The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution   Kabi Sukanta Mahavidyalaya

- Name of the Head of the institution :   Dr. Md. Salauddin Khan

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   03326336184

- Mobile no.:   9836775534

- Registered e-mail: sukantacollege@gmail.com
    - Alternate e-mail :

    - Address   :   P.O. - Angus, Dist - Hooghly

    - City/Town   :   Bhadreswar

    - State/UT   :   West Bengal

    - Pin Code   :   712221

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women   Co-education
- Location : Rural/Semi-urban/Urban: Semi-urban
- Financial Status: UGC 2f and 12 (B)

- Name of the Affiliating University: University of Burdwan
- Name of the IQAC Co-ordinator :   Dr. Indrajit Chattopadhyay
- Phone no. :   9433423084

    Alternate phone no.

- Mobile: 9433423084

- IQAC e-mail address: endroenglish@gmail.com

- Alternate Email address: endroenglish@gmail.com

3. Website address: www.ksmv.info
   Web-link of the AQAR: (Previous Academic Year):
      https://www.ksmv.info/iqac.html

4. Whether Academic Calendar prepared during the year?

Yes Institutional website: http://www.ksmv.info

Weblink: http://www.ksmv.info/images/ac-2017-18.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	C++	67.0 (Old System)	2007	from:2007 to: 2012
2nd	B	2.01	2015	from:2015 to: 2020
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 05/03/2006

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
IQAC Meetings	29-07-17 / 16-12-17 / 3-4-18	Members
Initiating & Recommending - CAS	29-07-17 / 16-12-17	2
Workshop on Research Methodlogy	25-07-2017	18

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. **N/A**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: No

*upload latest notification of formation of IQAC   Not Available

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…http://ksmv.info/latest-news/category/iqac/….
Yes

11. Whether IQAC received funding from any of the funding agency to support its
Activities during the year?
No

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

* Regular meetings;

* CAS of Two teachers;

* Advice to different departments to organise Seminar, Workshop etc.;

* Research Methodology Workshop.

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

Plan of Action	Achievements/Outcomes
The construction of an Auditorium	The Auditorium is ready for inaugaration
Facility for Disabled and Sick	Arranged - Wheelchair, Sick Bed, Rest Room, Stretcher

14. Whether the AQAR was placed before statutory body?   Yes /No: No

Name of the statutory body: Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to
Assess the functioning?
Yes/No: No   Date:

16. Whether institutional data submitted to AISHE: Yes/No: No

Year: Date of Submission:

17. Does the Institution have Management Information System?
Yes   **No** No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 The curriculum is planned by the University of Burdwan and the College delivers the curriculum in a systematic way. Since Continuous Internal Evaluation is an integral part of **Choice Based Credit System (Semester pattern),** on the second and fourth month of every semester, internal evaluations are done. The college had introduced written test as well as students' home assignment system for an overall development.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
N/A	N/A	N/A	N/A	N/A

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
N/A	N/A	N/A	N/A

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A. & B.Com (Hons. and General)	✓		July 2017	✓	

Already adopted (mention the year)   : N/A

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

	Certificate	Diploma Courses
No of Students	N/A	N/A

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
N/A	N/A	N/A

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
N/A	N/A

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	No

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

Whereas the feedback from the students is collected online using questionnaire designed by the college, the feedback from teachers are obtained manually. Received feedbacks is analysed by the

members of IQAC and the teachers' council's meetings & IQAC meetings are used to address the shortcomings.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. (Hons)	328	855	156
B.A. (General)	535	1286	360
B.Com (Hons)	52	236	13
B.Com (General)	239	656	26

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	555	N/A	16	N/A	N/A

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
16	16	Smart Board, Laptop, Projector, E-Journal	08	01	NLIST

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

Presently only the Hons. Students have been brought under mentoring system in which students meet the teachers with their problems, not necessarily limited to academic issues. A section of remedial classes are devoted to mentoring so that regular student-teacher meetings are held to advice and counsel students regarding their problems. IQAC is planning to organise workshop to addressed the psychological issues of adolescence and early youth which the students are likely to face during graduation years.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
169	16	1:10

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	16	03	02	08

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
N/A	N/A	N/A	N/A

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
N/A	N/A	N/A	N/A	N/A

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

Since Continuous Internal Evaluation is an integral part of **Choice Based Credit System (Semester pattern),** on the second and fourth month of every semester, internal evaluations are done. The college had introduced written test as well as students' home assignment system for an overall development.

