



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Kaliyaganj College

- Name of the Head of the institution **Dr. P. K. Das**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03523258030**
- Mobile No: **9434511967**
- Registered e-mail **kaliyaganjcollege@rediffmail.com**
- Alternate e-mail **kaliyaganjcollege@gmail.com**
- Address **College Para**
- City/Town **Kaliyaganj, Uttar Dinajpur**
- State/UT **West Bengal**
- Pin Code **733129**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **University of Gour Banga**
- Name of the IQAC Coordinator **Dr. Santu Chakraborty**
- Phone No. **03523258030**
- Alternate phone No. **03523243303**
- Mobile **9830712641**
- IQAC e-mail address **iqac.kaliyaganjcolleg@gmail.com**
- Alternate e-mail address **scr_ju@yahoo.co.in**

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

https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTg3OTE=

4. Whether Academic Calendar prepared during the year?

Yes

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

http://kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/Academic%20Calender%202021-22.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.40	2007	31/03/2007	30/03/2012
Cycle 2	B++	2.78	2016	02/12/2016	01/12/2021

6. Date of Establishment of IQAC

01/08/2007

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

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

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

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- 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. IQAC tried to encourage the faculties by sharing their research outcomes by conducting Peer Talks, Departmental Seminars, Webinars etc.
2. Birthday of Raja Ram Mohan Roy, Birthday of Mahatma Gandhi, etc. were celebrated with the initiatives of IQAC.
3. IQAC tried to launch and promote new value added courses like MS Office, Web Designing, Image Editing, Community Health & Environment, Journalism, Motivation and Decision making etc.
4. IQAC tried to promote Cafeteria Approach through conducting several Inter disciplinary Seminars. This served the purpose of Choice based Credit System too. Students of Sciences can get the flavor of Arts or Social Science and vice versa.
5. IQAC tried to put emphasis on Rain Water Harvesting and Maintenance of Green Campus as the best practices of the institution. IQAC has organized 'International Yoga day', 'Youth day', 'National Voters' Day', 'National Science Day', 'International Mother Language Day', 'International Women's Day', 'World Health Day' etc. for the proper character building the students. IQAC tried to inculcate values and ethics by celebrating 'Birthday of Ishwar Chandra Vidyasagar', 'Birthday of Rabindranath Tagore' etc.

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
To organize classes through online mode	Successfully implemented
To organize online seminars / webinars /peer talk- a)A webinar on "Samakaleen Kavita ki Sambhawnayee", was organized by the Department of Hindi on 05/07/21 b)A peer talk on "Understanding the Dhammapada in Modern Mind" by Prof. Sonali Chakraborty on 16/07/21 c)A peer talk on "Idea of India: A study of Gora and The Home and The world" by Prof. Tushar Kanti Karmakar on 21/07/21	Successfully implemented
To celebrate International Yoga Day- International Yoga Day was celebrated through online mode on 21/06/21	Successfully implemented
To organize few more psychological counseling sessions with the students and teachers: a)Organized value added courses on "Conflict Management"	Successfully implemented
To promote relief work by NSS units: a)Distributed foods, oxygen cylinders to fight against COVID-19 on 01/07/21	Successfully implemented
To finalize the draft Academic Calendar for the session 2021-22 The Academic calendar for the session was successfully prepared and enforced	Successfully implemented
To ask the faculty members to prepare study materials for online classes - Faculty members have uploaded study materials on online platform like Google Classroom etc and college	Successfully implemented

website	
To introduce some value-added online courses - Four value added courses on Community health and Environment, Journalism, Motivation and Decision Making have been conducted.	Successfully implemented
To ask the departments to organize peer talks - Two interdisciplinary programmes were conducted by- a)Dr. Chandan Roy in collaboration with Department of Commerce b)Prof. Indrajit Das in collaboration with Department of Economics	Successfully implemented
To campaign COVID protocol program	Successfully implemented
To asked the faculty members to take more online classes	Successfully implemented
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To organize some faculty exchange programmes- Two interdisciplinary programmes were conducted by- a)Dr. Debasish Bhowmick in collaboration with department of English Prof. Tushar Kanti Karmakar in collaboration with department of English	Successfully implemented
To continue online classes in addition to direct classroom teaching	Successfully implemented
To accelerate the process of AQAR preparation- Workshop was conducted with all the	Successfully implemented

