gender sensitization programme for the students and staff of the college in collaboration with SWAYAM(NGO working in this area).

Our girl students have showcased their talents under sports and cultural field where they are recipients of awards and medals in district level and state level.

Government of West Bengal have introduced few women specific schemes like UN acclaimed KANYASHREE which all of our students availed successfully. The institution also has endowment and there is one specific category for the female topper of the college.

The girls students perform yoga on International Yoga Day. Girl students play active role in NCC and NSS programme. The institution has some specific facilities for girls students.

The institution also has anti ragging and students welfare cell.

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	file:///C:/Users/USER/Downloads/facilities_for_female_students(1).pdf

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

D. Any 1 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

The solid waste from garbage bins is collected regularly by cleaners and is segregated and collected daily by Kolkata

Municipal Corporation cart.

Liquid waste from toilets is discharged through proper drainage system. All the waste from girls toilets(like sanitary pads) are disposed in sanitary pad dustbin kept in the girls toilet to maintain the hygiene.

There is a small space where few plants are planted and it is maintained by a gardener on weekly basis

E-Waste management like old version computers, equipments, electronic gadgets, circuits, old printers are redistributed to the main office of our college and are collected from each department and are safely disposed with due permission from the main office of the college.

All the junk like old files, journals, used answer sheets etc. from every department and offices are sent to main office godown for further processing.

In spite of college shut down from 20th March , 2020 till March 2022, our authority frequently arranged sanitization properly with professional agencies within the campus. The institute always has taken initiatives related to health hygiene awareness programme like Swachh Bharat Abhiyan Programme where students, NCC cadets and NSS students engaged themselves in campus cleaning along with a small garden where Statue of Baghajatin is set up was also being cleaned by our students on 06.08.2021. The institutes in future plans to sign a MOU with DISHA who are leading organization in West Bengal in maintaining E-Wastes.

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	View File

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

D. Any 1 of the above

bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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: 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	B. Any 3 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	D. Any 1 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	View File

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 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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

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).

Our College caters to students from different cultural, social and economic background. This has never acted as an obstacle rather this has strengthened the unity among the students and has helped the students to develop the quality of inclusiveness.

The students and the staff embrace everyone irrespective of caste, creed, race, religion and language. All efforts are sincerely taken to ensure that no discrimination is made and nothing is professed that fosters the sense of 'otherness'. All College programmes equally engage people from diverse backgrounds and talent is equally explored in all students. All language is equally respected and on International Mother Language Day freedom and scope is given to celebrate the different languages. Our teachers from Darjeeling enrich us by reciting poems in their mother tongue. Drama based on Communal harmony has been performed by college students and teachers on Bhasa Divas, social and cultural message based drama are executed by the students and teachers on National Youth Day, Hindi Divas. Cultural Committee of the college arranges intra-college cultural competition where students participate irrespective of their background

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

- Our institution always believes in its motto of self-reliance and as our founders have laid the path of values and ethics since the beginning of this institution, we till date have tried to follow their path. To inculcate the principle of ethics, values and to generate among them the sense of belongingness and love towards their nation, our institution every years arranges some value based, programmes which will help them to be a responsible citizen of the nation. This period was Covid-19 and college was reopened in march 2022, therefore the programmes were conducted online and only few programmes were arranged offline. To specify
- National Youth Day was observed in a blended mode on 12.01.2022 organised by NSS unit
- Students' Induction Programme (online) was organized by

IQAC

- We Care Programme was organized on 21st October - a programme for local community service
- Parent-Teachers Meeting was held on 13.1.22
- NCC students bid farewell to their seniors on 23.04.22
- Puneet sagar Rally and cleaning of ganga Ghats were done on 05.4.22
- Swachh Bharat Abhiyan was undertaken by few departments of the college to clean their departments as well as NCC cadets also participated in the overall campus cleaning on 6.8.21
- International Yoga Day, Independence Day, Republic Day , Netaji's Birthday, National Youth Day along with International Mother Language Day, Hindi Divas all these days are commemorated by the institute to generate the importance and values associated with this day.
-

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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 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