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

Please see Part A , Item -4 for details **http://www.ksmv.info/images/ac-2017-18.pdf**

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution

http://www.ksmv.info/results.html

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BNGH	Bengali (H)	59	36	61.01
ENGH	English (H)	49	28	57.14
HISH	History (H)	18	05	27.77
GEOH	Geography(H)	50	34	68.00
SOCH	Sociology (H)	04	02	50.00
POLSH	Political Science (H)	01	00	00.00
SNSH	Sanskrit (H)	15	02	13.33
AP	BA (General)	189	60	31.74
ACCH	Accountancy (H)	23	06	26.08
CP	B.Com (General)	17	04	23.52

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire)

http://www.ksmv.info/feedback-form.html

http://www.ksmv.info/images/all-students-feedback-final.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research : Nil

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	---	---	---	00
Minor Projects	---	---	---	00
Interdisciplinary Projects	---	---	---	00
Industry sponsored Projects	---	---	---	00
Projects sponsored by the University/ College	---	---	---	00
Students Research Projects *(other than compulsory by the College)*	---	---	---	00
International Projects	---	---	---	00
Any other(Specify)	---	---	---	00
Total	---	---	---	00

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
N/A	----	---

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
N/A	------	-----	------	------

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

Incubation Centre	Name	Sponsored by
N/A	N/A	N/A

Name of the Start-up	Nature of Start-up	Date of commencement
N/A	N/A	N/A

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
N/A	N/A	N/A

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

Name of the Department	No. of Ph. Ds Awarded
N/A	N/A

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

	Department	No. of Publication	Average Impact Factor, if any
National	Bengali	02	N/A
International	English	02	N/A

	Political Science	01	N/A
	Geography	01	N/A

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

Department	No. of publication
Geography	02

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	----	03	03	00
Presented papers	10	06	02	00
Resource Persons	01	00	03	00

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Food Habit and Prevention of Cancer	NSS Units	03	95

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the	Award/recognition	Awarding	No. of Students

Activity			bodies	benefited
N/A	N/A		N/A	**N/A**

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
AIDS : Awareness & Prevention	NSS	Workshop	02	258
Biodiversity: Crisis, Conservation and Our Responsibility	College & Dept.of Science, Technology and Bio-Technology, Govt. of West Bengal	Seminar	01	197

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
N/A	N/A	N/A	N/A

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
N/A	N/A	N/A	N/A	N/A

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
N/A	N/A	N/A	N/A

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1,30,00,000	1,36,43,942

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added

Campus area	40 Kottah	00.00
Class rooms	20	00.00
Laboratories	02	00.00
Seminar Halls	01	00.00
Classrooms with LCD facilities	00	00.00
Classrooms with Wi-Fi/ LAN	00	00.00
Seminar halls with ICT facilities	01	00.00
Video Centre	00	00.00
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	8 Items	3 Items
Value of the equipment purchased during the year (Rs. in Lakhs)	14,65,310.00	17,12,536.00
Others	00.00	00.00

