YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   KIDDERPORE COLLEGE

- Name of the Head of the institution   Dr. Abhijit Ganguly

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   03324597900

- Mobile No: 9830129750

- Registered e-mail   kidderporecollege@gmail.com

- Alternate e-mail   admin@kidderporecollegeonlineexam.com

- Address   2 & 3 Pitamber Sircar Lane, Kidderpore

- City/Town   Kolkata

- State/UT   West Bengal

- Pin Code   700023

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated college

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **University of Calcutta**

- Name of the IQAC Coordinator   **Dr. Swati Pal**

- Phone No.   **03324597900**

- Alternate phone No.   **8617734603**

- Mobile   **9433002221**

- IQAC e-mail address   **2022iqackdpc@gmail.com**

- Alternate e-mail address   **admin@kidderporecollegeonlineexam.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://kidderporecollege.com/wp-content/uploads/2016/02/AQAR-20-21.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://kidderporecollege.com/wp-content/uploads/2016/02/ACADEMIC-CALENDAR-2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**72.5**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.12**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **13/09/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	**SALARY**	**GOWB**	**2022 365**	**57473917**
INSTITUTION	**NSS**	**GOI & GOWB**	**2022 365**	**32178**
DEPARTMENT	**SEMINAR**	**URDU ACADEMY**	**2022**	**150000**

8.Whether composition of IQAC as per latest NAAC guidelines   `Yes`

- Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year   `5`

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report

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

- If yes, mention the amount

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

`1. Initiative was taken by the IQAC to ensure that classes were held in the blended mode, which accommodated both online and offline classes after the reopening of college. Even when the students were present in the classroom, care was taken to see to it that certain changes are made in the sitting arrangement so that there was enough space between them to adhere to the norm of physical distancing.`

`2. Conducted sensitization programmes successfully with eager and active cooperation of the students on disability to create awareness and to sensitize the students about handling situations where they might have to deal with differently abled persons.`

`3. A two-day national seminar, in collaboration with West Bengal Urdu Academy on "Urdu Tahqeeq o Tanqee: Masail o Imkanaat" was organized by the Department of Urdu on 5th and 6 th July,2022. It was attended by many delegates from all over the country and there were lively interactions between the speakers and the audience.`

`4. A Placement Cell was introduced for the first time in Kidderpore College. Seminars and interactive sessions, and enthusiastic participation of the students have been a regular feature of this`

Cell. Kidderpore College has also entered in to Memorandum of Understanding with Anudip Foundation in this respect.

5. The College help in motivating the students and convincing them to avail of the opportunity to be vaccinated in a Covid-19 Vaccination drive organised by the Health and Family Welfare Department in coordination with the Higher Education Department, West Bengal.

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

Plan of Action	Achievements/Outcomes
1.To ensure high speed internet connectivity throughout the campus.	Whole campus is wifi enabled. Faculty, Students and staff enjoy uninterrupted internet connection.
2.To arrange national seminars and webinars	A series of webinars are organised by various departments.A two-day national seminar, in collaboration with West Bengal Urdu Academy on "Urdu Tahqeeq o Tanqee: Masail o Imkanaat" was organized by the Department of Urdu on 5th and 6 th July,2022
3.To encourage student during lockdown to participate in cultural activities.	Many students participated in the students' week celebration from 1st January to 7th January 22 which involved programme like singing, quiz, poster competition, recitation, Yoga training
4.To take initiatives for CAS for the faculties	IQAC take the initiatives for five teachers for their CAS
5. To arrange different activities for the inclusiveness of the students	Several programmes on RabindraJayanti , International Mother Language day, World Yoga day ,Azadika Amrit Mahotsab have been arranged throughout the year.
6.. To promote Faculty Development Programs of the	Teachers participated in Orientation Programs, Refresher

teachers.	Courses, and Short Term Courses as required for CAS.
7.To Continue faculty exchange programs and different activities with other Colleges	Classes have been conducted both in the online and offline mode, and various departments, namely, English, Journalism, Physical Education, Education, Philosophy and Political Science have been involved in the process, ensuring a delightful exchange of knowledge.
8.To start an add on course on Yoga	An online add on Yoga course was conducted by the Department of Physical Education aided by our Physical Instructor under the able guidance of the IQAC of Kidderpore College.
9.To introduce placement cell in the College	But it was in the period 2021 – 2022, that a Placement Cell was made available in Kidderpore College. Seminars and interactive sessions, and enthusiastic participation of the students have been a regular feature of this Cell.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	16/05/2023

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	KIDDERPORE COLLEGE
• Name of the Head of the institution	Dr. Abhijit Ganguly
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324597900
• Mobile No:	9830129750
• Registered e-mail	kidderporecollege@gmail.com
• Alternate e-mail	admin@kidderporecollegeonlineexam .com
• Address	2 & 3 Pitamber Sircar Lane, Kidderpore
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700023
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated college
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Calcutta
• Name of the IQAC Coordinator	Dr. Swati Pal

• Phone No.	**03324597900**
• Alternate phone No.	**8617734603**
• Mobile	**9433002221**
• IQAC e-mail address	**2022iqackdpc@gmail.com**
• Alternate e-mail address	**admin@kidderporecollegeonlineexam .com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://kidderporecollege.com/wp-content/uploads/2016/02/AQAR-20-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://kidderporecollege.com/wp-content/uploads/2016/02/ACADEMIC-CALENDAR-2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**72.5**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.12**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**13/09/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	**SALARY**	**GOWB**	**2022 365**	**57473917**
INSTITUTION	**NSS**	**GOI & GOWB**	**2022 365**	**32178**
DEPARTMENT	**SEMINAR**	**URDU ACADEMY**	**2022**	**150000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	5
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Initiative was taken by the IQAC to ensure that classes were held in the blended mode, which accommodated both online and offline classes after the reopening of college. Even when the students were present in the classroom, care was taken to see to it that certain changes are made in the sitting arrangement so that there was enough space between them to adhere to the norm of physical distancing.

2. Conducted sensitization programmes successfully with eager and active cooperation of the students on disability to create awareness and to sensitize the students about handling situations where they might have to deal with differently abled persons.

3. A two-day national seminar, in collaboration with West Bengal Urdu Academy on "Urdu Tahqeeq o Tanqee: Masail o Imkanaat" was organized by the Department of Urdu on 5th and 6 th July,2022. It was attended by many delegates from all over the country and there were lively interactions between the speakers and the audience.

4. A Placement Cell was introduced for the first time in Kidderpore College. Seminars and interactive sessions, and

enthusiastic participation of the students have been a regular feature of this Cell. Kidderpore College has also entered in to Memorandum of Understanding with Anudip Foundation in this respect.

5. The College help in motivating the students and convincing them to avail of the opportunity to be vaccinated in a Covid-19 Vaccination drive organised by the Health and Family Welfare Department in coordination with the Higher Education Department, West Bengal.

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

Plan of Action	Achievements/Outcomes
1.To ensure high speed internet connectivity throughout the campus.	Whole campus is wifi enabled. Faculty, Students and staff enjoy uninterrupted internet connection.
2.To arrange national seminars and webinars	A series of webinars are organised by various departments.A two-day national seminar, in collaboration with West Bengal Urdu Academy on "Urdu Tahqeeq o Tanqee: Masail o Imkanaat" was organized by the Department of Urdu on 5th and 6 th July,2022
3.To encourage student during lockdown to participate in cultural activities.	Many students participated in the students' week celebration from 1st January to 7th January 22 which involved programme like singing, quiz, poster competition, recitation, Yoga training
4.To take initiatives for CAS for the faculties	IQAC take the initiatives for five teachers for their CAS
5. To arrange different activities for the inclusiveness of the students	Several programmes on RabindraJayanti , International Mother Language day, World Yoga day ,Azadika Amrit Mahotsab have been arranged throughout the year.

6.. To promote Faculty Development Programs of the teachers.	Teachers participated in Orientation Programs, Refresher Courses, and Short Term Courses as required for CAS.
7.To Continue faculty exchange programs and different activities with other Colleges	Classes have been conducted both in the online and offline mode, and various departments, namely, English, Journalism, Physical Education, Education, Philosophy and Political Science have been involved in the process, ensuring a delightful exchange of knowledge.
8.To start an add on course on Yoga	An online add on Yoga course was conducted by the Department of Physical Education aided by our Physical Instructor under the able guidance of the IQAC of Kidderpore College.
9.To introduce placement cell in the College	But it was in the period 2021 – 2022, that a Placement Cell was made available in Kidderpore College. Seminars and interactive sessions, and enthusiastic participation of the students have been a regular feature of this Cell.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	16/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	23/02/2022

15. Multidisciplinary / interdisciplinary

Kidderpore college aims at an integration of the humanities and arts with Science, Technology, and Mathematics. It will enhance positive learning outcomes, including increased creativity and innovation, critical thinking and higher- thinking capacity, problem-solving abilities, teamwork, communication skills,more in-depth learning with social and moral awareness.However the College does not have the Basic science stream at present due to the shortage of space. But the Institution is trying to acquire the land adjacent to it for extension of the building and the introduction of the Science Block. So far as creativity and innovation are concerned every Department endeavours to cultivate the creativity among the students by encouraging them in project works.To develop the English communication skills of the students a Language Lab has been recently introduced in the College.To Increase social and moral awareness, students are constantly encouraged to participate in various programmes organised by the subcommittees like the Women's Forum, the NCC, the NSS and the Cultural club.