Departments to prepare for NAAC Peer Team Visit	
To start compiling AISHE data	Successfully implemented
To introduce some new value added courses on soft skills- Value added courses on MS Office Basic, Communicative English and Group Discussion were conducted	Successfully implemented
To organize few interdisciplinary Seminars in Science - Two interdisciplinary programmes were conducted by- a)Dr. Sanjay Saha in collaboration with the Department of Mathematics Prof. Zafar Iqbal in collaboration with Department of Chemistry	Successfully implemented
To take special initiative to observe Youth Day, National Voters Day, National Science Day, International Mother Language Day, International Women's Day , World Health Day etc.	Successfully implemented

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

- Name of the statutory body

Name	Date of meeting(s)
Administrator	16/12/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
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9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s)			Yes		

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15.Multidisciplinary / interdisciplinary

We have a number of Multidisciplinary / interdisciplinary subjects like 'Fundamentals of Microeconomics', 'Academic Writing', 'Bangla Lokasanskriti O Lokasahitya', 'Digital Fluency', 'Health Education and Disease Prevention' & 'Education and Ethics' and teachers of different departments are involved in the teaching-learning process of these subjects.

16.Academic bank of credits (ABC):

This concept which has been introduced as part of the NEP-2020 (not implemented yet by the affiliating university) brings about flexibility in the system of education, helps to increase the number of pass-outs in UG and PG, also encourages the student to continue their studies, especially those from a poor economic background. This will definitely bring about a great change in the number of admissions and pass percentages in all programs. This facility will also make the transfer process for a student from one institute to another institute in the same country easier and hassle-free. Several faculty have attended workshops on how the Academic bank of credits can be implemented to its best in the institute.

17.Skill development:

Kaliyaganj College always tries to inculcate in its students to build various soft skills like 'Conflict Management', 'Group Discussion', 'Motivation' & 'Decision Making' etc. that make them employable and inspire entrepreneurial inclinations that will make them potential employers in future. Students who are advanced learners are encouraged to upgrade their knowledge and skills through add-on courses conducted by the college along with special training organized by expert resource persons. Kaliyaganj College has been conducting various skill development programmes throughout the year, like Communicative English, Photography, Journalism, computer language etc. to build professional skills among students for various jobs. Students are trained for government and non-government jobs by providing coaching through Entry-in-Service and Remedial coaching classes conducted by experts from various fields. In the year 2020, the world has been badly affected by COVID-19 and, like other institutions, our college has also shifted the mode of education from face-to-face to online mode. As a result, most of the programmes have been conducted using free online platforms like Google Meet, Zoom etc. To cope with the new online education system, the college has arranged a series of soft skill training programmes using

online platforms for handling examination and evaluation systems for its students, faculty members and non-teaching staff.

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

The affiliating university has introduced the language, and culture as part of the syllabus. India is a land of diverse cultures, heritage, and languages, integration of the same through NEP - 2020 helps the students to adapt and understand the same and is sure to bring about a positive outlook and understanding in relation to Indian Knowledge System.

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

The college plans to achieve Course outcomes, Program Outcomes, and Course objectives through the use of various applications like PPTs, videos, projectors, and other ICT tools. The institution has a mechanism to inculcate the attainment. Field studies, practical, projects, and internships are also introduced to help students achieve the required outcome.

20.Distance education/online education:

We have distance education/online education (on blended mode) courses in UG & PG under Netaji Subhas Open University (NSOU) and a good number of students are taking education in this mode.

