



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

KANDI RAJ COLLEGE

KANDI, MURSHIDABAD, WEST BENGAL, PIN-742137
742137

<https://www.krc.edu.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

With the establishment of Kandi Raj College in 1950 the long-cherished dreams of the people of Kandi Sub division were finally fulfilled.

With just 61 students, the college started its journey on 4th September, 1950, occupying only five (5) rooms of Kandi Raj High School. At that time it was affiliated to Calcutta University and migrated to the University of Kalyani in 1999.

Eventually, Honours in Bengali, English, Philosophy, History, Political Science, Economics, Sanskrit, Physics, Chemistry, Mathematics, Botany, Geography were approved by the affiliating University.

The College offers undergraduate courses in major/minor in 18 departments in both science and humanities stream.

Today it has its own building complex and boasts of a student strength that is in excess of 3000 (Regular students, without counting the Supplementary) with a total of 58 (Fifty-eight) Teaching Staff and 15 (Fifteen) Non-teaching staff.

Add on courses are also offered which is basically aimed at empowering the students to gather a skill set which will help them in their job performance.

A dedicated group of faculty members and students work closely in academics along with all other area of work like community service including our adopted villages through NSS. The N.S.S. Wing of the college is also engaged in various co-curricular activities which instil in the students a sense of responsibility and feeling for others.

A full-fledged automated library is upgraded regularly by the librarians in consultation with the faculty members to build a strong curriculum centre which helps the students to locate, access and use the information enriching their knowledge.

The institution has a well-appointed canteen, pure drinking water facility, bi-cycle stand, common reading room for both staff and students, ICT enabled classroom etc.

A seminar-cum-conference room is dedicated for various academic and cultural activities.

The college also provides indoor games such as carrom, Chinese checker, ludo etc. as part of extra curriculum activities.

During Covid-19 the teaching learning process in the college was supported by online classes, digital library and office service (both online and offline), which ensured the smooth functioning of the College.

Along with these, the college authority in collaboration with the students' union, organizes quiz, debates, sports and other cultural functions for the all round development of the students.

The prime objective of this institution is to make its students more efficient, self-reliant, skilled and enthusiastic to accomplish their task confidently and to meet the challenges of the fast changing world graciously.

Vision

Vision of Kandi Raj College is to develop society intellectually through the spread of education. The motto of the college “Aaloy Aalokmoy Karo” itself means Enlightenment.

The College believes in ensuring barrier-free higher education to the deserving students irrespective of their caste, creed, religion or gender. Our initiatives are guided mainly by goal of equitable access which includes Equality, Quality and Excellence, Relevance and Value-based education.

Mission

Continuously improve the systems to enhance the capabilities of stakeholders.

Help the students to progress from admission to graduation.

Inculcate skills valued by industry leading to graduate employability.

Develop personality through soft-skills.

Encourage the students from learning to earning.

Promote and encourage gender equality among students.

Provide support to economically challenged students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Excellent academic support and affiliated programmes.
2. Well-qualified faculty members.
3. Good library facilities.
4. Special remedial classes for weaker students.
5. A well-defined student admission policy.
6. Selection of students strictly based on merit.
7. Use of traditional, interactive and ICT based blended educational practices enhances better teaching learning process.
8. Organization of numerous activities and events resulting in the holistic development of students.
9. Strong focus on extra-curricular activities and community work through various outreach programmes.
10. Provision of high-quality study materials in the form of e-content.

11. Strong student strength that has increased over the years.

Institutional Weakness

1. Availability of limited funds.
2. Insufficient Teaching strength.
3. Insufficient non-teaching strength.
4. Inadequate number of Classrooms (mainly for Arts and Bio-Science Faculty).
5. Inadequate no. of Computers for students.
6. Most of the Students are hailing from non-creamy layer, Minority and SC, ST communities, so they cannot attend class regularly.
7. Income generation from consultancy, courses etc./ online courses.
8. Lacking of communication skill lugging them behind.
9. Monetary contribution of Alumni is inadequate.

Institutional Opportunity

1. The well-qualified faculty members who are capable of getting grants, funds, and research projects.
2. Can help the growth of backward sector students in an excellent manner.
3. Training for Community skill and ICT based classes may help them to turn around.
4. Designing of add on courses by faculty members.
5. Initiating various extension activities for the progress of the society.

Institutional Challenge

1. It is our challenge and mission and vision to make our student up to the mark so that they may become a good citizen of country.
2. Scope for new advanced courses with good investment requirements are limited.
3. Funding availability in certain cases is not much adequate.
4. Updating of the curriculum or the course is limited.
5. Technology changes that effect the future growth and productivity.
6. To attract meritorious students.
7. To get funding from industries and recognized institutions for research projects.
8. To cope up with emerging technologies.
9. To meet the demand of a huge number of students with limited resources.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

College offers Thirteen honours courses and Two general courses - B.A., B.Sc. at UG level.

- College follows the curricula designed by University of Kalyani. A number of faculty members of the college are in the Board of Studies of the university taking part in framing and modifying curricula as and when necessary.
- Academic calendar of the parent university is strictly adhered to and based on it the college itself prepares its own academic calendar.
- Departmental teachers participate in the workshops and seminars organised by the university and research bodies. Teachers also participate in UGC sponsored career- oriented courses to enrich themselves.
- Although “Content Development” is beyond the purview of an affiliated college, it puts utmost importance to “Content Delivery”. To this end the college uses a Learning Management Software that helps teachers, students as well as the administrator (Principal).
- Since 2021-22 academic session the college, based on the inputs of IQAC, has started different value-added courses and it has been a success so far as many students have shown their appreciation for the courses.
- The curriculum of subjects especially History, Philosophy, Education, English, Geography, Environmental Sc. etc. reflects different cross-cutting issues like Gender sensitization, environmental awareness etc.
- Curriculum of different departments like Chemistry, Mathematics, Environmental Sc. etc. involve project works that supplement their normal studies.
- There is a Feedback system that is customized for all stakeholders and analysed periodically for taking improvement measures.

Teaching-learning and Evaluation

Constant efforts are made to maintain high standards in this most critical aspect of college education system despite obvious challenges.

- Absolute transparency is observed in all affairs relating to admission procedure – as it is done online through dedicated portal.
- Before the initiation of actual teaching, the Induction program is held department-wise to welcome all first semester students.
- Any grievance with regard to the admission procedure is dealt with great care by the duly constituted admission committee.
- Admission guidelines from the parent university (University of Kalyani) is strictly followed.
- Government guidelines with regard to reservations for different sections of society (SC, ST, OBC, minority etc.) is also strictly adhered to.
- More than 50% of the seats earmarked for the reserved category students are occupied.
- Needs of the differently abled students are catered to.
- Institution tries to make the “Teaching – Learning” process individualistic and student – centric which is further fine-tuned using feedback mechanism.
- College has a highly competent teaching faculty with almost 65% teachers having NET/SLET/Ph.D.
- College has its own evaluation system (Internal Examination) in addition to following the university evaluative procedures (University Semester Examinations).
- A dedicated page in the main college website as well as the LMS system that the college employs, has features to store questions of university examination as well as the internal examinations. For online examination, the answer-scripts can also be directly uploaded to the college portal.
- Performance of the students in the university examination as well as the internal examinations are

tracked and mapped on the basis of Program Outcome and Course Outcome.

- Overall, the performance of our students in university examination over the period of last 5 years has been a healthy 86.6%.

Research, Innovations and Extension

Although the primary aim of the College is to impart quality education, the institution has a broader vision to promote research culture among the teachers and the students.

- There is a dedicated research committee that provides encouragement to both teachers and students.
- The committee provides support to avail financial grant from the funding agencies.
- Few Minor Research Projects and a Major Research Project have been undertaken by the faculty members in the last five years.
- Altogether 54 research papers have been published by the faculty in UGC recognized journals during the last five years.
- College library is being revamped to meet the needs of the researchers.
- Departments of the College organize Seminars from time to time, which provide a platform for inviting eminent scholars and scientists from other Institutes and interacting with them.
- The Research Committee encourages teachers to participate in Seminars, Symposiums, Summer and Winter Schools etc.
- Extension activities of the college is mainly organized by the NSS unit.
- Although the college was closed for the better part of two years, 8 extension and outreach programs have been organized in the last two years in collaboration with other organizations.
- Programmes to create social awareness is regularly organized.
- Extension programmes like Blood-donation and Environmental Awareness are hugely appreciated by the local community.
- In the last five years, the college has successfully activated a number of MOUs for the greater benefit of the students.

Infrastructure and Learning Resources

Scope for development being infinite, the creation and maintenance of infrastructure and learning resources is an ongoing process of progression.

- The college has 3 seminar halls with modern amenities, 1 open-air auditorium, well-stocked library with internet connectivity and photocopy facility.
- The entire college is wi-fi enabled.
- The college library has a dedicated website.
- There is a separate mobile application of the library that can be downloaded from the Google Playstore.
- There is a separate Library sub-committee to look into the library related matters.
- With a total campus area of 4.2 acres, the college has 51 class-rooms, 15 departmental rooms, 6 administrative rooms and 18 laboratories for different departments, central library and departmental libraries for honours departments.
- There are a total of 56 Desktop PCs, 6 laptop computers and 8 LCD projectors in the college.
- A large generator of 15KVA capacity and 2 smaller ones both with 5KVA capacity serves the need of back-up power supply for the entire campus.