16. Academic bank of credits (ABC):

Academic Bank of Credit is envisaged as a digital bank that holds the credit earned by a student in any course. It is a major instrument for facilitating multidisciplinary and holistic education and multiple entry and exit in higher education. Kidderpore College has not yet undertaken any initiative to fulfil the requirements of Academic Bank of Credits as proposed in NEP 2020.Since the institution is affiliated to the University of Calcutta, it will definitetly follow the guidelines whenever provided by the parent University in this regards.

17. Skill development:

The Institute offers soft skills to the students in the form of certificate course in Digital Literacy through the Placement Cell of this College. Several options for vocational education and training are provided to the students through the Career Counselling Cell of this College. In every session the Career counselling Cell invites several agencies and companies which offer vocational courses to the students many times free of cost to make them employable after the completion of their Graduation course. Recently the Placement Cell of Kidderpore college has signed an MOU with Anudip Foundation to offer vocational training to the students at affordable cost at the end of their

graduation. Also the CBCS curriculam provides for SKILL ENHANCEMENT COURSES for every subject taught at the College both in the Honours and General Levels.

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

Kidderpore College is one of the most unique colleges of West Bengal in the sense that here five different types of Indian languages are taught namely, Hindi, Bengali, English, Urdu and Persian. The students are offered Honours courses in Bengali, Hindi, English and Urdu and General degree course in Persian. The students taking up these languages in their three years of Graduation Course are inspired to participate in different cultural programmes involving drama, poetry writing, essay writing and extempore. Every year in our Institution International Mother Language Day is celebrated to honour the Hindi, Bengali and Urdu Languages which happen to be the mother languages of the teachers and students of this college. Hindi Diwas is celebrated every year to encourage the students to compose and recite poems in Hindi, perform Hindi Drama and cultivate the Hindi linguistic skills rigorously. Similarly the Bengali speaking students organise cultural programmes under the direct supervision and inspiration of their teachers. As most of our students are from Hindi and Urdu Medium Schools , most of the lectures are delivered in the Hindi with English as a supporting Language.

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

All the Departments of the Institution work hard to transform the concerned curriculum towards Outcome Based Education. Students of different departments have to submit project works. The teachers of different departments take their students out for educational tours to such places which are relevant to their curriculum. The Department of Political Science trains its students to perform Youth Parliament through which the students come to learn about the business and the proceedings within the Indian Parliament. The Department of Geography takes out its students for heritage tour in the neighbouring places. The Institution provides adequate financial and logistic support to enable the departments to transform their curriculum towards Outcome Based Education.

20.Distance education/online education:

At present the Institution has a distance education study centre under Netaji Subhas OPen University.The NSOU, the only State Open University in West Bengal, delivers to build up the quality human

resource base of the State and, along with other Open Universities of the country, and moves towards the improvement of the quality of open distance education. The study centre has affiliation for both UG and PG courses. Regular classes are held in UG courses on Saturdays ad Sundays from 2.30pm to 5.30 pm.The subjectss taught in U.G are History, Bengali,Environmental Science, food processing and English. In PG courses, the subjects taught are English, Bengali, Education, Mathematics, M.Com, MSW, Public administration. The office has its own computers and wifi facilities.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	14

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2196

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	609

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	541

File Description	Documents
Data Template	View File

3.Academic

3.1	**37**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**40**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**22**
Total number of Classrooms and Seminar halls	
4.2	**34.84**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**49**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The UG syllabus is created and managed by the University of Calcutta and KidderporeCollege follows it as sincerely as possible. The academic calendar and the course structurearecreated in accordance with the affiliated university and are displayed on the website.The academic committee overviews and ensures

theeffective implementation of all academic activities in the college. The Institution ensures effective curriculum delivery through a well planned and documented process. The session ofJune 2021 toAugust 2022 was predominated by the Pandemic thus online classes werecarried out during this time. A central online routine was made and followed by eachdepartment.Departmental Meetings, distribution of Syllabus, taking of exams, evaluation ofscript were done online. Several Webinars and online awareness activities were carried onduring this time for students and teachers as well. Keeping in mind the physical and mentalwell being of the students a 7 days online certificate course on Yoga was organised by the college in collaboration with Physical Education Foundation of India (West Bengal Chapter)and the National Sports Promotion Organization & Ministry of Sports and Youth Affairs,Govt. of India. After the commencement of regular offline classes from the month of March2022, well planned and effective academic activities in form of special classes were carriedout by several departments to make students acquainted with offline exams mode.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The various departments of the college follow the academic calendar provided by Calcutta University under the CBCS system for internal and external assessment. University exams are held twice a year as ODD and EVEN semester exams. Each core course, competency extension course, disciplinary course, general elective, and AECC has both internal and tutorial assessments. The college follows the CIE system and is conducted taking into account the academic calendar and requirements of Calcutta University. In addition to the University's final/annual assessment processes, the College also conducts various assessments to monitor academic progress, enhance student confidence while preparing them for formal academic assessment at University level, and also to understand and respond to the needs of less deserving students. In addition, special online practice courses have been conducted by different departments to monitor the students' progress and also to prepare them for the upcoming exams.The various ways in which CIE is operative in the college

include:

1. Class tests and tutorials
2. Home Assignments,
3. Syllabus- oriented Term papers and Project preparation,
4. Syllabus-related paper presentations,
5. Group discussions
6. Mock interviews and viva voce examinations.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://kidderporecollege.com/wp-content/uploads/2016/02/ACADEMIC-CALENDAR-2021-2022.pdf

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

14

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

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

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

01

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

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

23

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

23

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

1.3 - Curriculum Enrichment

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

Cross-cutting concerns related to professional ethics, gender, human values, the environment, and sustainability are incorporated

into the institution. In order to attain its mission of excellence in offering top-notch education to its students, Kidderpore College is dedicated to implementing best practises along with an educational value system. The Institution follows the University of Calcutta's curriculum and places a high value on the fundamental fields of human endeavour. Through a number of programmes from various departments, the socially relevant issues relating to environmental sustainability, professional ethics, human values, sensitivity to gender, community development, and national integration have been incorporated into the larger framework of the syllabus. These programmes are made to maintain these important conversations at the forefront of the comprehensive engagement. The College's NSS unit has steadfastly continued its fine job of educating students and the generalpublic about the risks to our environment and the need to encourage environmental sustainability.

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

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

7

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

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

630

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://kidderporecollege.com/wp-content/uploads/2023/02/students-feedback.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1344

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

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

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

32

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

2.2 - Catering to Student Diversity

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

College encouraged blended method of learning using traditional teaching method and new technological methods to make learning more effective. These facilities are available to both advance learner and slow learners. Mentor system is also introduced in some department for minute observation of learner's progress. The mentor teacher maintains a student profile where students' academic and socio-economic backgrounds, talents and weakness are mentioned.

The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials etc; on the basis of which slow and advanced learners are identified. Pupils who needed extra attention and engagement were provided with special care by personal counseling and also supplying them with reading materials, notes, and extra classes to avoid so learning gaps develop.

Teachers provides different facilities such as online resources, special classes, extended library use , self learning materials according to their need.

File Description	Documents
Link for additional Information	http://kidderporecollege.com/wp-content/uploads/2023/06/Supporting-doccuments-2.2.1-21-22.docx
Upload any additional information	View File

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

Number of Students	Number of Teachers
2196	**60**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The College at the commencement of this session had organized an online orientation programme, to explain to the students the objectives, programmes and outcomes of the courses. Teachers have been engaged in making their classes more interactive to encourage innovative thoughts among the students. Departments have also evaluating through debates, extempore, group discussion, seminar , Power point Presentation, Poster making, Recitation etc. All departments have a regular schedule for internal evaluation through objective tests and the emphasis is on self-evaluation so that the candidate can rectify and learn simultaneously. Continuous evaluation of the students enables them to do better in the next examinations and special attention is given to the slow learners. Parents are kept informed about the performance of their wards. Feedback from students is collected to prepare the institution for a better tomorrow.

The College has different committees and cells such as the IQAC, Internal Complaints Cell, and Grievance Cell. The students participate in the decision-making process and this maintains transparency between the students and the administration.This practice has also made the students responsible and has inculcated a sense of belonging in them.

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

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

The College follows ICT-enabled teaching in addition to the traditional chalk and duster classroom instruction. The College has one ICT enabled classroom which is equipped with a projector, speakers and high-speed internet connection with a WIFI facility. Along with this, the college has 2 extra LCD projectors which can

be used with the departmental laptops in the classrooms. The College has also a computer laboratory with an internet connection. Each department has been provided with a laptop with a wifi connection. The College Library has also been provided with the facility of desktops for students with internet connectivity.

The teaching faculty members were using IT-enabled learning tools such as PPT, Audio system, online reading materials, video clippings etc. which greatly aided the students in gaining advanced knowledge. Some departments specially made teaching-learning videos and uploaded them to YouTube for students . The students have immensely benefited from the use of ICT tools, which helped to lessen the impact of the Covid-19 pandemic.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://kidderporecollege.com/wp-content/uploads/2023/06/2.3.2-ICT-enabled-tools-for-effective-teaching-learning-process..docx

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

2.3.3.1 - Number of mentors

3

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

2.4 - Teacher Profile and Quality

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

36

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

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

26

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

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

2.4.3.1 - Total experience of full-time teachers

492

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

2.5 - Evaluation Process and Reforms

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

At the institutional level, the college follows certain evaluation procedures of its own like the Mid Term Test, Tutorial and Internal Assessment in addition to the university (University of Calcutta) recommended examinations. The college introduced project-based evaluation systems in the Honours courses where viva-voce allows the students to express their original views and the examiner is also able to fathom the depth of their knowledge. Some Departments are also evaluating through organizing debates, extempore, group discussion, seminar presentation, Powerpoint Presentation, Recitation, Poster making etc.