Extended Profile

1.Programme

1.1	29
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3431
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1250
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	646
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	41
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	46
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	97.8849
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	62
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

Kaliyaganj College is affiliated under the University of Gour Bang. The institution always ensures the effective delivery of the curriculum through a number of structured and transparent action plans. The academic workloads of teachers are determined as per the guidelines provided by UGC and the department of higher education, Government of West Bengal. The College follows the academic calendar in lieu with the holiday list provided by the University. Following the academic calendar, Induction Programmes are organized at the commencement of every academic semester to acquaint all new students with the curricula, syllabi, and Courses of various subjects, support facilities, examinations, attendance, and institutional rules and regulations. Further, every Department conducts various programmes to familiarize students with the curriculum, syllabus, schedule of the classes, teaching-learning methods, Internal Continuous Assessment, remedial classes, resources available on the campus, reference books available in the library, etc., and regularly conducts classes and timely delivers of the contents of the syllabus as per the lesson plans prepared by all the teachers for well-planned curriculum delivery. To achieve the maximum outcome and effective delivery of curriculum, ICT tools of teaching such as PPT, pdf files, e-lessons, e-content, lecture videos, etc. along with seminars, workshops, special lectures, departmental discussions, peer talks, debates, and social outreach activities are organized over the contents of the syllabus on a regular basis. Feedback on various aspects received from all the stakeholders of the College is also used for the adaptation of corrective measures relating to the effective delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

The Institute prepares its Academic Calendar according to the guidelines received from the affiliating University. For internal assessment, effective mechanism are prepared by the college itself under the supervision of IQAC. Following the Academic calendar, the institute prepares the plans for regular classes as well as for the conduct of Continuous Internal Evaluation (CIE). The CIE is very transparent. The schedule for CIE and its scheme is communicated to the students well in advance by the HOD of respective departments. The academic calendar, schedule for the classes, and syllabus are disseminated to the students at the beginning of their semester through college website and whatsapp, telegram groups. The CIE is conducted by every department. Various evaluative modes and ways are adopted such as descriptive question papers, objective question papers, written assignments, project writings, lab-based practical, presentations through PPT on the topic from the courses, participation in group discussion, etc. The evaluation of the answer scripts of Internal Assessment is done by the course-handling faculty member. Marks are awarded for the CIE. After the evaluation, students are informed regarding the mistakes committed and also are guided to improve their performance in the next examinations. The marks obtained by the students are displayed on the college notice board.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/1.1.2.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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

29

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

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

646

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

483

File Description	Documents
Any additional information	View File
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

As the College is affiliated with the University of Gour Banga, it does not have much opportunity to develop and design its own curriculum separately. In general, it follows the curriculum as provided by the University of Gour Banga.

However, in recent times (2019-2020 Academic Session) the university has introduced the Choice Based Credit System (CBCS), in which Skill Enhancement Course (SEC), Value Added Course (VAC) and Discipline Specific Electives (DSE) have been introduced to supplement basic core courses. In those SECs and DSEs, there are several cross-cutting issues that are relevant to professional Ethics, Gender, Human Values, Environment and Sustainability.

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

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

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
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

30

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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	Nil

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

2768

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

877

File Description	Documents
Any additional information	View File
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

Although the students admitted to our college are coming from various economic strata and communities of society, but most of the students are from backward categories i.e. EWS, ST, SC, and OBC. The College organizes induction program for the newcomer students at the commencement of every year. These programs would help students to get familiarized with the institution, curricular and co-curricular activities, facilities, rules, and regulations, etc. In addition to this, the institution organizes various value added courses under the supervision of expert agencies to develop soft skills among the students.

Strategies adopted for slow learners

Remedial Classes and special tutorial classes are conducted with the aim to improve the academic performance of slow learners. Faculty members provided simple and standard lecture notes/study materials to slow learners. Students are encouraged to participate in programs conducted by NCC and NSS units of our college, annual sports, cultural activities, and other academic activities.

Strategies for the advanced learners

Students are encouraged to participate and present papers in various departmental seminars, webinars, conferences workshops, etc. conducted by our college. Students also participate in Inter-Collegiate Competitions organized by the other colleges. Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions

File Description	Documents
Link for additional Information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.2.1..pdf
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
3431	41

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The faculty members adopt many ways namely lecture method, interactive method, project, and fieldwork method, computer-assisted method, experiment method, brainstorming, group discussions, quiz competitions, presentations group educational tours, seminars, webinars etc. to enhance and aid the experimental learning of the students.