- Purified and safe drinking water is provided to the students and the staff.
- Separate boys' and girls' common room are there.
- The college playground is located outside the campus area.
- There is a Principal's quarter, 4 teachers' quarter and a boys' hostel (currently non-functional, due to its dilapidated state).
- Separate space is provided for IQAC and NSS unit of the college.
- The laboratories are equipped with modern instruments and facilities.
- A modern CCTV setup is installed for enhanced security.
- Almost 40% of Annual Expenditure is spent on infrastructure development.
- Almost 37% of Annual Expenditure is spent on infrastructure maintenance.

Student Support and Progression

The College comprises students from diverse geo-political, social and economic backgrounds. As the college is located in a backward district of the state, the biggest challenge it faces is to provide support to a vast majority of socially and economically disadvantaged students to prevent them from “dropping-out” of the educational frame-work.

- Updated prospectus is published before the commencement of every academic session and also uploaded in the college website.
- Different types of financial assistance are provided to the students enabling them to continue with their studies by the State Govt., Central Govt. and a few other agencies.
- College also provides free-ships to the students belonging to economically weaker sections.
- More than 64% of the total students receive some form of financial assistance.
- College has Soft Skill and Competitive Career Counseling Committee (Entry into Service) under which we organize various guest lectures for preparation of different Exams for different job.
- About 30% of students benefitted by guidance for competitive examinations and career counselling.
- There is a dedicated Women's Cell and Grievance Cell.
- Students are highly motivated to attend in extra-curricular activities like different sports and cultural events.
- More than 10% of the outgoing students has progressed to different institutes of higher education in the last 5 years.
- The college has a registered Alumni Association that actively supports different welfare activities.

Governance, Leadership and Management

An educational institution which has clearly-identified vision and mission and is ably led by clear sighted leaders is bound to achieve excellence.

- The vision of the college is to spread the lights of education to the distant corners of this “backward” district.
- Its mission is to provide adequate opportunities to the aspiring students to achieve success.
- Its objective is to provide a peaceful and learner-friendly environment within the college premises.
- The “Governing Body” is the apex body of the college, whose responsibility it is to formulate policies within the ambit of the statute of the University of Kalyani, rules/ orders/ circulars of the Higher Education Department, Govt. of West Bengal/ Director of Public Instructions, West Bengal.

- The composition of the Governing Body ensures that all stakeholders have a say in the affairs of the college.
- The Teacher-in-Charge, being the secretary of the Governing Body, is entrusted with the execution of the policies framed by the Governing Body.
- The college maintains feedback-based planning mechanism involving all the stakeholders.
- It makes use of the college website as an organ for information sharing and dissemination.
- The college is providing necessary support and training to its staff, both teaching and non-teaching, to match the requirements of time.
- The college encourages the growth of leadership qualities by entrusting the right person with the right assignment.
- The college has modest resources based primarily on fees collected from the students.
- The college has Internal Quality Assurance Cell which is constantly making attempts to ensure qualitative improvement of the college.

Institutional Values and Best Practices

The college is stepping towards excellence by creating quality learning environment that is in line with vision and missions of college.

- Learning Management System has been introduced.
- Entry in Service for all students (for preparation of competitive Examination after completion of UG course) has been introduced.
- Almost 50% of the staff and students are female. To provide safety CCTV cameras have been introduced.
- Separate common room and toilet facility for girls and female teaching and non-teaching staff are there.
- Gender Sensitization Programmes, different awareness programme on Sexual Harassment etc. are conducted to maintain gender sensitized college environment.
- The facilities for Divyangjan like arrangement of the classes in ground floor, friendly washrooms, ramp are provided and provision of braille books will be made available soon.
- Free Library E-Book Service is available for all.
- Energy conservation is given due importance through introduction of LED lights in classes, solar system, rain water harvesting etc.
- Beautiful garden and plants are making campus eco-friendly.
- Green audit, Energy audit are conducted every year.
- Waste management is done as per the norms.
- Tree plantation, minimum usage of plastic, energy conservation promotion are some of the aspects of our environmental awareness practices.
- Blood donation camps, health check-up, eye check-up, distribution of food to Kandi Hospital are carried out as part of outreach program.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KANDI RAJ COLLEGE
Address	KANDI, MURSHIDABAD, WEST BENGAL, PIN-742137
City	Kandi
State	West Bengal
Pin	742137
Website	https://www.krc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Soma Datta	03484-255230		-	
IQAC / CIQA coordinator	Bandhu Prasad	03484-255230	9433619654	-	iqac@krc.edu.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
West Bengal	University of Kalyani	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	02-01-1982	View Document
12B of UGC	02-01-1982	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KANDI, MURSHIDABAD, WEST BENGAL, PIN-742137	Rural	4.2	3970

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics	36	HIGHER SECONDARY OR EQUIVALENT	English + Bengali	50	10
UG	BSc,Chemistry	36	HIGHER SECONDARY OR EQUIVALENT	English + Bengali	50	17
UG	BSc,Mathematics	36	HIGHER SECONDARY OR EQUIVALENT	English + Bengali	85	30
UG	BSc,Botany	36	HIGHER SECONDARY OR EQUIVALENT	English + Bengali	35	24
UG	BA,Bengali	36	HIGHER SECONDARY OR EQUIVALENT	Bengali	130	107
UG	BA,Philosophy	36	HIGHER SECONDARY OR EQUIVALENT	English + Bengali	111	22
UG	BA,English	36	HIGHER SECONDARY OR EQUIVALENT	English	130	114
UG	BA,History	36	HIGHER SECONDARY OR EQUIVALENT	English + Bengali	111	55
UG	BA,Political Science	36	HIGHER SECONDARY OR EQUIVALENT	English + Bengali	96	20

UG	BA,Sanskrit	36	HIGHER SE CONDARY OR EQUIVA LENT	Bengali,Sans krit	50	17
UG	BA,Education	36	HIGHER SE CONDARY OR EQUIVA LENT	English + Bengali	40	19
UG	BA,Economics	36	HIGHER SE CONDARY OR EQUIVA LENT	English + Bengali	43	0
UG	BSc,Geography	36	HIGHER SE CONDARY OR EQUIVA LENT	English + Bengali	30	24
UG	BA,General Degree Course	36	HIGHER SE CONDARY OR EQUIVA LENT	English + Bengali	1300	778
UG	BSc,General Degree Course	36	HIGHER SE CONDARY OR EQUIVA LENT	English + Bengali	412	158

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				6				66			
Recruited	0	1	0	1	5	1	0	6	28	24	0	52
Yet to Recruit	0				0				14			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						38
Recruited	11		4		0	15
Yet to Recruit						23
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	4	0	0	5	4	0	14
M.Phil.	0	0	0	0	1	0	3	2	0	6
PG	0	0	0	1	0	0	20	18	0	39
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1577	0	0	0	1577
	Female	1422	0	0	0	1422
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	117	121	95	124
	Female	91	94	38	47
	Others	0	0	0	0
ST	Male	2	1	0	0
	Female	5	1	0	5
	Others	0	0	0	0
OBC	Male	237	200	187	206
	Female	187	142	131	117
	Others	0	0	0	0
General	Male	572	498	440	602
	Female	597	365	347	360
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1808	1422	1238	1461

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In view of the NEP, Kalyani University has taken several steps to incorporate Multidisciplinary/ Interdisciplinary aspects in the curriculum of various programme. Our college always adheres to the
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	<p>directions given by the University of Kalyani. To develop the all-round capabilities of the students, Kandi Raj College is determined to provide a diverse, flexible and innovative teaching- learning process, and the college has started interdisciplinary teaching where faculty of one department is sharing their expertise with students of other departments, so that students from any discipline can take the advantage of such courses to gain specific knowledge, enhance their skills, change attitudes, inculcate values, and acquire the art of logical and critical thinking so that they can be creative in future.</p>
2. Academic bank of credits (ABC):	<p>Kandi Raj College is affiliated to University of Kalyani and follow the directions given by the university from time to time. The university, vide notification "Ref.No. CoE/ABC-ID/2/U.G/2023 informed all concerned that University has registered itself on ABC and directed the college to do the same. Following this advisory the college also notified its students for registering in the said portal and consequently most of the students have already registered for the same.</p>
3. Skill development:	<p>The vision of the college is promoting Value-Based Quality Education; hence the college takes efforts to inculcate positivity among the learners. The college also celebrates National festivals like Independence Day and Republic Day. Observing various programmes like World Aids Day, Environment Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies. The College is also attempting to sign MoU's with other colleges and different organizations to give our students more chances in this area.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Kandi Raj College encourages learning of the national language and focuses on learning through local language. As part of curriculum, justice is done to help students so that they can answer in any language. Preservation and promotion of art and culture is encouraged through competitions, exhibitions, cultural programmes during different festivities throughout the year. The intermixing and</p>