All departments have a regular schedule for internal evaluation through objective tests and the emphasis is on self-evaluation so that the candidate can rectify and learn simultaneously.All official notices about all evaluation are posted on the college notice board and college's official website. This continuous internal evaluation is led by the Examination & Result Committees of the college with the approval of the IQAC. Various committees under IQAC are working in conjunction with each other to make decisions about the evaluation procedure.

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

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

The college has Internal Examination Core Committee, which is responsible for the overall examination to be held in the college as per the guidelines of the University. The students are informed at the beginning of each semester regarding various components of the assessment procedure. The college follows the academic calendar provided by the University in terms of conducting internal examination timely, and this is well informed to the students in advance. The IECC is the sole responsible body in conducting examination and distributes the work accordingly to the all the departments. Below the IECC the respective department under the HODs work accordingly and efficiently to reduce any kind of chaos and functions smoothly in conducting the examination. This year all exams were conducted in online mode and scripts were evaluated internally. The answer scripts are evaluated timely by the respective course teacher and side by side also scrutinized by

the HODs, when found necessary. This mechanism establishes a transparent method and all grievances of students were dealt properly. The students are regularly informed regarding their marks/percentage scored in the examination on notice boards , college website and whatsapp group. This attendance system is maintained by the respective departments and reports are submitted to the examination committee before the commencement of the examination.

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

2.6 - Student Performance and Learning Outcomes

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

All the departments of the college has drafted a detailed POs and Cos and the said draft is uploaded in our college website. Teachers initially explains the POs and Cos in the beginning of the session so that they can prepare the student accordingly . During the induction programme initiated in the beginning of the session, the respective departments make an outline regarding the scope of the course and also illustrations the related areas in which students can fulfil their dreams. The Academic Sub-committee reviews the programme outcomes after each semester. The Academic sub-committee submit regular proposals to IQAC and to the Teachers' Council. The departments also organise inter-departmental lectures so that the students can benefit from inter-disciplinary courses and can make better understanding for other subjects as well.

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

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

The Programme outcomes, programme-specific outcomes and course

outcomes are evaluated by each department, and the same is communicated to the Head of the Institution semester-wise and is also conveyed to the students in the classroom and on the notice board. The Institution has an in-built system for monitoring syllabus distribution and completion.

All Departments have a well-formulated plan to implement the teaching and learning process. In the last few years, there has been an increase in the number of students going for post-graduate studies . The students are looking forward to more opportunities in the future related to their outcomes. These modifications are being implemented with care, but they are continuous as the institution is taking more care in measuring the level of attainment of POs, PSOs and Cos, and carries formal and informal mechanisms for calculating the attainment of these outcomes. The institution insists on a feedback from all the stakeholders so that more effective and favourable growth can be achieved.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/PROGRAMME-OUTCOME-2020-21.pdf

2.6.3 - Pass percentage of Students during the year

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

347

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

2.7 - Student Satisfaction Survey

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

http://kidderporecollege.com/wp-content/uploads/2023/07/SSS-2021-22.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

year

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

07

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

3.2 - Research Publications and Awards

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

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

13

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

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

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

13

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

3.3 - Extension Activities

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

On ____ August, 2022, 74 students participated in 'Azadi ke Amrit Mahotsav', aprogramme organized jointly by the NSS and NCC of Kidderpore College tocommemorate 75 years of India's Independence from British colonial powers. Thecelebration attempted to instill a sense of national pride and patriotism in thestudents. With great enthusiasm they celebrated the occasion by organising various activities, including dance and song recitals, skits, recitation.On 11 March, 2022, Kidderpore College collaborated with Serampore College for anawareness programme for Equal Opportunity Scheme titled 'Women Empowermentin the Light of 21 st Century Globalisation'. This seminar/programme aimed tosensitize today's youth regarding women's role in the current globalized context.Close to 300 students took part in and benefited from the discussions anddeliberations held at the conference.

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

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

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

0

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with

industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

368

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

3.4 - Collaboration

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

4

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

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Within 18Kt & 11 Ch campus area our college has its own building having 5 floors. Teaching learning classrooms, practical classrooms and computer labs are present for enhancing the betterment of students learning.Some trees are planted in small surrounding of our college campus.

Teaching learning is enhanced by:

- **Smart-classroom**
- **Classrooms with LCD facilities**
- **All classrooms with Wi-fi facilities**
- **Virtual room**

Practical based subjects are taught in separate class rooms.

For physical fitness a gymnasium is maintained.

One HEPSN room is present for helping the students with special needs.

An IQAC room is used for doing all kinds of NAAC related work and

as a classroom also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.1.1_infrastructure.pdf

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

The adequacy and efficient use of sprots, games, gymnasium etc. is an integral part of infrastructure and learning resources. The focus of these facilities is captured and explained under the following key indicators.

Sports facilities:

- **Annual sports: Annual sports program has been organized in every year in winter in the Calcutta University Maidan Tent.**
- **Outdoor sports: students are encouraged to participate in several tournaments like; cricket, football, swimming organized by inter colleges in the state level. Games (indoor and outdoor):**

Gymnasium:Facility for gymnasium has been started in the year 2007. Awell-equipped gymnasium room is located in the ground floor of the college campus. he students of all department are allowed to take the benefit of gymnasium only during the college hours.

Yoga : Considering the health and physical issues, many yoga programmes have been organized by the Department of Physical Education.

Cultural activities:Usually our college conduct several cultural programs like: Rabindra Smaran, Nazrul Smaran, International Mother Language Day, Hindi Diwas, Annual Social etc. in every year. We celebrated Independence Day with students, teachers and non-teaching staff. After hoisting flag, a rally was arranged on that particular day.On 16th August, 2022 we celebrated Azadi Ka Mahotsab in the college premises.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.1.2_images.pdf

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.1.3_ICT-enable-rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

6.76

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

- **Name of the ILMS software: e-Granthalaya**
- **Nature of automation: Partially automated**
- **Version: 3**
- **Year of Automation:2014**

Additional information

The College is greatly indebted to the National Informatics Centre, the technological partner of Govt of India for providing the software and technology supports absolutely free of cost.

Initially, the software was installed on a stand-alone computer in 2014. In 2016 it started operating in client-server architecture, forming a LAN of 6 computers in the Library. At present, approx. 13500 books have been bar-coded and catalogued using the Cataloguing module of e-Granthalaya.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.2.1_LIbrary-facilities.pdf

4.2.2 - The institution has subscription for the **D. Any 1 of the above** following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

2.36

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

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

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

12

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

4.3 - IT Infrastructure

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

Since IT facility including wifi is an indispensible part of various college activities, the provision of internet facility had been made for both students and teachers. However, owing to the pandemic situation of this year, further addition and technical upgradation could not be done. We have CCTV cameras with 24 hours surveillance, photocopier, scanner, AV rooms, printers, projectors for academic as well as administrative purposes. At present we have total 78 computers out of which 23 computers are used in computers laboratories and 6 are used in the language lab. Four Computers are used by college office and rest are used by 16 departments of the college. Bandwidth available for internet connection in the institution (leased line) is INDENT 80MBPS.

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

4.3.2 - Number of Computers

71

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

0.73

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The policy of systems and procedures for maintaining and utilising these support facilities are framed by the different sub-committees under the supervision and control of the head of the institution in a well organised and developed manner. The college follows a decentralised system for maintaining those acquired infrastructural resources. Various subcommittees are responsible for the maintenance of physical, academic and other support facilities. The college actively engages both internal and outsourced resources for the maintenance of its infrastructure. In case of urgent maintenance and repair of physical facilities, the college office arranges everything as per the demand. Repairing and cleaning of the campus is done on a regular interval. Regular staff is engaged for the cleaning and maintenance of the classrooms, washroom, administrative office. The computers are maintained with the corresponding service provider. Electrical and plumbing related maintenance is done whenever required . The library resources are kept with the utmost care. Pest control is ensured for maintaining the books. Cleaning and dusting of the library is done by the outside staff on a regular basis.Laboratories are maintained by the departmental faculties . The college has a Multi-Gym under the supervision of the physical instructor.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

730

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	http://kidderporecollege.com/wp- content/uploads/2023/02/FINASTA_YOGA_SEMINER.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

206

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

206

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

`03`

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

`33`

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

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

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

`0`

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

5.3 - Student Participation and Activities

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

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

01

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

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

There is a Student Union(council) in the College where the interests of the students are represented. Also there are two student representatives in the IQAC. The studentsrepresentatives actively participated in the online seminars held during the first half of 2021, online NSS programmes and Women's Forum activities. The members of the Students'Union actively participated in the Awareness programme relating to the role of ICC in Higher Education Institutions and gender sensitization. They encouraged the other students of the College to participate in the programme. They encourage and mobilize the other students of the college to participate in Career counseling sessions and placement related counseling programmes. They also encouraged the students to participate in various cultural programmes like students week celebration, International Mother Language Day and Azadi ka Amrit Mahotsav.