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS} -

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2007

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22672	5152686.00	208	57674.00	22880	5210360.00
Reference Books	Nil	00.00	Nil	00.00	Nil	00.00
e-Books	93809	5725	Nil	00.00	93809	5725
Journals	6	00.00	Nil	00.00	6	00.00
e-Journals	6247	5725	Nil	00.00	6247	5725
Digital Database	Nil	00.00	Nil	00.00	Nil	00.00
CD & Video	47	00.00	Nil	00.00	47	00.00
Library automation	Done	00.00	Nil	00.00	Done	00.00
Weeding (Hard & Soft)	N/A	00.00	Nil	00.00	N/A	00.00
Others (specify)	13	4636.00	Nil	00.00	13	4636.00

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	71	02	07	01	1	2	11	10 MBPS	IGNOU
Added	00	00	01	00	00	00	00	4 MBPS	00
Total	71	02	08	01	01	02	11	14 MBPS	00

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

14 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N/A	N/A

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e-content
N/A	N/A	N/A	N/A

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
₹25000.00	₹24136.00	₹1,20,00,000.00	₹1,19,25,270.00

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Whereas policies of maintaining and utilising of facilities like those of laboratory (only at the Department of Geography), computers, class rooms, CCTV cameras, generators, water purifiers etc. are made in teachers' council's meetings, the decisions are carried out jointly by teachers and non-teaching support staff. There is a library sub-committee for upgradation & policy making for library; maintenance are carried out jointly by the librarian, library staff and non-teaching support staff.

http://www.ksmv.info/physical-facilities.html

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	N/A	N/A	N/A

Financial support from other sources			
a) National	N/A	N/A	N/A
b) International	N/A	N/A	N/A

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
N/A	N/A	N/A	N/A

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	N/A	N/A	N/A	N/A	N/A

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year   **Data Not Available**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Data Not Available	
SET	Data Not Available	
SLET	Data Not Available	

GATE	Data Not Available	
GMAT	Data Not Available	
CAT	Data Not Available	
GRE	Data Not Available	
TOFEL	Data Not Available	
Civil Services	Data Not Available	
State Government Services	Data Not Available	
Any Other	Data Not Available	

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

Activity	Level	Participants
College Sports	Intra College	255
Cultural Programme	Intra College	All students

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
	Nil	Nil	Nil	Nil	Nil	Nil

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

Students' Council is made up of elected representatives from the students. The Council remains aware of its responsibility to maintain the discipline and overall academic atmosphere of the college. They are part of different committees and administrative bodies like the Governing Body.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association?   **No**

No

5.3.2 No. of ~~registered~~ enrolled Alumni:

24	http://www.ksmv.info/alumni.html

5.3.3 Alumni contribution during the year (in Rupees) **:**

Nil

5.3.4 Meetings/activities organized by Alumni Association **:**

Nil

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year

The major decisions have been taken by the policy making bodies of the college such as the Governing Body and the Teachers' Council. Students' opinion and feedbacks have also been given due value wherever necessary. Since the Governing Body is made up of representatives from each stratum of the institution- employer, teacher, non-teaching staff, nominees of the Government and the affiliating university – it represents a participative management of the Institutions. The Teachers' Council too is a

platform where power works through decentralisations. Decisions are taken on the basis of mutual discussion and consent.

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

No:

No

6.2 Strategy Development and Deployment

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

❖ **Curriculum Development**

Curriculum is planned and implemented by the University of Burdwan following UGC's uniform Syllabus under CBCS (Semester system). Faculty members from each department attend syllabus/curriculum development meetings and suggest possible betterments wherever possible.

❖ **Teaching and Learning**

Students are exposed to recent developments in their respective study areas and teaching methods are not limited within lectures only. Remedial and mentoring classes are augmented to normal classes so that they may overcome learning difficulties.

❖ **Examination and Evaluation**

Semester end examinations and Continuous Internal Evaluation are the methods through which students are evaluated. In case of Semester end examinations, evaluation is done by University appointed teachers for unbiased and impartial assessment. Marks obtained by the students in internal evaluations are added to the score of semester end examinations.