	interdependency amongst students help in the integration of culture in the institution and also in society.
5. Focus on Outcome based education (OBE):	College has implemented outcome-based education with clearly stated course outcomes and programme outcomes. The teaching -learning is carried out with the outcomes in mind and evaluation is done according to the criteria laid down, through Summative and Formative assessments and assignments as per the rules prescribed by University of Kalyani. Based on the syllabus given by the university, the college has designed course outcomes and programme outcomes based on cognitive abilities namely- remembering, understanding, applying, analyzing, evaluating, and creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, so that student contribute proactively to economic, environmental, and social well-being of the nation. The outcome of the courses is found to ignite minds to prepare them for society, inculcate scientific temper, develop philosophical thinking and prepares them for competitive exams.
6. Distance education/online education:	The country's educational institutions are adopting digital platforms more frequently to engage students, hold conferences, and hold meetings because of the Covid -19. Online teaching- learning was introduced in the institution through different platforms like Google Meet, Zoom, Microsoft teams, material was sent through Google classroom, WhatsApp, videos were used as teaching and learning aids and assessments were taken through Google form. Blended form of teaching and learning is still going on. The college also has subscribed to LMS (Learning Management Software) for the benefit of its students that works as a repository for knowledge gathering. Leaving aside the negative effects of the absence of face-to-face instruction, online learning has removed geographical constraints, allowing for interaction between specialists and students from different parts of the world. The adoption of a hybrid form of education which combines online and offline resources, has been made possible by the opening of the economy, including that of educational institutions. This might be viewed as the new normal that is also anticipated in the New Education Policy. Teachers and students will no longer face restrictions

on accessing online resources because of the experience learned during the Covid-19 closure period. The institution is planning to introduce more certificate courses using online mode of classes. A well planned infra structure with smart board and language laboratory is an aid in this process.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club (ELC) has been Set up in Kandi Raj College in September, 2018 and it is functioning ever since
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Coordinator (Nodal Teacher) - Dr Sukanya Sarkar (26th March 2019 - Still Now) The ELC is functional and active. The coordinator circulated all works dividing works among the willing students. This motivates the students to do all essential works (regarding ELC). So this programme is very essential to our institution. ELC is representative as its members are chosen across different years/ semesters/ gender.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	College organized many innovative programmes and initiatives undertaken by the ELCs. Students attend Quiz Competition, Voter Awareness Programmes, National Voters Day (25th January) also. Some Valuable title cum quotation campaigns are organized by the ELC. Electoral Camps are organized from time to time. In these camps organized in 2018, 2019 and 2021, the Sub-divisional Officer (S.D.O) and Block Development Officer (B.D.O) also attended and motivated our students.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Every year on 26th November, since 2018 till date, the Electoral Literacy Club organizes various programs like debates to celebrate Indian constitutional Day. This program also aims to aware students of the Preamble of the Indian Constitution. Student members of ELC have participated in Youth Parliament Competition in 2017, 2018, and 2022.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible	The college makes every effort to sensitize its students about the electoral process. The ELC plays an important role in this regard. The college, through this club, notifies students above 18 years, who are

students as voters.

yet to be enrolled as voters in the electoral roll, to get their name registered as eligible voters in it, from time to time.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3251	2574	2070	1942	1829

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 73

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
58	60	61	34	35

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
41.25	13.18	48.98	57.62	71.98

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Curriculum Planning

Kandi Raj College, being affiliated to the University of Kalyani, adheres to its curriculum. Several members of the teaching faculty, as members of different Board of Studies in both home and other universities, are actively engaged in Curriculum Planning.

Curriculum Delivery: planning and mechanism

The college has a system to ensure effective curriculum delivery.

The IQAC at the start of each academic session calls for a meeting. A discussion is held to formulate a strategy so that curriculum delivery is done in a manner in tune with the vision and mission of the college. The Academic sub-committee then meets and prepares a detailed roadmap for effective curriculum delivery.

An Academic Calendar is prepared according to the guidelines provided by the University of Kalyani. It includes important timelines like commencement of classes and examinations. It also includes other activities like seminars, invited lectures, tutorial and remedial classes, commencement and result declaration of internal college evaluation, parent-teacher meetings, field trips, excursion, etc. The college takes every care so that the planned activities are held in due time.

Syllabus is distributed among faculty members and discussed in departmental meetings. Faculty members prepare semester-wise teaching plans to maintain balance between the syllabus and the available time.

This teaching plan is uploaded in college LMS, which the students can access. They are also circulated among the students ensuring effective monitoring of the progress made in completing the syllabus on time.

Teachers use different teaching methods- question-answer, narration, project and lecture as per the requirement of their subject. Every Faculty member provides the list of text and references books to the library for purchase.

Internal Assessment:

The evaluation of the candidates is done based on continuous assessment.

i) There are two internal examinations in a semester, viz. C1 and C2. The teachers of the departments inform students about the modalities of continuous assessment activities at the start of the academic year. The first component (C1) of assessment is 10% of the total marks of each course of a semester and is based on class attendance, class test or assignment or seminar. During the first two months of each semester, 1/3 of the syllabus is completed. The continuous assessment and C1 is consolidated during the 9th week of the concerned semester. The second component (C2) of assessment is of 10% of the total marks of each course of a semester and is based on class attendance, class test or assignment or seminar. During the second two months of each semester, 2/3 of the syllabus is completed. The continuous assessment and C2 is consolidated during the 16th week of the concerned semester. Appearance in C1 & C2 is mandatory for every student.

If due to some unavoidable circumstances, a student fails to appear in any of the internal examination, he/she has to apply to the Principal, through the HOD of the department for a re-test.

In order to ascertain the compliance of academic calendar by the departments, an academic audit is conducted by academic experts.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 20

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 10.32

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
732	472	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The syllabi of University of Kalyani itself includes different crosscutting issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability into different courses.

1. **Professional ethics** is included in the course of Philosophy that includes Medical ethics.
2. **Gender issues** are included in UG syllabi of Sanskrit, History, Philosophy, Education and English. The courses shed light on women's education and inequality and women empowerment. It focuses on their role in contemporary literature and social reforms.
3. **Human values and human rights** are included in UG course of Philosophy, History and Education.
4. **Environmental sustainability** is addressed in different courses of Botany, Geography, Zoology, Chemistry, History and Education. The syllabi focus on different dimensions of environment ranging from ecology, biodiversity, sustainable development, renewable energy, and green chemistry.

Mandatory Environmental Studies Course is included in Ability Enhancement Compulsory Course under CBCS curriculum.

Apart from the formal syllabus, the college makes every effort to integrate these crosscutting issues in day-to-day-teaching and prepares students to meet the challenges of gender inequity, environmental crisis, and erosion of human values in society.

They are sensitized regarding the imperatives of sustainable environmental practices and Gender equality through celebrations like World Environment Day, Human Rights Day, and International Women's Day. The women's cell of the college regularly organizes awareness programmes, talks on gender issues.

Human values are fostered through NSS activities like flood relief, donation of clothes, books, stationeries.

The environmental studies department along with NSS and the environmental committee (Eco Club) regularly organizes events to spread awareness regarding environment and sustainability.

File Description	Document
Upload Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 42.11

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1369

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 62.02

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
1808	1422	1238	1461	1271

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2673	2248	2248	2248	2193

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 50.03

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
639	559	451	499	470

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1208	1013	1013	1013	986

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 56.05

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

College adopts student centric methods to enhance the learning experience for the students.

As part of the curriculum, one day field trips are arranged for students of Environmental Science, as a mandatory requirement for project work.

Departments of Botany and Geography take out regular field trips to supplement their classroom study.

Students in the science departments participate in science exhibitions across the state.

A number of departments supplement their classroom teaching by other participative and visits and field trips are arranged to museums, places of historical interest and archaeological sites (Department of History).

Students participate in different debate, quiz shows (Department of Chemistry).

Students are encouraged to contribute in students' magazine to hone and showcase their writing skills.

Students regularly participate in Mock Parliaments in different institutions and there is also an Electoral Literacy Club (ELC) which celebrates national voters' day to acquaint the students with the democratic process.

The noise level analysis by the students of the Eco Club (Environmental Committee) has helped in the preparation of 'Green Audit' document of the College.

Film shows on different socially relevant topics are screened for the students.

Different Value-added courses have been conducted by different departments for the students and the participation of students in those courses have been very encouraging.

Also, participatory learning is embedded in the new curriculum framework as tutorial classes are compulsory for each course. In the tutorial classes, the teachers interact with the students to discuss topics already taught in the class to gauge the student's level of understanding of the topic.

ICT tools are being increasingly adopted in the teaching learning process. The College has a fully Wi-Fi enabled campus to help better dissemination of information. ICT tools and platforms (WhasApp, Google Meet, Google Classroom, Zoom etc.) were widely used for successfully running the classes during the pandemic period.

In offline classes also, there is now a growing use of e-resources and ICT tools. It has enhanced creativity and active participation of the students.

There is a total of 8 ICT enabled classrooms in our College (with three rooms having smart boards) and an ICT enabled library.

The Department of Geography has a well-equipped laboratory for Geographic Information System. PPT presentations are made by the teachers and the students.

College has introduced a Learning Management System (LMS) software where resources like study

materials, ppts, video presentations are regularly uploaded. Learning resources for competitive examinations (in interactive mode) are also available in the website.

The college also has a dedicated Youtube channel where educational videos are uploaded for dissemination.

The college has an Automated Library with OPAC facility that enables the students to find the availability of books easily. The library also provides accessibility to e-resources through INFLIBNET to teachers and students. The library has a dedicated Application in Google Play Store that helps in accessing information from anywhere in the world, easy search and retrieval of information, etc.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 80.78

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
73	73	73	44	44

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 64.52

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
32	34	33	30	31

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The University followed the annual system till the academic session 2017-18.

The college arranged for Mid-term tests, class tests and Pre-final tests. Answer scripts were shown to students and the result were displayed on departmental notice board. Parent-teacher meetings were arranged to apprise them of their wards' performance.