Both intra and inter-college sports competitions are organized, where students exhibit talent in a variety of games, to foster a spirit of togetherness and leadership. In order to inculcate human values, ethics, and social responsibility, students are encouraged to participate in sports activities.

File Description	Documents
Upload any additional information	View File
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2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In addition to traditional classroom teaching, the college has also adopted ICT-enabled teaching to provide an e-learning atmosphere in the classroom.

1. Few Classrooms are fully furnished with modern ICT equipment.

2. In addition to the chalk-and-talk method of teaching, the faculty members are using IT-enabled learning tools such as PPT, Video clippings, Audio systems, and online resources, to expose the students to advanced knowledge and practical learning.

3. Institute premises are Wi-Fi enabled. Well, security is provided to Wi-Fi users. Its access is controlled by the system administrator. Recording of video lectures is made available to students for long-term learning and future referencing.

4. Students have been counseled with the help of Zoom / Google meet applications.

5. Smart Class rooms are digitally equipped with smart boards where guest lectures, expert talks, and various competitions are regularly organized for students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.3.2..pdf

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

40

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

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

8

File Description	Documents
Any additional information	View File
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

318

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college is presently following the CBCS (Choice Based Credit System) curricula under the University of Gour Banga. Full mark for each semester paper is 50, having following marks distribution.

For Arts & Commerce Programmes, internal marks are calculated under the heads of (a) Internal Assessment (6 marks); (b) Attendance (4 marks), and (c) Project / Tutorial (8 marks). For each paper/course, the remaining 32 marks are for the theoretical examination.

For Science subjects, the Internal Marks have two heads i.e., (a) Internal Assessment (6 marks) and (b) Attendance (4 marks), (c) Practical Marks 15. Theoretical examinations are conducted for 25 marks in each paper/course.

Internal assessments of the college are transparent and continuous. Departments have the autonomy to decide the mode and frequency of the examination. However, the assessments usually try to cover an extensive range of the syllabus under the supervision of the Examination Committee and IQAC. The modes of the test include MCQ tests, Descriptive Examinations, Viva-Voce, Class Demonstration, Seminar Presentations, practical examinations, etc. Project works are usually started in the mid of the period when students are encouraged for field trips and primary surveys. This reinforces institutional linkage with surrounding society as well. Project works are supervised and examined by teachers and outcomes are shared with the respective departmental wall magazines.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.5.1..pdf

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

The college has a dedicated cell named Grievances Redressal Cell to address all grievances, including those related to examination for fair, equal, and impartial treatment of all students in all

spheres of work including assessment and evaluation. The Cell, on receiving a complaint, tries to resolve the issue within a week. As per internal assessments are concerned, if any student pinpoints any academic discrepancy, the concerned teachers wholeheartedly show their concern and attention to address the issue.

Most of the grievances related to the examination are received after the declaration of the result by the University of Gour Banga. The errors in results like marks of the internal assessment, attendance sheets, etc. are immediately addressed, corrected, and quickly disposed of for onward submission to the university by the Principal. Concerned teachers are instructed for due care and cooperation for quick disposal of student grievances at their respective departments.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.5.2..pdf

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.

At the beginning of each session and just before the final semester examination, the institution conducts several induction and orientation programmes to aware their students regarding programmes and its outcomes.

Programme outcomes (PO), Programme specific outcomes (PSOs) and Course specific outcomes (COs) are prepared according to the syllabus of UGB (affiliating University). POs are framed for BA, B.Com & B.Sc programmes. PSOs are prepared under each PO and COs are drawn under each PSO. All of these are checked and finalised after holding a general meeting with all departments of the IQAC. Final PSOs and COs are uploaded to the website later on.

The dissemination process of PSOs and COs begins with the preparation of lesson plans by various departments and is followed by the modification of teaching strategies. Finally, at the

beginning of each semester/year teachers spell out the entire learning outcome to the students. Hence, students are made aware of the course expectation at the very early stage of the teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.6.1..pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution evaluates the level of Program Outcomes (PO) and Course Outcomes (CO) with the help of internal evaluation. Two internal MCQ examinations were taken 15 to 20 days of form fill-up for the semester examination. If any disparity in PO and CO is found, immediate actions are taken by the department for the improvement of the students.