❖ **Research and Development**

Faculty members are engaged in research activities like publications, paper presentation, attending seminars etc. as well as faculty development courses like Orientation Programme, Refresher Course and Short Term Course.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

The college library is equipped with an ever-growing stock of books, magazine and periodicals. Accession to E-resources has also been provided. ICT facilities have been provided to each department. The institution is further expanding its physical infrastructures this year with financial health from the Department of Higher Education, Govt. of West Bengal.

❖ **Human Resource Management**

The faculty members as well as the office staff are trained in soft skills; during examinations and different academic and administrative activities everyone carries out their part efficiently.

❖ **Industry Interaction / Collaboration**

Unfortunately, the college has not yet achieved much success in this field. Some rudimentary plans are being chalked out now.

❖ **Admission of Students**

Admission of students is done purely on the basis of the merit and the entire processes is done online, following University rules.

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

❖ **Planning and Development**

The development plans are conveyed online to higher authorities like the Department of Higher Education, Govt. of West Bengal, UGC, RUSA etc.. Receipts, expenditure and utilisation are executed mostly in electronic format.

❖ **Administration**	
The college administration is mostly computerised; with the help of CAMS software the daily works are done. Important notifications and tender notices are uploaded in the college website which plays an important role in E-Governance.	
❖ **Finance and Accounts**	
Financial transactions and accounting details are maintained through CAMS software, as mentioned above.	
❖ **Student Admission and Support**	
Student admission is done completely online and the important announcements/notifications are uploaded on the college website.	
❖ **Examination**	
Examinations, both internal and university level, are not paperless. Although, official procedures related to examinations, like Registration of the candidates and generation of admit card are done online.	

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year
　　　　　College has no such system at
present.

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	Nil	Nil	Nil	Nil

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017	Workshop on Research Methodology	N/A	25-07-2017	40	N/A

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	1	17/08 to 06/09/2017

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

Teaching		Non-teaching	
Permanent - 02	Fulltime - 00	Permanent - 00	Fulltime/temporary -00

6.3.5 Welfare schemes for

Teaching	GSLI
Non teaching	GSLI

Students	----

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Institution conducts regular internal audits under the supervision of the Accountant, the Bursar and the Head of the institution. External audit are done regularly by the approved agency 'KDSS & Associates'.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	Nil

6.4.2 Total corpus fund generated   Nil

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Respective Departments
Administrative	No	No	No	No

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

6.5.3 Development programmes for support staff (at least three)

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

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No)
b. Participation in NIRF   : (Yes /No)
c. ISO Certification   : (Yes /No)
d. NBA or any other quality audit   : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants

		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants

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

7.2 Best Practices

institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust.

http://www.ksmv.info/mission-and-vision.html

Focus Area: <u>To initiate more students to the arena of Higher Education.</u> Since the college is located at a semi-urban area with a number of students belonging to economically backward families and some of whom are even first generation learners, its inclusive policy has ensured the admittance of more students of such category. On one hand, the college has planned to open new subjects like Education (Hons.), Mathematics and Mass Communication (General), on the other hand, it has utilised to the full the funds of all the three instalments received from RUSA. The IGNOU Study Centre (Code 28150) situated at the college has also succeeded to cater to an ever growing number of learners who are interested to continue their higher education.

8. Future Plans of action for next academic year

1. **Introduction of New subjects** – Plan to open General courses on Mathematics and Mass Communication, and Hons Course on Education.

2. **Infrastructure Development** – Plan to construct new class rooms and special toilets for the differently abled persons.

3. **Academic and Social Programmes** – Plan to organised Seminars / Workshop on academic issues as well as social aspects like Gender Sensitization and similar awareness programmes.

Name ____ Dr. Indrajit Chattopadhyay   *Name* __Dr. Md. Salauddin Khan_____

Signature of the Coordinator, IQAC
Co-ordinator / Convener
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Signature of the Chairperson, IQAC
Principal
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_____ *** Bhadreswar, P.O - Angus, Hoog