The University introduced CBCS since 2018-19. In this system, 20% of marks are awarded through internal evaluation and the rest 80% is awarded by external examiners in the end-semester examination.

For individual subjects, out of the 20% marks awarded for internal evaluation, 1/3 rd is allotted for attendance, and the rest is allotted for tutorial examination/ project.

Monthly attendance is calculated by the departments and intimated to the students. Mentors discuss the issue with students with low attendance, suggestions are provided and appropriate steps are taken, wherever required.

The internal assessment is arranged centrally, through notice and intimated to the students through the departments. Marks are submitted by departmental faculty and is maintained in the departmental; it is also put up on the departmental notice board.

Answer scripts are shown to the students with teachers discussing the shortcomings of individual students in class. If any student has any grievance with regard to the marks obtained that is addressed initially at the departmental level. In case it is not resolved at the departmental level, it is referred to the Examination Committee.

In case of university level end-semester examination, any grievance of students is communicated by the college to the University authority. If a student is dissatisfied with his/her marks, he/she can apply for review of his/her answer script as and when required by the University after paying the prescribed fee. The University provides the photocopy of answer sheets to students against Right to Information (RTI) and takes adequate steps for redressal.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The curriculum of all the programmes is framed by the University of Kalyani and Kandi Raj College strictly adheres to the curricula.

As the learning outcome of individual programmes and courses are not clearly defined by the University, every department of our College takes care to identify the learning outcomes from the courses. The institution has framed programme outcomes for Humanities and Science streams.

The Departmental Teachers along with the members of the IQAC formulate the learning outcomes keeping in mind the UGC guidelines and the directives of the National Education Policy.

Teachers spell out the learning outcomes of the course at the beginning of each semester. Thus, students are made aware of the expectations of the course at the very outset. The course outcomes are also given to the students at the time they are given the class schedules. Thus, every student is made aware of the same.

The programme outcomes and course outcomes are displayed at the designated place on the college website.

The outline of the program outcomes is mentioned in the Orientation Programme for the newly admitted students on the day of commencement of an academic session. The details of the outcomes that are expected from each course are explained in the Departmental Orientation Programmes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Attainment of Programme outcomes and Course outcomes are evaluated by the institution.

In strict adherence to the guidelines of University of Kalyani, apart from the end-semester examinations, Kandi Raj College conducts internal examination consisting of attendance (1/3rd) and Internal Assessment (IA) (2/3rd) and/or Practical examination (20% for practical based subjects).

In addition, Kandi Raj College also conducts continuous internal evaluation through class tests, discussions, project-based assignments, which helps to gauge the course outcomes and provides opportunities to students for improvement.

Practical examinations and viva-voce/group discussion in several curricula enables evaluation of the learning outcomes more objectively.

After identifying the academically weak students, departmental meetings are held to determine appropriate measures like arranging remedial classes for them.

The students who receive the highest marks in the University examination are awarded, so that it boosts their morale and motivates others to perform well.

Direct Method of evaluation:

This involves the tracking of the performance of the student in the end of course university examinations as well as their performance in the internal examinations held by the college.

Indirect ways to evaluate course outcomes:

Indirect method score is calculated on feedback reports obtained from the students after completion of the course. Feedback forms, each carrying a maximum 20 marks, are circulated among the students. Average score is obtained based on the student's responses.

Attainment level score is calculated for each course by combining 80% of direct method score and 20% of indirect method score.

Another indirect but efficient way to measure attainment of course and programme outcomes is to keep

an eye on students' progression to higher studies and their placement. For, success in competitive examinations and entering the job market requires considerable knowledge of the subject as well as power of critical thinking and logical analysis. Quite a few of our students graduating with honours, pursue post-graduation programmes in different universities. Our students got placement in Banking sector, Government sector and Corporate Sector and in various fields of teaching and research.

File Description	Document
Upload Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 86.57

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
486	444	214	149	202

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
615	459	217	189	247

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.65

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 25.69

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	25.69

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Kandi Raj College has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge response. Research Cell has a vibrant Innovation and Incubation Committee to provide incubation support to the budding entrepreneurs. The office staff supports the administrative part. The college also has an active entrepreneurship development Cell. It inspires the budding entrepreneurs to float their own venture through various seminars and workshops. Eminent entrepreneurs are often invited to motivate the young students. The college organizes Industry academia interactions, corporate week and alumni interactions to motivate students to inculcate the spirit to be good entrepreneurs. Even the stakeholders are involved in the grooming session of the students. Every faculty member encourages students to participate in National and International competitions by government and private institutes. It also helps in creation and transfer of knowledge. There is a dedicated research laboratory for teachers who are pursuing research. The college has signed a MoU with other colleges for promoting lessons on research activities. Linkages and MoU with reputed colleges have been established for teacher and

student exchange, taking up projects together, arranging the programs and organizing activities as well as library sharing. The Research Cell encourages teachers to write and apply for Major and Minor Research Projects. For writing papers in national and international journals and to present papers in conferences, college has a policy to support financially. This Cell is keen to sensitize students and teachers towards culture of innovation, eco system of creative and innovative thinking. The Research Cell also arranges various seminars, conferences and workshops. Well-equipped library of our college helps the researchers by providing research journals, software of plagiarism check and few more online and offline facilities to carry on their research smoothly.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.74

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	13	11	15	10

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.12

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	3	2	2	1

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Kandi Raj College coordinates a variety of extension activities to encourage institute-neighborhood community and to educate students about local and global issues. The students of our college actively engage in voluntary works that benefit their entire growth. The National Service Scheme is successfully conducted by the college. The college engages in a variety of community outreach initiatives through this unit and other coordinating committees of the college.

The NSS unit periodically organises camps in surrounding adopted villages (Dohalia, Madhunia, Jasohari, Rudrabati, Boltali). During these camps, NSS volunteers carried out a variety of activities addressing societal issues, such as hygiene, tree plantation, water conservation, superstition eradication, importance of female literacy, environmental awareness, women's empowerment, national integrity, AIDS awareness, blood donation camps, health checkup camps etc. These are just a few of the causes that are being promoted. The college's NSS unit coordinates a variety of outreach initiatives, such as tree planting, Swachhta Abhiyan and the Safe Drive Safe Life campaign as road safety education.

Other than NSS unit, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Road Safety, Tree Plantation, Rain Water Harvesting, Plastic eradication, Programme on female foeticide, organizing visit to Orphanages, Voters awareness etc.

All of the aforementioned events had a great effect on the students and helped them build their leadership abilities, community connections, and self-confidence. Additionally, it raised awareness among students and cultivated their latent personalities.

Few points which are to be highlighted:

This college has an active NSS unit which functions properly for implementation of social works inside and outside the campus. Different community outreach programmes are being undertaken by this unit.

Shortage of blood is a huge concern for all. Our college periodically organises several blood donation camps with the help of local administration so as to meet up the challenge.

Health awareness camps are conducted to promote health among locals. These camps were highly beneficial especially during Covid19. Sanitization programmes, health and hygiene awareness camps holistically promote the overall health.

Regular environment awareness camps are organized by the NSS unit and college committees to defend the global concern of global warming. Plantation programmes are organized in larger scales. The college supplies saplings to local communities time to time and takes care of the trees planted.

Gender issues and Sensitization among students are addressed to cope up the disparities that exist in our

society.

Social concerns like use of plastics, taking care of orphans, community development, sustainable development are seriously addressed by the college to make a better world for the future generations.

Self defense for women and flood relief camps are organized for the safety measures. NSS unit and college authority jointly organises such activities for community development.

File Description	Document
Upload Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Kandi Raj College with its NSS unit organizes several programmes throughout the year and for which the college received awards and recognitions from government recognised bodies. Extension activities like Blood donation camps, Awareness camps during Covid19, Workshop on Self Defence for Girls, Educational material distribution, Cycle rally for health awareness, flood relief works are undertaken to promote community development and students' sensitization. Government bodies like Ministry of Higher Education (Central & State government), Local governance bodies have acknowledged the extension activities which are being undertaken by the college.

The acknowledgement received by the college are as follows:

Being an active **UBA** coordinator our college took part in **Yuva Sangam under Ek Bharat Shreshtha Bharat** initiative organized by NIT Durgapur. Kandi Raj College has received acknowledgement from the lieutenant governor of Puducherry. 11 students of our college along with UBA coordinator received this recognition which highly boosted the moral of our students.

Kandi Municipality, Kandi, Murshidabad, W.B has appreciated and acknowledged the college's initiative towards community development as a whole. The college has received letter of appreciation and certificates from this local governance body for their continuous approach towards sustainable development.

Moreover, Surrounding Gram Panchayats like Anukha-II, Puranderpur have acknowledged the colleges' initiative to adopt nearby villages (5) and extensive activities for their rural community development in several ways. They also have provided their appreciation certificate in this regard.

Such acknowledgement and appreciation from government bodies boosts the morale of the college. It helps us to work further and provide more towards the community. Several other organisations have also appreciated the college's initiatives.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 6

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	2	0	0	0

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 16

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Teaching & Learning facilities:

Kandi Raj College has adequate infrastructure and physical facilities for teaching-learning.

The college has five buildings that are currently in use: one three-storied, three two-storied and a one-storied building.

There are a total number of 51 class rooms in the college, out of which 32 theoretical class and 19 practical class rooms.