File Description	Documents
Paste link for additional information	<u>http://kidderporecollege.com/wp-content/uploads/2023/05/Shalms-Aldin-Abul-FoyesSanjay-Mukherjee-Webinar-Report-with-sign.docx</u>
Upload any additional information	<u>View File</u>

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

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

03

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

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

There is a registered Alumni Association in this College. The Alumni engages itself in various socially beneficial activities throughout the year. In the Academic session 2021-2022 the Alumni raised fund from donations contributed by members and other sources.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

the institution

Vision

· **This educational institution aims to develop into enlightenment and advancement of learning.**

· **It tries to shape young minds in harmony with the requirements of globalizing education. For this purpose, the institution focused on the local first-generation learners.**

· **The college also guide the students to excel in education as well as in the field of social responsiveness, and grow in them human values thriving on wisdom, universalism and cultural pluralism.**

· **It is trying to create a perfect ambience for the students to deliver their best leading to the advancement of the institution and the society as well.**

Mission

· **To focus on its mission for advancement of knowledge and merit the College embarks on the enrichment of academic quality and human resources, development of healthy practices and social awareness among the students through a series of social, cultural and 'within-the-campus' and 'off-the-campus' activities and delivers all kinds of assistance to the students utilizing the infrastructure and inputs from the faculty members.**

All faculty members and students have tried heard for disseminating and acquiring knowledge respectively on online mode during lockdown session (June 2021 to January 2022). From February 2022 onwards the situation has changed into new normal. Everyone has tried their best to keep the vision and mission of the institution high.

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

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

The Governing Body ensures smooth functioning of the college.

The college functions with a decentralized administrative set up which has full transparency in decision making process of the institution. All administrative work related to teaching, learning, students' management including examination, admission, sub-committees' work, fees management, etc., have managed to ensure participative management.

Decentralization Management:

1. At the beginning of the semester, department-wise subject allocation is done in presence of all faculty members. The HOD oversees the Teaching Plans of her/his departmental faculties.
2. The upcoming semester routine is prepared & academic activities are assigned to all the faculties.
3. The examination is conducted following the guideline provided by the University of Calcutta.

Teaching, Learning & Examination

The institution has experienced both online and offline mode of teaching and learning and other practices during this period. Till January 2022 (and a few days during November-December 2021) all activities are done on online mode as before. From February 2022 onwards everything goes normal. Physical classes, internal examinations, university examinations and other administrative activities are done strictly following the Covid norms. A few sub-committees and office units coordinated among each other with controlled visits to the fully-sanitized College in ideal manner to manage the affairs of the College.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During this pre-pandemic and post-pandemic academic year, the institution manages to implement the academic activities both on

online and offline modes, and it was possible only through proper management system by holding meetings at the management level as well as departmental level.

The administrative activities are conducted both in virtually and physically as before. After lifting the lockdown, the college starts operating physically. The objective of the institution of smooth running of uninterrupted academic curriculum has been achieved.

Case Study:

Initiatives:

The pandemic situation brings lockdown to mostly all sectors of the world. Likewise, this institution has also undergone a vast change in conducting academic and administrative functions on virtual mode. All academic and administrative activities like admission, class taking, examinations (both internal assessment and university examination), evaluation of answer scripts, uploading of marks in the university portal, webinars, awareness programmes for the students and teachers, and other co-curriculum activities like yoga, etc., continued in both modes. Feedback system was conducted on physical mode.

Outcome:

Planned improvement has been achieved by the institution in the virtual operation of academic and administrative areas. Chalk and duster method of teaching along with the enhanced technology make the classroom teaching more fruitful and interesting. Now, dual modes of operation adopted by the institution make it more smarter than before.

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

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

The organogram has been depicted in the college prospectus.

- Administrative body: The Governing Body is the highest decision-making body of the college, the Principal is the ex-officio Secretary of the GB, there is representation from the teaching staff, non-teaching staff, students, affiliating university nominee and the government nominee. In official matters the Principal is assisted by the bursar, accountants, office staffs, teaching staffs (if necessary). Each academic department is coordinated by the HOD with the cooperation of the faculty members and non-teaching staffs. The Librarian is the head of the Central Library of the college and is assisted by the Assistant Librarian and Library Attendants.
- Students' benefits: The students may get Kanyashree, Swami Vivekananda Merit Scholarship, Minority Scholarship, fee concession for meritorious and regular students, etc..
- In-campus harmony: The College maintains special cells headed by faculty members, e.g., Grievance Redressal Cell, Anti-ragging Cell and Internal Complaint Committee (ICT).

- Internal Quality Assessment Cell (IQAC): To assure the quality of teaching and learning, and Governance is maintained to the best possible achievable standard through different committee activities, regular meetings and follow ups.
- Promotion policy: The promotion of teachers is based on the Career Advancement Scheme (CAS) of the UGC and West Bengal Government. The promotion of non-teaching staff is done as per the West Bengal Government norms.

- Service rules and recruitment: The college follows the rules and regulations laid down by the statute of University of Calcutta, UGC, Education Directorate of West Bengal and Government of West Bengal.

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

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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

• Being a government-aided institution, all employees enjoy the privilege of government health scheme (WBHS) & Sasthya Sathi programme.

• Special Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19.

• Medical Leave per year 20 days full pay.

• Loans from GPF very easily made available through single window service of Principal's Office

• Maternity Leave available.

• Child Care Leave (CCL) available.

• Leave is granted to Teachers for Research related activities.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

and towards membership fee of professional bodies during the year

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

0

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

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

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

0

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

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

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

12

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

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

There is no formal mechanism of performance appraisal for teaching and non-teaching staff at the institutional level. However, following activities are done for the same:

- **The Teachers maintain a daily record of classes allotted and taken in the attendance register.**
- **Leave calculation is done by the Leave Sub-committee for all members of the staff.**
- **The Principal meets the non-teaching staff for distribution of duties and assessment of the work done.**
- **The IQAC ensures fairness of Career Advancement Scheme (CAS) papers reflecting internal performance level and fidelity of informative personal data in career advancement.**
- **Regular updating of Service Book is done physically.**
- **Departmental meetings with the Principal are held.**
- **Principal has discussed regularly with IQAC Coordinator, TCS and Service Book & Leave Sub-committee on case-to-case basis.**
- **The Principal discusses with the Head Clerk and non-teaching GB representative on all matters relating to non-teaching staff.**
- **The Grievance Redressal Cell of the college acts for the teaching & non-teaching members as well as students.**
- **For non-teaching staff State Government rules regarding promotion are followed.**

File Description	Documents
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2023/02/Commerce_Hindi.pdf
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The college has a separate mechanism to ensure financial discipline. Each payment voucher is signed by the account's office, the Principal and the Bursar. An external audit is done annually after the completion of the financial year. The college appoints the external auditor as per the recommendation of the Directorate of Public Instructions (DPI), Government of West Bengal. The external auditor examines:

1. Purchase Register and Stock register.

2. Library records and Accession Register.

3. Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet.

4. Utilization of funds received from various agencies.

The external auditor checks whether the expenditure is allowed under a particular head and its limit. Queries raised by the auditor are duly clarified, and no queries remain pending till date. Finally, the audited financial reports are tabled in the Governing Body for approval and ratification.

The name of the External Auditor is recommended by the government and provided by the Director of Public Instruction, Government of West Bengal. External audit for the financial year 2019-20 has been completed on 05.01.2023. The name of the external auditor is Sitaram Associates. In reference of Audit Note for maintaining Fixed Assets Register, a staff is entrusted for maintaining Fixed Assets Register along with the tasks of physical verification of fixed assets.

File Description	Documents
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2023/02/6.4.1-Audit-Report.pdf
Upload any additional information	**No File Uploaded**

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

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

0

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

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

The institution executes a transparent strategy for mobilization and utilization of funds. The types and methods of resource mobilization and utilization are discussed in the meetings of Finance Committee, Building Development Committee and are approved by the Governing Body of the college. The institution seeks to mobilize grants from government authorities such as UGC; the State Government; Department of Higher Education, Govt. of West Bengal; NSS, NCC, etc.. The decision for construction of the annex building has been taken to meet the scarcity of space.

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

6.5 - Internal Quality Assurance System

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

During the lockdown period till January 2022 the college was closed, the IQAC has tried to sort out the situation through meeting. Afterwards the college reopens on physical mode and the normal activities resumed. Besides class teaching, all other activities have taken place within the knowledge of the IQAC. IQAC has also been taken initiative to organize Students week celebration as per the guidelines of the higher education department of state Govt, International Yoga Day celebration, Independence Day celebration, Cultural Programme, Seminar of Urdu Department, CISF Programme, etc., with teachers and students. IQAC meetings are held at regular intervals both as online and offline. Also IQAC meetings with all the department are held.

File Description	Documents
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2023/02/FINASTA_YOGA_SEMINER.pdf
Upload any additional information	**No File Uploaded**

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

Since the current period is divided into both offline and online time schedule, the online activities were done as before and the offline activities are done physically by maintaining hygiene and care.

The appraisal of Teaching Faculty is done for Career Advancement Scheme (CAS). The appraisal of Non-teaching Staff has been done directly and promoted on the basis of seniority and time scale.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of   **B. Any 3 of the above**

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	http://kidderporecollege.com/wp-content/uploads/2023/08/Academic-Audit-Report-2021-22.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of the constitutional obligation. Every year governments provide various scholarships for the betterment of girl students. It has been persistently working to provide financial benefits to the girl students through Kanyashree scheme introduced by the Government of West Bengal. The college constitutes a Woman's Forum and an anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment.These cells conduct awareness cum sensitisation programmes as well as seminars and workshops to promote gender equity in the larger society. In the session 2021-22 the Woman's Forum of the College organised an International webinar entitled "Women Empowerment in the Light of 21st century Globalisation" followed by a special lecture on ICC in colleges and sexual harassment of women at workplace. The College also installed anInternal Complaints Committee to take special care of the girl students by preventing any form of harassment of the female

students, teachers and members of the non-teaching staff. It was also resolved that a Google Form would be provided in the website to enable students to lodge their complaints through the ICC.