C. Any 2 of the above

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

Date Programme Organised by 15.08.2021 Independence Day: Online Lecture on Health is Wealth NSS unit 21.06.21 International Yoga day NCC 12.01.2022 National Youth Day(Blended Mode) NSS Unit 23.01.2022 Netaji 's Birthday Observation NCC & NSS 26.01.22 Republic Day Online Programme NSS 26.02.22 Annual Sports Day Department of Games and Sports and NCC 05.04.22 Puneet Sagar Abhiyan Abhiyan Rally and cleaning of Ganga Ghats NCC 14.09.22 Hindi Divas Hindi Department 10.6.22 Rank promotion of NCC Cadets at the club house NCC 01.04.22 Basanto Utsav Cultural committee 09.05.22 Rabindra Jayanti Benagali Department 21.02.22 International Mother language day Bengali Department

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	View File
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.

Best Practice 1: We Care

Objectives

- Reach out to people in local community

The Context

- Inculcate in the students sense of values that will make them participative citizens.
- Show them that getting involved in the well being of people is a human attitude and has to be nurtured.

The Practice

- Clothes, mosquito nets, blankets purchased and school kits to children
- 100 coupons were prepared.
- Based on coupons the different items were distributed.

Evidence of Success

- On that day 100 people were benefitted. Amount collected was around 27,000/- (Rupees twenty seven thousand only)

Problems Encountered and Resources Available.

Challenge was in maintaining social distance while distributing goods

Best Practice 2: Mentoring Students and Counseling Parents

Objective

Ensure interested students were not deprived of education

Context

- Financial difficulty in family made students take up jobs. They could not attend online class.
- Parents wanted girl students to get married.

Practice

- Counseling parents in keeping their ward in studies.
- Addressing mental health issues of the students
- Teachers counseled parents over phone
- Special classes held, online materials provided to facilitate learning

Evidence of Success

- Drop outs significantly reduced.

Problems encountered and resource available

- Lack of infrastructure, internet issues made difficult to reach out to students

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

The year 2021-22 was the continuation of Covid -19 period. The College was faced with two fold challenges since the outbreak of the pandemic. One was to ensure that students got the maximum benefit of class and to keep students engaged in different activities to keep their morale high. The College had to acclimatize to the online system and hence it was treated with priority. The entire thrust was on framing policies in how to obtain maximum benefit keeping in mind the diverse economic background of our students.

The College attained total success in this field. Our online class was managed without any hitch and even students who were forced to become earning members in this difficult time were given special classes. Each department arranged programmes online. There was an online Independence Day Celebration, audio books, e -magazines, e -quiz, students' seminar in online mode, online debate, film shows followed by discussion, plethora of webinars conducted by departments and cells, semester 1 induction programme, awareness programmes by cells. The departments mentored the students and also their parents and there were online meetings with parents. Departments also successfully executed online orientation program for Semester 1 students. The college reopened in the month of March 2022 and challenge was to make the classroom teaching interesting. Students also actively participated in fulfilling the gap with their spirit of showcasing their talents in different events and activities .This was possible because we never lost sight of our

task at hand.

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

7.3.2 - Plan of action for the next academic year

The year 2021-2022 was still restricted due to pandemic Covid-19. So the college reopened in offline mode from March 2022 and the major challenge for the institution was to plan an effective mode of teaching-learning interface along with other campus enrich development programmes. So the following issues were planned for the next year 2022-23 to be undertaken which are as follows:

1. Infrastructural augmentation : specifically wifi throughout the campus with G-suite facility , smart classrooms inclusion, air conditioning the auditorium
2. Building renovation and creation of classroom space: Building renovation is required as due to AMPHAN disaster, few classrooms were badly affected, Lift provision in annex building, new rooms to be setup by changing the pattern of few rooms in the top floor used for other purposes. The institution was also in discussion with Higher Education Department, Local Councillors related to formation of second campus
3. Committees and cells to be encouraged to undertake more Programmes which will lead to student development and campus enrichment also
4. New ventures: Participation of Institution in NIRF, signing of MOU, arranging of webinar, seminar by the department
5. New Software Inclusion for student data documentation needs to be replaced by higher version, Online circulation of books through KOHA software
6. Will try to implement 360 degree feedback.