8 class rooms are ICT enabled with 3 rooms having smart board facility in them.

There are three Seminar Halls, 7 Overhead projectors and a portable projector which can be used in any classroom, as per requirement.

There are a total number of 56 computers, out of which 50 are designated for the students.

There are 6 laptops, 5 computers in the college office, 1 in the IQAC room, 17 printers and 9 scanners.

Two modern photocopy machines are there for smooth functioning of Office and IQAC.

College campus is Wi-Fi enabled with 10 access points.

Departmental rooms are equipped with desktops and printers. and all honours departments have departmental libraries.

There are separate reading room facilities for the faculty and students. The library has approximately 19230 books and subscribes to 29 journals.

The library is fully automated and uses ILMS (Current Version: 22.05.07.000)

The library launched its own android application, available on Google Play Store under the title “**Kandi**

Raj College Library”, to provide remote access to the library in (i) searching library books through web-OPAC (ii) accessing N-List database; (iii) reading newspapers; (iv) checking new arrivals at library; (v) obtaining scanned portions of relevant books, as requisitioned by students.

Library provides access to e-resources through INFLIBNET-NLIST (subscribed since 2016).

It currently subscribes to 29 magazines and 2 daily newspapers.

The library uses KOHA library software and has web-OPAC.

The college uses LMS for the benefit of the students and the staff.

The college is covered under CCTV camera network with 27 cameras covering most of the area, for security purposes.

A large generator of 15KVA and 2 smaller ones with 5KVA capacity serves the need of power back-up for the entire campus.

Sports facilities:

The college has a large off-campus playground which hosts all outdoor sports like football, cricket etc. It is also utilized as the venue for the College Annual Sports. The practical classes as well as the university practical examination is also held there.

The Physical Education department of the college has equipment for outdoor games like cricket, badminton, volleyball, discuss throwing, shotput, javelin, high jump, etc. and Yoga mat for conducting Yoga classes.

There are in-campus facilities for different indoor games like chess, carrom, table tennis etc.

There is a fully functional gymnasium that boasts of modern equipment like twister, jogger, exercise bike, bench traction, climber machine, handles, fixing nut, weighing- machines, etc.

Cultural facilities:

The college has outdoor open-air stage “Mukta-Mancha” that organizes all the cultural activities of the college. The Annual Cultural Festival is also held there. Besides one of the seminar halls is also extensively used for holding cultural programs.

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during

the last five years

Response: 39.81

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
21.21	0	14.85	17.03	39.68

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The Library is automated with Koha open source Integrated Library Management Software (ILMS) (Current Version: 22.05.07.000) since 2018. Currently The web OPAC searching facilities are available through the internet. The library launched its own android application which is available on Google Play Store under the title 'Kandi Raj College Library' in order to provide easy remote access to the library. It is in the process of being fully automated in order to become one of the most modern academic libraries in a semi-urban area

Link of the dedicated website of the library : <https://www.krccentrallibrary.in/>

Link of the android application of the library:
<https://play.google.com/store/apps/details?id=com.free.in.krccentrallibrary>

The institution has subscription for the following e-resources:

1. e-journals

2. e-ShodhSindhu

3. Shodhganga Membership

4. e-books

5. Databases

6. Remote access to e-resources

Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year is 1.2

Number of teachers and students using library per day over last one year is 60.

The college has a rich library, fully automated, containing books, journals, magazine, news papers, maps, CDs/DVDs as following (as on 09/06/2023) :

Books	19233
Journal	29
Magazine	29
Old College Magazine	11
Newspaper	2
CDs/DVDs	29
Maps	8

The following services are provided:

Membership :

The membership of the Library is open to bona fide students, faculty members and support staffs of the College. Online library membership forms are available on the library website.

Lending Services:

The book borrowing facility is available only for the bona fide students, faculty members and staff members of the college.

Online Public Access Catalog (OPAC):

The catalogue of the library documents is available on the web (online) bearing URL- www.krcentrallibrary.in that can be accessed remotely over the internet.

Mobile Application:

The library launched its own android application which is available on Google Play Store under the title '*Kandi Raj College Library*' in order to provide easy remote access to the library.

News Paper Clipping/ Current Awareness Services :

The Library provides such services in the form of displaying new arrivals list and newspaper clippings in the Current Awareness Section of the Reading Room.

Reference and Referral Services :

There is an Information Desk in the Library to provide reference and referral services to the users.

Access to E-Resources :

Library provides access to e-resources through INFLIBNET-NLIST (subscribed since 2016) .

Career Guidance Service :

Documents relating to different competitive examinations like W.B.C.S, PSC, SSC, and Career oriented programs and other documents related to the subjects are available for consultation in the Reading Room.

Wi-Fi Facility :

The reading area of the library has been Wi-Fi enabled to provide wireless access to the Internet.

Best Library User Award :

'*Best Library User Award*' has been given annually (since 2019-20) to inspire students to make the efficient use of the library resources, services and facilities.

Wall Magazine:

A Wall Magazine is published every year by the library under the title- '????????' (Granthana).

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Kandi Raj College always tries to improve the IT facilities in the campus for the benefit of the students

and also manage necessary administrative works. To maintain a sustained IT facility in the campus the institution installed an internet facility purchased from Alliance Broadband to provide LAN facilities in every corner of the institution along with adequate Wi-Fi facilities from the year 2015. Internet facilities have further been extended in 2021 to speed up the network connectivity using BSNL connection with 70-100 MBPS network speed.

1. The college has networked terminals placed across different faculties and departments. There are 50 Desktops for students' purpose, 6 Desktops and 6 Laptops for teachers and office staff in the college all are connected to the internet either through LAN or WiFi, which are updated as and when required. Two modern photocopy machines are there for smooth functioning of Office and IQAC.

2. Seminar rooms have been upgraded and virtual class set up in a room.

3. The college has a Wi-Fi enabled campus with total 10 access points.

4. The library uses KOHA software which has been upgraded to cloud version.

5. Departments use free software for teaching learning like Origin, Python, GNU Plot in Physics department; C in Mathematics department; UNIX (UBUNTU), Turbo C compiler, MS office in Computer Science department, Q-GIS 3.26 in Geography department; Avogadro, Mercury, Pimole in Chemistry department.

6. Among different online portals those that are regularly used for the administrative purposes are:

i) AISHE - <https://aishe.gov.in/aishe/home>

ii) Banglar Uchcha Shiksha - <https://banglaruchchashiksha.wb.gov.in/>

iii) WBIFMS/HRMS - <https://www.wbifms.gov.in/>

iv) WBHS - <https://wbhealthscheme.gov.in/>

7. Complete online admission has been introduced from 2015. Examination software for submission of marks has been introduced for conducting university examination since 2020.

8. Online feedback is obtained from stakeholders and is revised time-to-time.

9. Office software like Tally Prime is used for convenient and speedy work. The college has provision for system generated provident fund statement.

10. The college website is maintained and upgraded regularly under an annual maintenance contract. It has different portals with latest updates.

11. Bio-metric Attendance System has been introduced and it is being updated time to time.

12. The college runs customized online portals for tasks like:

- a) Online admission portal: <https://kandirajcollegeonline.org/>
- b) Online fees collection: https://kandirajcollegeonline.org/student_area/student_index.php
- c) Online feedback system attached in website: https://kandirajcollege.in/feedback_system/
- d) G-suite account of the college under domain of <https://krc.edu.in>
- e) Teachers' Daily Diary System: https://krc.edu.in/teacher_diary/brass/
- f) E-resources to the students via LMS: <https://kandirajcollege.in/eshikshak/>
- g) Online grievance portal: <https://kandirajcollege.in/grievance/>
- h) The College has best practice via <https://e-exammantra.com/krc>
- i) The entire college is fully covered by CCTV Surveillance System with 27 cameras. The record is kept for 15 days for future references.
- j) The central library is fully automated and runs the TLSS software and the automation is upgraded to KOHA software (cloud version).

We are constantly in the process of upgrading our digital infrastructures in order that the system becomes more streamlined and effective in a way that serves not only the officials and the faculty, but chiefly the students.

File Description	Document
Upload Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 65.02

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 50

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 13.73

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
5.18	2.62	6.05	15.06	3.08

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 64.23

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2773	1485	1339	848	1048

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 30.08

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2625	624	260	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 11.24

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
44	45	30	23	26

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
486	444	214	149	202

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.3

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
3	1	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 6

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	2	3

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
03	02	04	03	03

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

The college, being established in 1950, has a strong alumni community spread across different parts of the globe, but the alumni association was actually formed in 2018 and though all efforts were made to register the alumni association, due to the covid induced lockdown the alumni could finally be registered in early 2023, under the name “Kandi Raj College Alumni Welfare Society”.

The core structure of Alumni is as follows:

1. The President;
2. The Vice-President
3. The Secretary-Treasurer
4. The Members...

Once a member of Kandi Raj College family, always a member of the same. This is the spirit which prompts our alumni to come and actively participate in the overall development and quality enhancement of the institution.

Some of the objectives of the alumni association:

- (a) Mentoring students for academic excellence and career selection.
- (b) Exchange of knowledge and providing support for Curriculum revision through feedback.
- (c) Acting as catalyst in Industry-Institute and Institute-Institute partnerships.
- (d) Supporting creation of infrastructure facility of general utility.
- (e) Supporting modernization of laboratories.
- (f) Supporting projects on social welfare and outreach activity.