File Description	Documents
Annual gender sensitization action plan	http://kidderporecollege.com/wp-content/uploads/2023/02/Womens-Forum.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://kidderporecollege.com/wp-content/uploads/2022/08/Facilities.docx

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

D. Any 1 of the above

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

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

Every day the college get cleaned and all the garbage is cleared by two permanently employed housekeeping personnel. They regularly clean and sweep the entire college.

Both dry and wet solid wastes are collected from various sources on a daily basis.

The biodegradable and non-biodegradable wastes are collected and stored in green and blue coloured dustbins. Each floor and department has different types of dustbins for collecting the garbage.

All the waste water and sewage are properly cleared by well structured sewerage lines which are connected with the Municipal drainage system.

The biodegradable wastes are collected separately and then processed in a compost bin and used as manure for the organic garden.

The college is a plastic-free zone and students are also aware of that.

The old books and papers are separately stored in a library for clearance in the future.

The old and discarded furniture and electrical goods like old fans, lights, tables, and benches all are either recycled and reused or stored separately for future clearance.

The e-waste materials like old outdated desktops, laptops, mouse, CPUs, empty toners, and cartridges all are planned to hand over to a certified and authorized e-waste recycler.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://kidderporecollege.com/wp-content/uploads/2022/08/NAAC_Different-types-of-colored-bins-used-in-College-campus-1.pdf
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment   **E. None of the above**

with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Kidderpore College takes various initiatives to promote an inclusive environment facilitating tolerance and harmony towards cultural, religious, linguistic, socio-economic, and other diversities. The college is located in such a part of Kolkata city, where the demography represents the presence of multiple socio-economic and cultural groups with the dominance of the minority class. The college offers various academic and social supports to its adjacent slum dwellers as well. The institution has a large Muslim population and tries its best to provide education to all of them, especially the Muslim girls. The college is unique in offering five different languages viz. Bengali, English, Hindi, Urdu, and Persian and celebrate International Mother Language Day on 21st February encompassing all the students from different linguistic groups. The college celebrates both Saraswati Puja and Iftaar parties before Eid where students from other communities participate and share happiness with each other. The backward class and Minority cell has also been working actively to guide the SC, ST and OBC students to address their various issues. The overarching inclusive environment of

Kidderpore College encompasses all into one where the emphasis has only been given on the Humanity factor with showing gratitude to others' beliefs and thoughts.

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

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

Kidderpore College has had a tradition of organising programmes like Rabindra Smaran (celebrating the birthday of Rabindranath Tagore), hoisting the flag on Independence Day, Yoga Workshop, Bhasa Diwas, Saraswati Puja. However some activities had to be curtailed because of the raging pandemic. These programmes go a long way in sensitizing the students about the contribution of Rabindranath Tagore not only in literature, but also in education, culture, national movement and society in general. The yoga workshop not only sensitizes about the need for a healthy body and mind, but also about the necessity of concentration and discipline. On Independence Day students come to know that this day stands not only for freedom from the shackles of foreign rule, but also freedom from vice and want. The International Language Day/ Bhasa Diwas is of special significance in a multi-lingual College like Kidderpore College. The students are taught that each and every language is to be accorded equal respect and status.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to   **B. Any 3 of the above**

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

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

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

The college celebrates Independence Day and Republic Day every year. National Flag is hoisted in the college. The students and staff participate in the programme actively. Teacher's day is also celebrated in the college on 5th September to commemorate the birth anniversary of Sarvapalli Radhakrishnan. The online programme was organised by the different departments separately to show gratitude to the teachers.The celebration of International Mother Language day on 21st February is conducted by the students and teachers every year.Every year World Yoga Day is celebrated by the Teachers and students. The students perform various Asanas.Communal Harmony day is celebrated on 7 th December.

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

7.2 - Best Practices

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

Best Practices 1. Title of the Practice. Kidderpore College Community Coaching Classes.

2.Objectives of the Practice - To run a voluntary coaching class for the economically deprived children of the slum adjacent to the campus.

3.The Context- To educate underprivileged children.

4.The Practice-To assists the children with their regular school work and other activities and support them through regular distribution of copies and stationery and tiffin.

5.Evidence of Success-Students regularly attends the classes.

6.Problems encountered and Resources required- Classes have to remain suspended during University examinations and vacations.Teachers have been donating voluntarily to support..

7.Notes- To extend our support to more students of the locality and beyond.

Best Practices 2.

1.Title of the Practice: Intersections – A Journal of Literary and Cultural Studies.

2. Objectives of the Best Practice:To publish high quality research papers.

3. The Context: Endeavour to publish academic articles and book reviews which are at par with highest standard of academic ethics.

4. The Practice: The online journal is usually published every September. The journal is open-access, double blind peer-reviewed, and has the ISSN number.

5. Evidence of Success: All the published articles can be read for free on this website.

6. Problems Encountered and Resources Required:

Problems Encountered: to find proper resource persons who would

agree to grace the various positions of advisors/reviewers for this journal.

Resources Required:

1. Adequate funding.
2. Spreading the information about the journal.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college along with Health and Family Welfare Department in coordination with the Higher Education Department of the Government of West Bengal, arranged for the provision of vaccine to students. This came at a time when the vaccine was not easily available. Accordingly the IQAC Coordinator Dr. Swati Pal was made the Nodal Officer of the vaccination drive of Kidderpore College The vaccination drive was carried out at the Kidderpore Centenary Hospital under the guidance and with the active assistance of the CVC Nodal Officer Dr. Nabarun on 5.10.2021. Around fifty students were vaccinated at a Kidderpore Centenary Hospital. There was some hesitation among some students and they were not sure whether taking the vaccine would be the right thing. Thus, motivating the students and convincing them to avail of the opportunity was part of the drive, and the IQAC, along with the active cooperation of some of the teachers, was very successful in carrying out this programme. This was certainly the priority and thrust area of the College for the session 2021-22 keeping in view the Covid induced crisis situation and the resulting threat to the offline classes in the Higher education Institutions. The vaccination drive was carried out successfully by the College to facilitate the successful resumption of offline mode of curriculum delivery.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The UG syllabus is created and managed by the University of Calcutta and KidderporeCollege follows it as sincerely as possible. The academic calendar and the course structurearecreated in accordance with the affiliated university and are displayed on the website.The academic committee overviews and ensures theeffective implementation of all academic activities in the college. The Institution ensures effective curriculum delivery through a well planned and documented process. The session ofJune 2021 toAugust 2022 was predominated by the Pandemic thus online classes werecarried out during this time. A central online routine was made and followed by eachdepartment.Departmental Meetings, distribution of Syllabus, taking of exams, evaluation ofscript were done online. Several Webinars and online awareness activities were carried onduring this time for students and teachers as well. Keeping in mind the physical and mentalwell being of the students a 7 days online certificate course on Yoga was organised by the college in collaboration with Physical Education Foundation of India (West Bengal Chapter)and the National Sports Promotion Organization & Ministry of Sports and Youth Affairs,Govt. of India. After the commencement of regular offline classes from the month of March2022, well planned and effective academic activities in form of special classes were carriedout by several departments to make students acquainted with offline exams mode.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

The various departments of the college follow the academic calendar provided by Calcutta University under the CBCS system

for internal and external assessment. University exams are held twice a year as ODD and EVEN semester exams. Each core course, competency extension course, disciplinary course, general elective, and AECC has both internal and tutorial assessments. The college follows the CIE system and is conducted taking into account the academic calendar and requirements of Calcutta University. In addition to the University's final/annual assessment processes, the College also conducts various assessments to monitor academic progress, enhance student confidence while preparing them for formal academic assessment at University level, and also to understand and respond to the needs of less deserving students. In addition, special online practice courses have been conducted by different departments to monitor the students' progress and also to prepare them for the upcoming exams.The various ways in which CIE is operative in the college include:

1. Class tests and tutorials
2. Home Assignments,
3. Syllabus- oriented Term papers and Project preparation,
4. Syllabus-related paper presentations,
5. Group discussions
6. Mock interviews and viva voce examinations.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://kidderporecollege.com/wp-content/uploads/2016/02/ACADEMIC-CALENDAR-2021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

14

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

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

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

01

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

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

23

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

23

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

1.3 - Curriculum Enrichment

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

Cross-cutting concerns related to professional ethics, gender, human values, the environment, and sustainability are incorporated into the institution. In order to attain its mission of excellence in offering top-notch education to its students, Kidderpore College is dedicated to implementing best practises along with an educational value system. The Institution follows the University of Calcutta's curriculum and places a high value on the fundamental fields of human endeavour. Through a number of programmes from various departments, the socially relevant issues relating to environmental sustainability, professional ethics, human values, sensitivity to gender, community development, and national integration have been incorporated into the larger framework of the syllabus. These programmes are made to maintain these important conversations at the forefront of the comprehensive engagement. The College's NSS unit has steadfastly continued its fine job of educating students and the generalpublic about the risks to our environment and the need to encourage environmental sustainability.

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

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

7

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

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

630

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://kidderporecollege.com/wp-content/uploads/2023/02/students-feedback.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1344

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

32

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

2.2 - Catering to Student Diversity

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

College encouraged blended method of learning using traditional teaching method and new technological methods to make learning more effective. These facilities are available to both advance learner and slow learners. Mentor system is also introduced in some department for minute observation of learner's progress. The mentor teacher maintains a student profile where students' academic and socio-economic backgrounds, talents and weakness are mentioned.