Internal evaluation involves three part 1st part is associated with attendance, 2nd part deals with MCQ examinations of 25 marks each, and the last part involves tutorials/ Projects, etc.

The first and Second parts are applicable for all (B.A., B.Sc., and B.Com) courses whereas, the last part is applicable for B.A. and B.Com courses.

The final evaluation is done by the university as an external semester-end examination.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.6.1..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

646

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.6.3..pdf

2.7 - Student Satisfaction Survey

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

<https://www.kaliyaganjcollege.ac.in/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of departments having Research projects funded by government and non-

government agencies during the year

0

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

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

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

During the session 2021-22, amidst COVID pandemic, the NCC and NSS units of Kaliyaganj College conducted several relief works by donating food and essential commodities to the needy families of neighboring villages. The college has also provided the essential service of delivering life saving oxygen cylinders to the COVID victims in collaboration with NGO's namely Raiganj Muktir Kandari.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/3.3.1.pdf
Upload any additional information	View File

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

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

00

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

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

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

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
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

54

File Description	Documents
Report of the event	View File
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

7

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Kaliyaganj College ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative education tools.

At the beginning of the academic year, an internal audit is carried out by the IQAC to assess the situation of existing

infrastructural facilities and receives suggestion for up gradation / replacement/ addition of the existing infrastructure. The committee plans ahead for all infrastructural requirements regarding the availability of classrooms, laboratories, furniture, and any other equipment. The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like the use of smart boards, LCD projectors, white boards, etc. Regular orientation programmes, workshops, awareness programs, training programs, etc. are conducted by the college authority for optimal deployment of infrastructure and utilization of modern technology. For the science stream, the maintenance and utilization of infrastructure is ensured through the proper training of lab technicians. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities or extra-curricular activities, parents-teachers meetings, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.1.1.pdf

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

Kaliyaganj college utilizes its resources to make a healthy environment for its students where they are encouraged to participate in sports, cultural and extracurricular activities. This ensures holistic development and an all-rounded personality. Students are trained in sports under the guidance of a qualified and specialized Physical Education Instructor. They are trained and encouraged to participate in various levels of competition. Tracksuits, sports shoes, and all sports equipment are provided to the students for major/minor events.

Cultural activities:

Every year the college conducts several cultural programs like barsha Baran, Rabindra Jayanti, Sarodutsav etc. where students participate actively. The college has an excellent AC auditorium (Rabindra Bhawan Gallery) equipped with a drama stage, spot lights, cushion chairs with a capacity of 180 students for conducting different types of cultural programs.

Sports/Yoga class/awareness Programme:

The college has a modern Gymnasium equipped with all modern tools and apparatus. Moreover, it has an established Yoga Centre. In each year, yoga day is celebrated. The gymnasium and yoga centre are available for all the stakeholders of the colleges where special sessions are conducted under the supervision of expert teachers and instructors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.1.2.pdf

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.1.3.1.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)**

60.45

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)

Kaliyaganj College has a fully computerized, bar-code enabled automated library. The library has about 25000 books, including a collection of Journals, and Reference Books for Competitive examinations like UPSC/WBCS/WBPSC/WBSSC/NET/SET/BANKING, etc. The library automation system is powered by Softglobe koha integrated library system (ILS) version 19.05. Since July 2020, the library has fully inter-encrypted database, circulation, cataloging, member entry, various report generation, flexible and more user-friendly data import-export system, fully secured and easy daily backup system, attendance monitoring system (with barcode), etc. Circulation of the library books and stock items, including the issue and return of the book by students and staff, is also entirely computerized. There is an Institutional Repository that has a collection of old question papers, Syllabi, E-Contents created by staff, e-books, etc. The library has a large AC reading room for all, a computer room, a teachers common room, a locker room etc. to facilitate the readers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.2.1.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

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)