Some of the Activities of the alumni association:

1. In early February, 2022, just after the Covid induced lockdown the association organized a “Book-distribution” campaign where poor students of the surrounding area received books.
2. In June, 2022, alumni sponsored a “Tree-plantation” campaign in association with the Eco-club of the college.
3. In June, 2022, it organized a “Blood-donation” camp in association with the NSS wing of the college.
4. In June, 2023, alumni organized a “Eye-camp” in the college campus.

Some of the future plans of the alumni association:

1. To come up with an auditorium in the campus which will be useful to all stakeholders.
2. To start a Scholarship fund in a big way helping poor and meritorious students.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

We always believe in quality education along with all round development of students with multi-faceted education and continuous engagement with local, national and global communities, and to fulfil its vision, the teaching community of various departments put their best efforts. It is our commitment to the community to be at the forefront of providing quality education to our students which persistently follow and helps to achieve our goals by acting as a bridge between the college and the community at large. It also acts as a catalyst by shaping a bright sustainable future of the young generation of our country too.

To be an institution of excellence we put out full effort so that the budding students can achieve their full potential in their academic, creative, physical and spiritual life so to become empowered and worthy citizens who can shine the name of this country.

Guiding by this Vision, we commit to promote Community Extension Service to make a relationship in building communities through teaching and geared toward helping people by empowering themselves through sustainable programs, relevant dynamic curriculum, and investigative studies for holistic students' development. The Governing Body deputizes the Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same.

The IQAC also plays a vibrant role, the students at regular intervals in their classroom and makes them aware of the new curriculum, marks allocation, attendance system, tutorials, and choice of curriculum. Feedback is obtained from students and their guardians regarding teaching-learning evaluation. The introduction of mentor- mentee has great role to play in solving many a problem of the students on time.

Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process particularly in the COVID 19 pandemic situation. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units.

The teaching and non-teaching staff of the college takes active part in motivating students to take part in different extra-curricular activities so as to have a holistic all-round mental development of students. Our institutional mission is to impart humanistic education.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The College prepares its strategic plans through a participative method. Different departments, Teachers' Council, Governing Body, Students' Union and other concerned units of the college work towards the achievements and analysis of gaps of the strategic plans. Based on the observations, they submit their feedbacks to the college authority. The Internal Quality Assurance Cell (IQAC), discusses all the significant issues and try to implement those proposals. A 'Plan of Action' is chalked out at the beginning. The Bursar also prepares the budget for the relevant financial year. IQAC frequently convene meetings to monitor the progress of the activities chalked out in the beginning of the year. For example, the strategic plan as perceived in the beginning of the year and its deployment-cum-achievement is reflective in the table given below. Plan of action and its achievements for the session 2021-22:

Plan of Action	Achievements
1. Renovation of Biological Science Building (ground floor)	1. The college has started the project of construction of Biological Science Building.
2. To introduce news letter.	2. A news-letter has already been introduced.
3. To organize State Level/National Level Seminars/Workshops.	3. Organized State Level/National Level Seminars/Webinar
4. Proper electrification and necessary arrangement for placing portable LCD projectors in IQAC rooms.	4. Achieved.
5. Faculty exchange between other colleges.	5. Faculty exchange program has been initiated.
6. To upgrade Student's Data Management Software.	6. The Student's Data Management Software is made equipped with the requirement of University of Kalyani & AISHE.
7. To start internal audit.	7. The process of internal audit has been completed.

The Management of the Institution is visionary and committed. In short, the Management monitors the following processes:

1. Teaching-Learning Process
2. Recruitment
3. Promotion of Staff
4. Freedom for Academic Development
5. Financial Support

6. Evaluation of Teachers and NTS Performance

The teaching-learning process is looked after by the Academic Committee of the college. The convenor of the academic committee convenes academic committee meeting involving almost all the teachers on regular basis where all the issues related to teaching-learning are discussed in details and then it is forwarded to IQAC of the college.

The recruitment of the teacher is as per the norms of the UGC, State Government and the University. Each and every staff as and when eligible for promotion by acquiring required qualification and the score as stipulated by the API of UGC norms, the College management follows the procedures as early as possible for his / her promotion.

The principal and the management hold the regular staff meetings and address them about their responsibilities for smooth functioning of the College. The various committees are made such as Admission Committee, Academic Committee, NSS Committee, Library Committee, Routine Committee, Purchase Committee etc. The College has a Grievance Redress Cell to redress the grievances of the employees and Students. The responsibilities of the employees are well defined and cordial atmosphere is maintained at the work place. The management, the Principal and the HOD resolve minor disputes if any. If there are major grievances, the Governing Body looks into the matter seriously.

File Description	Document
Institutional perspective Plan and deployment documents on the website	View Document

6.2.2

Institution implements e-governance in its operations

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Although there is no direct appraisal system, the college measures the performance of the teachers indirectly. The LMS software that the college employs keeps track of all the classes taken by the teachers. Results of University examinations and internal examinations are tabulated and are discussed in the Academic committee meetings and then further in the departmental meetings. Based on these inputs necessary corrective steps are taken.

The Head Clerk monitors the status of the work done by each non-teaching staff and reports the same to the Head of the Institution. The work load assessment, acts as a tool for monthly performance appraisal for each of the staff. The college also prepares a daily work distribution calendar wherein daily works are allocated for each staff and the Head Clerk monitors the status of the work done/work not done during the closure of the office, this acts as the tool for appraisal of daily work of non-teaching staff.

Numbers of welfare measures are taken by Kandi Raj College for its teaching and non-teaching staff through the formation of institutions, participation in various government welfare schemes and the implementations of government orders. However, the welfare measures are:

- 1. Participation in West Bengal Health Scheme for Grant-in-College & University Teachers** (started from February, 2019, is a premium based non-compulsory health insurance scheme which provides the medical benefits for the serving teachers (substantive) including librarians & graduate laboratory instructors of Government aided Colleges and serving teachers & officers of State aided Universities. Most of the substantive teachers (substantive) and librarians of Kandi Raj College are enjoying the medical benefit under this health insurance scheme).
- 2. Group Savings Linked Insurance Scheme** (GSLIS started from the year 1988 and the facility of GSLIS is also available for the teaching and non-teaching staff (substantive) of Kandi Raj

College).

Release of Recovery Based Advance of Festival Bonus on the basis of Government Order (every year, just before some festivals, Kandi Raj College allows their employees (those who are entitled) to draw their festival bonus in advance on the basis the government order. However, the advances are recovered by the college from their employees just after releasing the festival bonus by the government to the beneficiaries).

File Description	Document
Upload Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 20.16

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
20	30	0	0	0

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 19.83

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
15	31	11	08	03

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	19	19	19	19

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The College gets the financial assistance from the Government in the form of salary grants. Besides, the

College also gets the UGC grants under various schemes. The salary grants are spent on the staff members as per the norms of the Government and every year the assessment has been done by the Director and the Joint Director of Higher Education Office.

Apart from the salary grants the Institution also gets the non-salary grants (Bonus) at a stipulated rate given by the Government. This grant is utilized according to the ceiling mentioned in each and every item.

For the upliftment of the institutional infrastructure, the institution is continuously mobilising funds from donors apart from the usual grants received from the government. There are four principal areas identified by the institution towards mobilisation of funds. These are

1. Green Campus/ Environment maintenance initiatives.
2. Faculty Development Programme & Students' aid fund.
3. Infrastructure Development & maintenance.
4. Support to address Pandemic Situation.

In order to maintain effective and efficient use of available resources of the college, the institutional mechanism runs as follows –

1. The statutory audit process in the college is regularly done and the observations of the statutory auditors are complied with.
2. The college has an internal audit mechanism that monitors the financial transactions in the college with a goal of strengthening larger internal check and control.
3. The bursar of the college adheres to strict expenditure discipline and conforms to the purchase procedures as set by the internal auditors.
4. The convener of the Finance Sub Committee makes efficient fixed deposit plans with an eye to strike balance between profitability and liquidity.
5. Financial receipts are made through banks while most payments are made through online banking system and account payee cheques.
6. Funds obtained from UGC and other funding agencies (for specific purposes) are maintained in separate bank accounts and utilized in accordance with central/state finance rules.
7. Wherever an expenditure of more than Rs. 1,00,000/- is made, the procedure is done through e-

tendering.

8. Funds mobilized from students' fees is maintained in a separate bank account and is used for teaching-learning and paying remuneration to casual non-teaching staff.

9. **TALLY** has been introduced for maintaining financial accounting system.

Internal Audit: College appoints auditors for carrying out internal audit. After verifying the books of accounts of the Institution, the internal auditors did not find any objection during the last five years. The auditors certify the financial statements of the Institute and issue auditors' report.

External Audit: The funds received and disbursed by the College are audited by the Government appointed Auditor. In this respect, following are the External Auditors during the last five years:

External audit has been performed by the Statutory Auditor, D. Lahiri & Co. for the years 2017-18, 2018-19, 2019-20. External audit for year 2020-21 and 2021 -22 is due because the name of Statutory Auditor yet to recommended by the State Government.

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) plays a very pro-active role in institutionalizing quality assurance strategies for the college.