The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials etc; on the basis of which slow and advanced learners are identified. Pupils who needed extra attention and engagement were provided with special care by personal counseling and also supplying them with reading materials, notes, and extra classes to avoid so learning gaps develop.

Teachers provides different facilities such as online resources, special classes, extended library use , self learning materials according to their need.

File Description	Documents
Link for additional Information	http://kidderporecollege.com/wp-content/uploads/2023/06/Supporting-doccuments-2.2.1-21-22.docx
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2196	**60**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The College at the commencement of this session had organized an online orientation programme, to explain to the students the objectives, programmes and outcomes of the courses. Teachers have been engaged in making their classes more interactive to encourage innovative thoughts among the students. Departments have also evaluating through debates, extempore, group discussion, seminar , Power point Presentation, Poster making, Recitation etc. All departments have a regular schedule for internal evaluation through objective tests and the emphasis is on self-evaluation so that the candidate can rectify and learn simultaneously. Continuous evaluation of the students enables them to do better in the next examinations and special attention is given to the slow learners. Parents are kept informed about the performance of their wards. Feedback from students is collected to prepare the institution for a better tomorrow.

The College has different committees and cells such as the IQAC, Internal Complaints Cell, and Grievance Cell. The students participate in the decision-making process and this maintains transparency between the students and the administration.This practice has also made the students responsible and has inculcated a sense of belonging in them.

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

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

The College follows ICT-enabled teaching in addition to the traditional chalk and duster classroom instruction. The College has one ICT enabled classroom which is equipped with a projector, speakers and high-speed internet connection with a

WIFI facility. Along with this, the college has 2 extra LCD projectors which can be used with the departmental laptops in the classrooms. The College has also a computer laboratory with an internet connection. Each department has been provided with a laptop with a wifi connection. The College Library has also been provided with the facility of desktops for students with internet connectivity.

The teaching faculty members were using IT-enabled learning tools such as PPT, Audio system, online reading materials, video clippings etc. which greatly aided the students in gaining advanced knowledge. Some departments specially made teaching-learning videos and uploaded them to YouTube for students . The students have immensely benefited from the use of ICT tools, which helped to lessen the impact of the Covid-19 pandemic.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://kidderporecollege.com/wp-content/uploads/2023/06/2.3.2-ICT-enabled-tools-for-effective-teaching-learning-process..docx

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

2.3.3.1 - Number of mentors

3

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

2.4 - Teacher Profile and Quality

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

36

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

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

26

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

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

2.4.3.1 - Total experience of full-time teachers

492

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

At the institutional level, the college follows certain evaluation procedures of its own like the Mid Term Test, Tutorial and Internal Assessment in addition to the university (University of Calcutta) recommended examinations. The college introduced project-based evaluation systems in the Honours courses where viva-voce allows the students to express their original views and the examiner is also able to fathom the depth of their knowledge. Some Departments are also evaluating through organizing debates, extempore, group discussion, seminar presentation, Powerpoint Presentation, Recitation, Poster making etc.

All departments have a regular schedule for internal evaluation through objective tests and the emphasis is on self-evaluation so that the candidate can rectify and learn simultaneously.All official notices about all evaluation are posted on the college notice board and college's official website. This continuous internal evaluation is led by the Examination & Result Committees of the college with the approval of the IQAC. Various committees under IQAC are working in conjunction with each other to make decisions about the evaluation procedure.

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

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

The college has Internal Examination Core Committee, which is responsible for the overall examination to be held in the college as per the guidelines of the University. The students are informed at the beginning of each semester regarding various components of the assessment procedure. The college follows the academic calendar provided by the University in terms of conducting internal examination timely, and this is well informed to the students in advance. The IECC is the sole responsible body in conducting examination and distributes the work accordingly to the all the departments. Below the IECC the respective department under the HODs work accordingly and efficiently to reduce any kind of chaos and functions smoothly

in conducting the examination. This year all exams were
conducted in online mode and scripts were evaluated internally.
The answer scripts are evaluated timely by the respective
course teacher and side by side also scrutinized by the HODs,
when found necessary. This mechanism establishes a transparent
method and all grievances of students were dealt properly. The
students are regularly informed regarding their
marks/percentage scored in the examination on notice boards ,
college website and whatsapp group. This attendance system is
maintained by the respective departments and reports are
submitted to the examination committee before the commencement
of the examination.

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

2.6 - Student Performance and Learning Outcomes

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

All the departments of the college has drafted a detailed POs
and Cos and the said draft is uploaded in our college website.
Teachers initially explains the POs and Cos in the beginning of
the session so that they can prepare the student accordingly .
During the induction programme initiated in the beginning of
the session, the respective departments make an outline
regarding the scope of the course and also illustrations the
related areas in which students can fulfil their dreams. The
Academic Sub-committee reviews the programme outcomes after
each semester. The Academic sub-committee submit regular
proposals to IQAC and to the Teachers' Council. The departments
also organise inter-departmental lectures so that the students
can benefit from inter-disciplinary courses and can make better
understanding for other subjects as well.

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

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

The Programme outcomes, programme-specific outcomes and course outcomes are evaluated by each department, and the same is communicated to the Head of the Institution semester-wise and is also conveyed to the students in the classroom and on the notice board. The Institution has an in-built system for monitoring syllabus distribution and completion.

All Departments have a well-formulated plan to implement the teaching and learning process. In the last few years, there has been an increase in the number of students going for post-graduate studies . The students are looking forward to more opportunities in the future related to their outcomes. These modifications are being implemented with care, but they are continuous as the institution is taking more care in measuring the level of attainment of POs, PSOs and Cos, and carries formal and informal mechanisms for calculating the attainment of these outcomes. The institution insists on a feedback from all the stakeholders so that more effective and favourable growth can be achieved.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/PROGRAMME-OUTCOME-2020-21.pdf

2.6.3 - Pass percentage of Students during the year

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

347

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

2.7 - Student Satisfaction Survey

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

http://kidderporecollege.com/wp-content/uploads/2023/07/SSS-2021-22.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

`0`

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

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

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

`07`

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

3.2 - Research Publications and Awards

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

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

`13`

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

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

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

13

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

3.3 - Extension Activities

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

On ___ August, 2022, 74 students participated in 'Azadi ke Amrit Mahotsav', aprogramme organized jointly by the NSS and NCC of Kidderpore College tocommemorate 75 years of India's Independence from British colonial powers. Thecelebration attempted to instill a sense of national pride and patriotism in thestudents. With great enthusiasm they celebrated the occasion by organising various activities, including dance and song recitals, skits, recitation.On 11 March, 2022, Kidderpore College collaborated with Serampore College for anawareness programme for Equal Opportunity Scheme titled 'Women Empowermentin the Light of 21 st Century Globalisation'. This seminar/programme aimed tosensitize today's youth regarding women's role in the current globalized context.Close to 300 students took part in and benefited from the discussions anddeliberations held at the conference.

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

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

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

0

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

368

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

3.4 - Collaboration

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

4

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

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Within 18Kt & 11 Ch campus area our college has its own building having 5 floors. Teaching learning classrooms, practical classrooms and computer labs are present for enhancing the betterment of students learning.Some trees are planted in small surrounding of our college campus.

Teaching learning is enhanced by:

- Smart-classroom
- Classrooms with LCD facilities
- All classrooms with Wi-fi facilities
- Virtual room

Practical based subjects are taught in separate class rooms.

For physical fitness a gymnasium is maintained.

One HEPSN room is present for helping the students with special needs.

An IQAC room is used for doing all kinds of NAAC related work and as a classroom also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.1.1_infrastructure.pdf

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

The adequacy and efficient use of sprots, games, gymnasium etc. is an integral part of infrastructure and learning resources. The focus of these facilities is captured and explained under the following key indicators.

Sports facilities:

- Annual sports: Annual sports program has been organized in every year in winter in the Calcutta University Maidan

- Tent.
- Outdoor sports: students are encouraged to participate in several tournaments like; cricket, football, swimming organized by inter colleges in the state level. Games (indoor and outdoor):

Gymnasium:Facility for gymnasium has been started in the year 2007. Awell-equipped gymnasium room is located in the ground floor of the college campus. he students of all department are allowed to take the benefit of gymnasium only during the college hours.

Yoga : Considering the health and physical issues, many yoga programmes have been organized by the Department of Physical Education.

Cultural activities:Usually our college conduct several cultural programs like: Rabindra Smaran, Nazrul Smaran, International Mother Language Day, Hindi Diwas, Annual Social etc. in every year. We celebrated Independence Day with students, teachers and non-teaching staff. After hoisting flag, a rally was arranged on that particular day.On 16th August, 2022 we celebrated Azadi Ka Mahotsab in the college premises.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.1.2_images.pdf

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.1.3_ICT-enable-rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

6.76

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

- **Name of the ILMS software: e-Granthalaya**
- **Nature of automation: Partially automated**
- **Version: 3**
- **Year of Automation:2014**

Additional information

The College is greatly indebted to the National Informatics Centre, the technological partner of Govt of India for

providing the software and technology supports absolutely free of cost.

Initially, the software was installed on a stand-alone computer in 2014. In 2016 it started operating in client-server architecture, forming a LAN of 6 computers in the Library. At present, approx. 13500 books have been bar-coded and catalogued using the Cataloguing module of e-Granthalaya.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://kidderporecollege.com/wp-content/uploads/2022/08/4.2.1_LIbrary-facilities.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

2.36

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

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

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

12

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

4.3 - IT Infrastructure

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

Since IT facility including wifi is an indispensible part of various college activities, the provision of internet facility had been made for both students and teachers. However, owing to the pandemic situation of this year, further addition and technical upgradation could not be done. We have CCTV cameras with 24 hours surveillance, photocopier, scanner, AV rooms, printers, projectors for academic as well as administrative purposes. At present we have total 78 computers out of which 23 computers are used in computers laboratories and 6 are used in the language lab. Four Computers are used by college office and rest are used by 16 departments of the college. Bandwidth available for internet connection in the institution (leased line) is INDENT 80MBPS.