1. The college Learning Management System (LMS) was introduced by the IQAC to develop deliver and track learning resources to students. It enables communication of academic plans, lecture notes and videos, course contents, attendance records to students. It has proved to be a boon in reinforcing online classes during the pandemic.
2. The college has subscribed G-suit for online classes, which had been extremely effective in continuing teaching-learning during the pandemic. The class attendance record is maintained. Different online programs are also held through this system.
3. The IQAC has taken initiatives in enabling the facilities of overhead projectors in some

classrooms. Separate portable projectors are used by the teachers in the classrooms which doesn't have overhead projectors. Teachers are encouraged to take most of their classes by using power point presentation(ppt).

- 4.The IQAC has introduced an online scheme that enables students to access different learning resources. It helps in: (i) Searching library books by using WEBOPAC function; (ii) Accessing NLIST database; (iii) Reading newspapers; (iv) Using Entry-in-service; (v) Checking new arrivals at library; (vi) Accessing syllabus and University questions; (vii) Obtaining scanned portions of relevant books as requisitioned by students.
- 5.Digital library facilities like INFLIBNET-NLIST and e-resources provide a repository of articles and e-books for teaching and research purposes.
- 6.Online examinations were taken for internal as well as University examinations. Students can download question papers uploaded by teachers, write the answers and upload the answer-scripts directly in the designated section in college portal. The teachers check the scripts online and evaluation is made.
- 7.The IQAC encourages teachers to undertake research projects. Teachers of different faculty apply for MRP, pursue PhD. and publish research articles in academic journals of UGC Care List.
- 8.Teachers are motivated to actively participate in seminars /webinars held in different institutions.
- 9.IQAC organizes seminars and webinars in relevant topics of research.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

With regard to determining the equal position, honour and rights of the women, the notion of gender sensitization, including gender issues and justice, must be developed in any educational institution. In view of the above, our institution has also adopted various steps for gender sensitization along with securing the safety and respect of the girl students.

Hence, the following measures have been adhered:

1. Safety and security:

- i. To look after the students' safety, there are a number of security personnel in our institution.
- ii. As most of the college campus is under CCTV surveillance, the girl students feel protected within the college premises from being the victim of eve-teasing and sexual assault.
- iii. Anti-Ragging Cell, Grievance Redressal Cell and Internal Complaint Committee are functioning simultaneously to prevent any form of harassment in the campus. The members of those said committees remain alert to take immediate action in case of any unpleasant event confronted by our girl students within college campus.

2. Facilities for Women:

- i. There is separate common room and toilet for Girl students.
- ii. There is separate toilet facility for female teaching and non-teaching staff.
- iii. The girls' common room is equipped with sanitary vending machine facilities.

3. Awakening of Respect towards Girls students:

- i. Keeping in mind the issue of respect of the girl students, every year Women's Day is celebrated by the NSS team of our college.

Recently, a distinguished lawyer from Kandi Court had been invited in the programme to deliver a lecture in order to generate awareness among students about the importance and relevance of Women's

Day celebration and the due honour that the girl students are worthy of. The honorable person also made the students aware about the constitutional rights of the women in our country. It acted effectively to motivate the girl students to confront any legal disputes concerning their rights.

ii. A seminar has been conducted by the department of English on "Women Empowerment" to accelerate the sense of respect towards women .

4. Gender Consciousness and Sensitization:

For both the male and female students, programmes on gender sensitization have been arranged by NSS unit of our institution with the active co-operation of the Kandi Sub-divisional Hospital. Mrs. Debarati Pal, an Adolescence Health Counsellor was the chief speaker of the programme to beget consciousness regarding miscellaneous adolescence related issues. Through direct interaction with her, the students can meet their goal regarding health and psychological problems of adolescence period.

The curriculum of different programs reflect certain issues in gender sensitization. The syllabi of Sanskrit, History & Philosophy feature different topics on gender sensitization and gender equity.

5. Reducing drop-out rates of the girl students through Parent - Teacher Meeting:

To lessen the drop-out rates of the girl students college arranges parent-teacher meeting every academic year. The challenges the girl students and their guardians have to face are listened earnestly and then they are suggested the way-out; the necessity of their daughters' education are propagated by the concerned teachers.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

With a view to attaining an inclusive environment, our institution takes the task of ensuring harmony, equality and tolerance through diverse cultural, regional, linguistic, religious as well as communal and socio-economic accomplishments.

Blood Donation Camp:

College NSS unit arrange blood donation camp every year to raise morality and responsibility of the students towards their society.

International Mother Language Day:

To promote linguistic awareness and harmony, we observe International Mother Language Day every year on 21st February paying respect to the martyrs of “Bhasa-Andolan” (Mother-language Movement). A grand 'Shahid- Vedi' has been erected in our college premises following the monument at Dhaka University to commemorate the sacrifice of those martyrs. Beside the altar, there is a bust of the first “Bhasa-Shahid” Abul Barkat, who hails from Murshidabad (the district in which our college is located).

Cultural programme:

The Cultural Committee along with NSS unit and IQAC of our college collaborate to organize annual cultural functions, freshers welcome, farewell ceremony every year to encourage students for teamwork thereby strengthening their unity.

NSS programme:

In regard to asserting regional harmony and development, our NSS team is functioning with strenuous efforts. The students are taught through various camps and awareness programmes about their commitments to society.

Arrangement of Yoga classes and Annual Sports:

Physical Education department under the aegis of IQAC arrange Yoga classes on regular basis to enhance the spirit of teamwork irrespective of community and gender. Such entrepreneurship promises to offer responsible and sound citizens to society.

For the sensitization of students and employees to the constitutional obligations, numerous measures have been undertaken by the institution. Keeping in mind the issue of awakening a citizen's sense of rights, duties, values and responsibilities, we attempt to follow multiple curricular and co-curricular activities throughout every year.

i. Emphasis on understanding of constitution through curriculum:

In previous three years degree course and present CBCS system, both the syllabi of Honours and Programme course of many subjects are designed to lay emphasis on creating awareness about the aim, objectives, basis and functions of constitution. Specifically, H-CC-T-4 of Political science is about Indian constitution that focuses on the fundamentals and structure of constitution of our country.

ii. Emphasis upon obligations to constitution through co-curricular activities:

1. Every year the Republic day, Independence Day are observed in our college campus with profound reverence.
2. According to the instructions of Ministry of Parliamentary Affairs the concerned faculties of our college groom the students to take part in Mock-Parliament. Consequently they have ample scopes to be acquainted with federal system of our government and learns how to be a good citizen.
3. In September, 2018, Electoral Literacy Club was formed in our college under the patronage of Kandi Sub- Divisional Authority. The student members of that club have won trophy in the quiz competition in ELC in Kandi BDO office. Those members are instructed by honorable SDO to propagate the utility of election, importance of a vote and duties and rights of voter in the specified region and locality.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

In Spite of being posited in a semi-urban location, Kandi Raj College has achieved excellence in implementing two best practices successfully to quench the thirst of knowledge of the students along with fulfilling their desire for seeking employment.

Best practice -1: Accessibility of free e- books in an Automated Library

Objective Of The Practice:

1. To provide remote access to the library to every student and staff.
2. To reignite the passion for reading books within the student population.

The Practice:

1. Aiming at to set up an automated library, Kandi Raj College has endeavoured fervently to reach that goal.
2. The Library is automated with Koha open source Integrated Library Management Software (ILMS) (Current Version: 22.05.07.000) since 2018.
3. Currently the web OPAC searching facilities are available through the internet. The library launched its own android application which is available on Google Play Store under the title 'Kandi

Raj College Library' in order to provide easy remote access to the library.

4. The institution has subscription for the following e-resources:
1.e-journals ; 2.e-ShodhSindhu; 3.Shodhganga Membership; 4.e-books; 5.Databases;
5. Library provides access to e-resources through INFLIBNET-NLIST (subscribed since 2016) .
6. Documents relating to different competitive examinations like W.B.C.S, PSC, SSC, and career oriented programs and other documents related to the subjects are available for consultation in the Reading Room.
7. The reading area of the library has been Wi-Fi enabled to provide wireless access to the Internet.
8. 'Best Library User Award' has been given annually (since 2019-20) to inspire students to make the efficient use of the library resources, services and facilities. One student selected from each of the science and humanities stream on the basis of the statistical data of visit to the library, reading aptitude of the student, proper utilization of the library resources, circulation history of the library documents, behavior & interaction with the library staffs, obeying the rules and regulations of the library.

Academic Year: 2019-2020:

Name of the Student	Students' Id	Stream
Somenath Saha	2018BSC7906	Science Stream
Suparna Mondal	2017HIS5572	Humanities Stream

Evidence of Success:

1. Students have shown a keen interest in accessing e-resources from the library.
2. This has motivated the students to visit the library itself, thereby increasing the average footfall in the library.

Problems Encountered And Resources Required:

1. Like every new initiative, the students were initially reluctant to use these resources. But continuous campaigning among the students had finally resulted in more and more active participation from the students.
2. Due to poor internet connectivity in the rural areas, some have failed to take full advantage of this system.

Best practice -2: Entry-in-Service

Objectives Of The Practice:

1. It exposes them to a wide variety of available choices through providing students with a vast knowledge bank including questionnaire on English language, general knowledge, logic and reasoning, basic mathematics and other learning skills
2. The wide-ranging repository enables them to identify how to approach various job opportunities beyond their immediate fields of study like banking, insurance sectors, railways, teaching, other public service examinations along with vocational courses so that they may identify their suitable talents and excel in the relevant.
3. Final year students often lack awareness regarding ways to prepare themselves for Competitive examinations. This empowers them to tackle this problem head on.

The Practice:

1. An online portal linked to college website that can be accessed by students through their student ID to prepare themselves for competitive examinations.
2. The mobile friendly app provides model questions on logical reasoning, general knowledge, mathematics and English, along with answers and explanations.
3. Approximately 48000 questions at present can be solved without purchasing any personal books or taking admission in specialized coaching.
4. When students are newly admitted to the College, they are explained about this system in an orientation programme.
5. Students, irrespective of their career interests, can practice and appear in mock tests through the portal. This helps them to give more importance to conceptual rather than rote learning. This also helps them in improving their English language skills and simultaneously boost their confidence.
6. Scoring well helps the students to develop positive feeling about their abilities. It also act as motivation for them to always strive for excellence.
7. Online system enables them for extensive practice in their free time and since it is mobile friendly, the preparation can be taken anywhere and anytime.
8. The online portal and mobile-based application enables students to develop their knowledge content and become aware of the procedure and modalities of competitive examinations.
9. The results are not only immediately generated but a result database is created where previous answers and scores of students are available to them so that they may continuously self-assess and evaluate themselves.
10. The correct answers are not only stated but explained so that the student may understand the particular question comprehensively.

11. Mathematical modules on banker's discount prepares students for the financial sector while stocks and shares motivates their skills in investment sectors.

12. Some students may not be able to avail of the online facility due to net based restraints and unavailability of computer or mobile phones. They are encouraged to use the college computers specially assigned for student use.

Evidence of Success:

1. Some of the students have joined different public and private enterprises after accessing the materials.
2. This has motivated the students to prepare for different competitive examinations.

Problems Encountered and Resources Required:

1. Initially students did not take interest in the system of entry-in-service.
2. Students living in areas with remote internet access face difficulties in accessing the online system.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Each institution has its own distinctive characteristics through which it can prove its uniqueness. It may be obtained either by academic speciality or by its outstanding performance in social, environmental or ethical inclusiveness. Likewise, our institution has accomplished to gain its notable distinctiveness through several curricular and co-curricular activities. The observance of International Mother Language Day every year in a grandiose manner and its focus on paying tribute to all the Mother Languages and the martyrs have made this institution a distinctive one.

To promote linguistic awareness and harmony, Kandi Raj College observes International Mother Language Day every year on 21st February with due respect to the martyrs of Bhasa- movement of Bangladesh in 1952. There is no denying the fact that to the detriment of their blood, the great martyrs

like Jabbar, Salam, Rafique, Barkat and others had become able to retain the honour of their mother tongue when it faced the critical juncture regarding the question of extinction. But regrettably speaking, in now-a-days we are still finding issues concerning the existence of our prestigious mother language. We are going to be forgetful about the sacrificial deeds of our predecessors for conservation of our mother language in the midst of other contemporary languages of the world.

In the words of the poet, " Matribhasa matridugdhasomo", we should feel its magnificence in respect of Bengali tradition and cultural heritage. Keeping this in mind, our institution has undertaken a noble mission to preserve the glory of mother tongue along with paying homage to those honorable persons who fought for its acceptance in the then period. A grand 'Sohid- Vedi' has been erected in our college premises following the monument of Dhaka University to commemorate the sacrifice of those martyrs. Beside the altar, there is a bust of one of the great bhasa- martyr Abu Barkat in whom we bengalis take pride especially the people of Murshidabad district. This is because that great soul came of a family from Babla village belonging to the Salar police station in Murshidabad. Relevantly saying, few days ago, the dignified Foreign Minister of Bangladesh came to visit this memorial after coming to know about it. They also appreciated the endeavour of the institution to build such a monument in a semi- urban region.

Besides the establishment of the monument, our institution takes care for its proper maintenance by cleansing it with utmost earnestness on regular basis.

Every year, this Sahid- Vedi is decorated with flowers and garlands on the occasion of Bhasa-Divas on 21st February. On that very special day, the student unit and NSS unit of our college arrange cultural programme under the aegis of IQAC. The programme includes songs, recitation, lectures, dance, staging of drama to celebrate the triumph and grandeur of our mother language in present day society. Innumerable students from each stream of our college take part in this programme with much enthusiasm. They express their love and respect towards Mother Language throughout different forms of cultural aspects. The dignitaries invited in the programme deliver their valuable words including the position and prestige of Mother Language in today's society in the context of predominance of foreign languages. They also speak for significance and importance of Mother Language by making us remember the dedication of those said martyrs again and again so that we can never be oblivious about their commitments and contributions to cling to our sweet Mother Language, i.e., Bengali.

Apart from constructing the memorial, our college shows eagerness to respect Mother Language by introducing different add- on course in Bengali, like recitation and staging performative art from several piece of Bengali Literature. Those add on courses are aiming at improving the students' skills in multifarious domains of Bengali language, literature and culture.

Our love for our "Mother Tongue" is not just restricted to observance of Mother Language Day, we do practice it in the day-to-day transactions in our college. Like most of the signages inside the college are Bi-lingual. Most of the notices, especially those that are addressed towards the student community are Bi-lingual. Not only this, during lecture-discussions in tutorial classes, the teachers interact with the students in their mother tongue, to make them understand the topic more easily.

Above all, the factual truth that deserves mentioning in this context is that such type of awareness related to the prevalence of Mother Language asserts our duty and responsibility towards the future of our nation and culture. Through the celebration of Mother Language Day, a strong bonding of fraternity, equality and communal harmony has been initiated. The observance of 21st February as International Mother Language Day erases the gaps among all Bengali speaking people irrespective of their class,

caste and community. Such mission has become effective in enabling them to fight unitedly to keep the pompous glory of the mother tongue in their motherland.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Our college has taken small but significant steps towards improving the academic and other auxiliary facilities so as to ensure holistic development of the students.

These steps include (but not necessarily restricted to):

1. Introduction of new subjects at both Honours & Programme level.
2. Introduction of Value-added courses.
3. Introduction of LMS.
4. Introduction of Online Examination Portal.
5. Upgradation of college library.
6. Introduction of Library App for easy access to digital content.
7. Introduction of “Entry into Service” for preparation in competitive examinations.

Concluding Remarks :

Kandi Raj College is hereby submitting the “Self Study Report” for assessment and accreditation for the first cycle. The college is registered under 2f & 12B of UGC act and is affiliated to University of Kalyani.

The report is prepared as per the guidelines given in NAAC manual for affiliated colleges.

During the preparation of this report individual, departmental and institutional data was collected and the eagerness and zeal shown by all the stakeholders in this collective process is highly appreciated.

It has been a difficult journey as our institution is located in an under-privileged district and surrounded by remote villages with highly poor and socio-economically marginalized minority population. In spite of that, we have made an honest and sincere effort to improve the overall standard of our college.

All great journeys begin with a small step. Ours is a modest but significant one as this gives us an opportunity to look into the mirror and assess our own strengths and weaknesses. This more than anything else is probably the greatest benefit of accreditation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :20</p> <p>Remark : DVV has made changes as per the report shared by HEI.</p>																				
3.1.1	<p><i>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</i></p> <p>3.1.1.1. Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0.55</td> <td>20.02</td> <td>0</td> <td>27.90</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>25.69</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	0	0.55	20.02	0	27.90	2021-22	2020-21	2019-20	2018-19	2017-18	00	00	00	00	25.69
2021-22	2020-21	2019-20	2018-19	2017-18																	
0	0.55	20.02	0	27.90																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
00	00	00	00	25.69																	
3.4.3	<p><i>Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.</i></p> <p>3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>3</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	5	3	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	4	2	0	0	0
2021-22	2020-21	2019-20	2018-19	2017-18																	
5	3	0	0	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
4	2	0	0	0																	

4.4.1	<p>Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)</p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 430 1046 564"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>9.93</td> <td>5.86</td> <td>14.39</td> <td>35.07</td> <td>20.84</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 645 1046 779"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>5.18</td> <td>2.62</td> <td>6.05</td> <td>15.06</td> <td>3.08</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	9.93	5.86	14.39	35.07	20.84	2021-22	2020-21	2019-20	2018-19	2017-18	5.18	2.62	6.05	15.06	3.08
2021-22	2020-21	2019-20	2018-19	2017-18																	
9.93	5.86	14.39	35.07	20.84																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
5.18	2.62	6.05	15.06	3.08																	
5.3.2	<p>Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)</p> <p>5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1137 1046 1272"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>13</td> <td>15</td> <td>15</td> <td>15</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1352 1046 1487"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>02</td> <td>04</td> <td>03</td> <td>03</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	13	13	15	15	15	2021-22	2020-21	2019-20	2018-19	2017-18	03	02	04	03	03
2021-22	2020-21	2019-20	2018-19	2017-18																	
13	13	15	15	15																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
03	02	04	03	03																	
6.3.2	<p>Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p> <p>6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1881 1046 2016"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>20</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	30	20	0	0	0										
2021-22	2020-21	2019-20	2018-19	2017-18																	
30	20	0	0	0																	

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
20	30	0	0	0

Remark : DVV has made changes as per the report shared by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>41.25807</td> <td>13.18376</td> <td>48.98916</td> <td>57.62136</td> <td>71.98988</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>41.25</td> <td>13.18</td> <td>48.98</td> <td>57.62</td> <td>71.98</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	41.25807	13.18376	48.98916	57.62136	71.98988	2021-22	2020-21	2019-20	2018-19	2017-18	41.25	13.18	48.98	57.62	71.98
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