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

4.3.2 - Number of Computers

71

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

0.73

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The policy of systems and procedures for maintaining and utilising these support facilities are framed by the different

sub-committees under the supervision and control of the head of the institution in a well organised and developed manner. The college follows a decentralised system for maintaining those acquired infrastructural resources. Various subcommittees are responsible for the maintenance of physical, academic and other support facilities. The college actively engages both internal and outsourced resources for the maintenance of its infrastructure. In case of urgent maintenance and repair of physical facilities, the college office arranges everything as per the demand. Repairing and cleaning of the campus is done on a regular interval. Regular staff is engaged for the cleaning and maintenance of the classrooms, washroom, administrative office. The computers are maintained with the corresponding service provider. Electrical and plumbing related maintenance is done whenever required . The library resources are kept with the utmost care. Pest control is ensured for maintaining the books. Cleaning and dusting of the library is done by the outside staff on a regular basis.Laboratories are maintained by the departmental faculties . The college has a Multi-Gym under the supervision of the physical instructor.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

730

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	*View File*
Upload any additional information	*View File*
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	*View File*

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	*View File*

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	http://kidderporecollege.com/wp- content/ uploads/2023/02/FINASTA_YOGA_SEMINER.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

206

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

206

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

03	
File Description	**Documents**
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

33	
File Description	**Documents**
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

0	
File Description	**Documents**
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

01

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

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

There is a Student Union(council) in the College where the interests of the students are represented. Also there are two student representatives in the IQAC. The studentsrepresentatives actively participated in the online seminars held during the first half of 2021, online NSS programmes and Women's Forum activities. The members of the Students'Union actively participated in the Awareness programme relating to the role of ICC in Higher Education Institutions and gender sensitization. They encouraged the other students of the College to participate in the programme. They encourage and mobilize the other students of the college to participate in Career counseling sessions and placement related counseling programmes. They also encouraged the students to participate in various cultural programmes like students week celebration, International Mother Language Day and Azadi ka Amrit Mahotsav.

File Description	Documents
Paste link for additional information	*http://kidderporecollege.com/wp-content/uploads/2023/05/Shalms-Aldin-Abul-FoyesSanjay-Mukherjee-Webinar-Report-with-sign.docx*
Upload any additional information	*View File*

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

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

`03`

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

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

There is a registered Alumni Association in this College. The Alumni engages itself in various socially beneficial activities throughout the year. In the Academic session 2021-2022 the Alumni raised fund from donations contributed by members and other sources.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

· This educational institution aims to develop into enlightenment and advancement of learning.

· It tries to shape young minds in harmony with the requirements of globalizing education. For this purpose, the institution focused on the local first-generation learners.

· The college also guide the students to excel in education as well as in the field of social responsiveness, and grow in them human values thriving on wisdom, universalism and cultural pluralism.

· It is trying to create a perfect ambience for the students to deliver their best leading to the advancement of the institution and the society as well.

Mission

· To focus on its mission for advancement of knowledge and merit the College embarks on the enrichment of academic quality and human resources, development of healthy practices and social awareness among the students through a series of social, cultural and 'within-the-campus' and 'off-the-campus' activities and delivers all kinds of assistance to the students utilizing the infrastructure and inputs from the faculty members.

All faculty members and students have tried heard for disseminating and acquiring knowledge respectively on online mode during lockdown session (June 2021 to January 2022). From February 2022 onwards the situation has changed into new normal. Everyone has tried their best to keep the vision and mission of the institution high.

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

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

The Governing Body ensures smooth functioning of the college.

The college functions with a decentralized administrative set up which has full transparency in decision making process of the institution. All administrative work related to teaching, learning, students' management including examination, admission, sub-committees' work, fees management, etc., have managed to ensure participative management.

Decentralization Management:

1. **At the beginning of the semester, department-wise subject allocation is done in presence of all faculty members. The HOD oversees the Teaching Plans of her/his departmental faculties.**
2. **The upcoming semester routine is prepared & academic activities are assigned to all the faculties.**
3. **The examination is conducted following the guideline provided by the University of Calcutta.**

Teaching, Learning & Examination

The institution has experienced both online and offline mode of teaching and learning and other practices during this period. Till January 2022 (and a few days during November-December 2021) all activities are done on online mode as before. From February 2022 onwards everything goes normal. Physical classes, internal examinations, university examinations and other administrative activities are done strictly following the Covid norms. A few sub-committees and office units coordinated among each other with controlled visits to the fully-sanitized College in ideal manner to manage the affairs of the College.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During this pre-pandemic and post-pandemic academic year, the institution manages to implement the academic activities both on online and offline modes, and it was possible only through proper management system by holding meetings at the management level as well as departmental level.

The administrative activities are conducted both in virtually and physically as before. After lifting the lockdown, the college starts operating physically. The objective of the institution of smooth running of uninterrupted academic curriculum has been achieved.

Case Study:

Initiatives:

The pandemic situation brings lockdown to mostly all sectors of the world. Likewise, this institution has also undergone a vast change in conducting academic and administrative functions on virtual mode. All academic and administrative activities like admission, class taking, examinations (both internal assessment and university examination), evaluation of answer scripts, uploading of marks in the university portal, webinars, awareness programmes for the students and teachers, and other co-curriculum activities like yoga, etc., continued in both modes. Feedback system was conducted on physical mode.

Outcome:

Planned improvement has been achieved by the institution in the virtual operation of academic and administrative areas. Chalk and duster method of teaching along with the enhanced technology make the classroom teaching more fruitful and interesting. Now, dual modes of operation adopted by the institution make it more smarter than before.

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

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

The organogram has been depicted in the college prospectus.

- Administrative body: The Governing Body is the highest decision-making body of the college, the Principal is the ex-officio Secretary of the GB, there is representation from the teaching staff, non-teaching staff, students, affiliating university nominee and the government nominee. In official matters the Principal is assisted by the bursar, accountants, office staffs, teaching staffs (if necessary). Each academic department is coordinated by the HOD with the cooperation of the faculty members and non-teaching staffs. The Librarian is the head of the Central Library of the college and is assisted by the Assistant Librarian and Library Attendants.
- Students' benefits: The students may get Kanyashree, Swami Vivekananda Merit Scholarship, Minority Scholarship, fee concession for meritorious and regular students, etc..
- In-campus harmony: The College maintains special cells headed by faculty members, e.g., Grievance Redressal Cell, Anti-ragging Cell and Internal Complaint Committee (ICT).

- Internal Quality Assessment Cell (IQAC): To assure the quality of teaching and learning, and Governance is maintained to the best possible achievable standard through different committee activities, regular meetings and follow ups.
- Promotion policy: The promotion of teachers is based on the Career Advancement Scheme (CAS) of the UGC and West Bengal Government. The promotion of non-teaching staff is done as per the West Bengal Government norms.

- Service rules and recruitment: The college follows the rules and regulations laid down by the statute of University of Calcutta, UGC, Education Directorate of West Bengal and Government of West Bengal.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**D. Any 1 of the above**

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

6.3 - Faculty Empowerment Strategies

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

• Being a government-aided institution, all employees enjoy the privilege of government health scheme (WBHS) & Sasthya Sathi programme.

• Special Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19.

• Medical Leave per year 20 days full pay.

• Loans from GPF very easily made available through single window service of Principal's Office

• Maternity Leave available.

• Child Care Leave (CCL) available.

• **Leave is granted to Teachers for Research related activities.**

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

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

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

0

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

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

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

0

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

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

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

12

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

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

There is no formal mechanism of performance appraisal for teaching and non-teaching staff at the institutional level. However, following activities are done for the same:

- **The Teachers maintain a daily record of classes allotted and taken in the attendance register.**
- **Leave calculation is done by the Leave Sub-committee for all members of the staff.**
- **The Principal meets the non-teaching staff for distribution of duties and assessment of the work done.**
- **The IQAC ensures fairness of Career Advancement Scheme (CAS) papers reflecting internal performance level and fidelity of informative personal data in career advancement.**
- **Regular updating of Service Book is done physically.**
- **Departmental meetings with the Principal are held.**
- **Principal has discussed regularly with IQAC Coordinator, TCS and Service Book & Leave Sub-committee on case-to-case basis.**
- **The Principal discusses with the Head Clerk and non-teaching GB representative on all matters relating to non-teaching staff.**
- **The Grievance Redressal Cell of the college acts for the teaching & non-teaching members as well as students.**
- **For non-teaching staff State Government rules regarding promotion are followed.**

File Description	Documents
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2023/02/Commerce_Hindi.pdf
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The college has a separate mechanism to ensure financial discipline. Each payment voucher is signed by the account's office, the Principal and the Bursar. An external audit is done annually after the completion of the financial year. The college appoints the external auditor as per the recommendation of the Directorate of Public Instructions (DPI), Government of West Bengal. The external auditor examines:

1. Purchase Register and Stock register.

2. Library records and Accession Register.

3. Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet.

4. Utilization of funds received from various agencies.

The external auditor checks whether the expenditure is allowed under a particular head and its limit. Queries raised by the auditor are duly clarified, and no queries remain pending till date. Finally, the audited financial reports are tabled in the Governing Body for approval and ratification.

The name of the External Auditor is recommended by the government and provided by the Director of Public Instruction, Government of West Bengal. External audit for the financial year 2019-20 has been completed on 05.01.2023. The name of the external auditor is Sitaram Associates. In reference of Audit Note for maintaining Fixed Assets Register, a staff is entrusted for maintaining Fixed Assets Register along with the tasks of physical verification of fixed assets.

File Description	Documents
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2023/02/6.4.1-Audit-Report.pdf
Upload any additional information	No File Uploaded

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

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

0

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

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

The institution executes a transparent strategy for mobilization and utilization of funds. The types and methods of resource mobilization and utilization are discussed in the meetings of Finance Committee, Building Development Committee and are approved by the Governing Body of the college. The institution seeks to mobilize grants from government authorities such as UGC; the State Government; Department of Higher Education, Govt. of West Bengal; NSS, NCC, etc.. The decision for construction of the annex building has been taken to meet the scarcity of space.

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

6.5 - Internal Quality Assurance System

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

During the lockdown period till January 2022 the college was closed, the IQAC has tried to sort out the situation through meeting. Afterwards the college reopens on physical mode and the normal activities resumed. Besides class teaching, all other activities have taken place within the knowledge of the IQAC. IQAC has also been taken initiative to organize Students week celebration as per the guidelines of the higher education department of state Govt, International Yoga Day celebration, Independence Day celebration, Cultural Programme, Seminar of Urdu Department, CISF Programme, etc., with teachers and students. IQAC meetings are held at regular intervals both as

online and offline. Also IQAC meetings with all the department are held.

File Description	Documents
Paste link for additional information	http://kidderporecollege.com/wp-content/uploads/2023/02/FINASTA_YOGA_SEMINER.pdf
Upload any additional information	**No File Uploaded**

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

Since the current period is divided into both offline and online time schedule, the online activities were done as before and the offline activities are done physically by maintaining hygiene and care.

The appraisal of Teaching Faculty is done for Career Advancement Scheme (CAS). The appraisal of Non-teaching Staff has been done directly and promoted on the basis of seniority and time scale.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://kidderporecollege.com/wp-content/uploads/2023/08/Academic-Audit-Report-2021-22.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of the constitutional obligation. Every year governments provide various scholarships for the betterment of girl students. It has been persistently working to provide financial benefits to the girl students through Kanyashree scheme introduced by the Government of West Bengal. The college constitutes a Woman's Forum and an anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment.These cells conduct awareness cum sensitisation programmes as well as seminars and workshops to promote gender equity in the larger society. In the session 2021-22 the Woman's Forum of the College organised an International webinar entitled "Women Empowerment in the Light of 21st century Globalisation" followed by a special lecture on ICC in colleges and sexual harassment of women at workplace. The College also installed anInternal Complaints Committee to take special care of the girl students by preventing any form of harassment of the female students, teachers and members of the non-teaching staff. It was also resolved that a Google Form would be provided in the website to enable students to lodge their complaints through the ICC.

File Description	Documents
Annual gender sensitization action plan	http://kidderporecollege.com/wp-content/uploads/2023/02/Womens-Forum.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://kidderporecollege.com/wp-content/uploads/2022/08/Facilities.docx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

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

Every day the college get cleaned and all the garbage is cleared by two permanently employed housekeeping personnel. They regularly clean and sweep the entire college.

Both dry and wet solid wastes are collected from various sources on a daily basis.

The biodegradable and non-biodegradable wastes are collected and stored in green and blue coloured dustbins. Each floor and department has different types of dustbins for collecting the garbage.

All the waste water and sewage are properly cleared by well structured sewerage lines which are connected with the

Municipal drainage system.

The biodegradable wastes are collected separately and then processed in a compost bin and used as manure for the organic garden.

The college is a plastic-free zone and students are also aware of that.

The old books and papers are separately stored in a library for clearance in the future.

The old and discarded furniture and electrical goods like old fans, lights, tables, and benches all are either recycled and reused or stored separately for future clearance.

The e-waste materials like old outdated desktops, laptops, mouse, CPUs, empty toners, and cartridges all are planned to hand over to a certified and authorized e-waste recycler.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://kidderporecollege.com/wp-content/uploads/2022/08/NAAC_Different-types-of-colored-bins-used-in-College-campus-1.pdf
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Kidderpore College takes various initiatives to promote an inclusive environment facilitating tolerance and harmony towards cultural, religious, linguistic, socio-economic, and other diversities. The college is located in such a part of Kolkata city, where the demography represents the presence of multiple socio-economic and cultural groups with the dominance of the minority class. The college offers various academic and social supports to its adjacent slum dwellers as well. The institution has a large Muslim population and tries its best to provide education to all of them, especially the Muslim girls. The college is unique in offering five different languages viz. Bengali, English, Hindi, Urdu, and Persian and celebrate International Mother Language Day on 21st February encompassing all the students from different linguistic groups. The college celebrates both Saraswati Puja and Iftaar parties before Eid

where students from other communities participate and share happiness with each other. The backward class and Minority cell has also been working actively to guide the SC, ST and OBC students to address their various issues. The overarching inclusive environment of Kidderpore College encompasses all into one where the emphasis has only been given on the Humanity factor with showing gratitude to others' beliefs and thoughts.

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

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

Kidderpore College has had a tradition of organising programmes like Rabindra Smaran (celebrating the birthday of Rabindranath Tagore), hoisting the flag on Independence Day, Yoga Workshop, Bhasa Diwas, Saraswati Puja. However some activities had to be curtailed because of the raging pandemic. These programmes go a long way in sensitizing the students about the contribution of Rabindranath Tagore not only in literature, but also in education, culture, national movement and society in general. The yoga workshop not only sensitizes about the need for a healthy body and mind, but also about the necessity of concentration and discipline. On Independence Day students come to know that this day stands not only for freedom from the shackles of foreign rule, but also freedom from vice and want. The International Language Day/ Bhasa Diwas is of special significance in a multi-lingual College like Kidderpore College. The students are taught that each and every language is to be accorded equal respect and status.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed	B. Any 3 of the above

code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

The college celebrates Independence Day and Republic Day every year. National Flag is hoisted in the college. The students and staff participate in the programme actively. Teacher's day is also celebrated in the college on 5th September to commemorate the birth anniversary of Sarvapalli Radhakrishnan. The online programme was organised by the different departments separately to show gratitude to the teachers.The celebration of International Mother Language day on 21st February is conducted by the students and teachers every year.Every year World Yoga Day is celebrated by the Teachers and students. The students perform various Asanas.Communal Harmony day is celebrated on 7 th December.

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

7.2 - Best Practices

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

Best Practices 1. Title of the Practice. Kidderpore College Community Coaching Classes.

2.Objectives of the Practice - To run a voluntary coaching class for the economically deprived children of the slum adjacent to the campus.

3.The Context- To educate underprivileged children.

4.The Practice-To assists the children with their regular school work and other activities and support them through regular distribution of copies and stationery and tiffin.

5.Evidence of Success-Students regularly attends the classes.

6.Problems encountered and Resources required- Classes have to remain suspended during University examinations and vacations.Teachers have been donating voluntarily to support..

7.Notes- To extend our support to more students of the locality and beyond.

Best Practices 2.

1.Title of the Practice: Intersections – A Journal of Literary and Cultural Studies.

2. Objectives of the Best Practice:To publish high quality research papers.

3. The Context: Endeavour to publish academic articles and book

reviews which are at par with highest standard of academic
ethics.

4. The Practice: The online journal is usually published every
September. The journal is open-access, double blind peer-
reviewed, and has the ISSN number.

5. Evidence of Success: All the published articles can be read
for free on this website.

6. Problems Encountered and Resources Required:

Problems Encountered: to find proper resource persons who would
agree to grace the various positions of advisors/reviewers for
this journal.

Resources Required:

1. Adequate funding.
2. Spreading the information about the journal.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college along with Health and Family Welfare Department in
coordination with the Higher Education Department of the
Government of West Bengal, arranged for the provision of
vaccine to students. This came at a time when the vaccine was
not easily available. Accordingly the IQAC Coordinator Dr.
Swati Pal was made the Nodal Officer of the vaccination drive
of Kidderpore College The vaccination drive was carried out at
the Kidderpore Centenary Hospital under the guidance and with
the active assistance of the CVC Nodal Officer Dr. Nabarun on
5.10.2021. Around fifty students were vaccinated at a
Kidderpore Centenary Hospital. There was some hesitation among
some students and they were not sure whether taking the vaccine
would be the right thing. Thus, motivating the students and
convincing them to avail of the opportunity was part of the
drive, and the IQAC, along with the active cooperation of some

of the teachers, was very successful in carrying out this programme. This was certainly the priority and thrust area of the College for the session 2021-22 keeping in view the Covid induced crisis situation and the resulting threat to the offline classes in the Higher education Institutions. The vaccination drive was carried out successfully by the College to facilitate the successful resumption of offline mode of curriculum delivery.

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

7.3.2 - Plan of action for the next academic year

1. ISO certification for the institution.
2. MOU for managing the E waste of the college.
3. Expansion of the College Premises.
4. Preparation for NEP.
5. Purchase of new books for the library.
6. Organise national and international seminars.
7. Installation of Solar panel.
8. Implementation of Add on courses.
9. To arrange more ICT enabled classrooms for the students.
10. To install fire safety measures in the Institution.
11. To promote Career Advancement Scheme(CAS) for the concerned faculties.
12. Establish Eco Club to promote Environmental Awareness.