1.18

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

369

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

IT facilities in Kaliyaganj College are regularly monitored, maintained and updated by appropriate authorities. The entire college campus has free Wi-Fi facility for its students, teachers and NTS. The office, departments, IQAC cell etc. are well connected through LAN network. The college has 5 number of

broadband internet connections provided by AirNet service. Most of the classrooms are ICT enabled and have portable LCD projectors and sound system. Students and Teachers have access to NLIST. The office is also automated with Tally Release 6.6 and CAS 4.2 software. Online payment facilities for fee payment have been enabled. The processes of admission, salaries, and scholarships are computerized. The College has a dynamic website that provides all the necessary information. The college conducts training programs for staff and students to enhance their skills in e-Governance, networking, and related topics.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.3.1.pdf

4.3.2 - Number of Computers

62

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	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

37.41

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

Kaliyaganj College has well-established mechanism for the procurement and maintenance of its infrastructure. Every Department periodically performs an audit of its equipment and consumables under the supervision of IQAC. This enables the Department to repair any defective equipment, do routine checks, maintenance procedures, and initiate the prescribed procedure for replacement or procurement. In the event of a Department want to procure some equipment involving a substantial financial outlay, it needs to send, through the IQAC followed by the Principal. Subject to the approval of the college management, Online Tenders are floated in the government websites and quotations are invited. After that, work orders are placed for the supply of equipments. Maintenance of the physical infrastructure is regularly done by the expert agencies under the supervision of faculty members of respective departments. Record of all infrastructure including equipment, software, books, and other items are maintained by all the respective departments of the college. Physical verification of the entire infrastructure is carried out periodically by the IQAC and a list of missing items or damaged items or items not in use is prepared and an appropriate authority takes action with regard to the shortage and writing off.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.4.2.pdf

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

2506

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

307

File Description	Documents
Upload any additional information	View File
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

A. All of the above

File Description	Documents
Link to institutional website	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/5.1.3%20add.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

180

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

180

File Description	Documents
Any additional information	View File
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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

32

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

16

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

32

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

00

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

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

Students Representative (SR) is an integral part of Academic and Administrative bodies /committees of our institution. In general, they have representation in College Governing Body, IQAC, Alumni Association of the college, Library Committee, Admission Committee, Sports and Cultural Committees, Seminar Committee, Grievance Cell, and other sub-committees for the smooth function of the college. The students' representative is selected by the students through the election of student union. Students Representatives convey the opinions and grievances (if any) of the students in front of the Body /Committees /Cell and convey the

action taken reports to the students. They actively participate in several activities like campus cleaning, cultural program, cultural program, awareness program etc. whenever required. They help the teaching staff of the college to organize departmental seminars/ Workshops/ Special Lectures and quizzes. As the most important Stakeholders of the college, they actively participate in the all-round development activities of the college.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/5.3.2.pdf
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

16

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

5.4 - Alumni Engagement

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

Kaliyaganj College has an active Alumni Association formed by the passed out students, retired teachers and staffs. Most of the time, they come up with new thoughts, ideas, and suggestions for the upliftment of the educational environment in the institute and they also provide a substantial amount of financial support for the overall development of the college.

The aims and objectives of the Alumni Association are -

i) To bring together all the passed out students, retired teachers, non teaching staff etc. under one umbrella to share their valuable thoughts and experiences with the present students.

ii) To provide guidance to the present students in their endeavors for higher studies and better employment

iii) To maintain an updated database of all the alumni of the college and to interact with them whenever required.

iv) To arrange financial support for the poor and needy students.

Since most of alumni live in the local surroundings, they have a strong binding and emotional attachment to this college. It is a matter of great pleasure that a large number of college alumni are well-placed in the life and society.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/5.4.1.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the Institution

Kaliyaganj College is situated on the outskirts of a remote city Kaliyaganj and most of the people leaves here deprived off educational opportunities. Therefore, the vision of the college is to lift them through enlightenment. The vision statement itself is

very clear; to remove all the forms of superstition, darkness, and ignorance and to bring awareness to the rural youth by lightening the lamp of education.

Mission of the Institution

The mission of the institution is to provide a quality education through politeness or courtesy. The moral values and ethical practices with discipline which has a general applicability in day-to-day life are set at top priority by the institution.

The institution has various committees and sub-committee works under the direction of IQAC to provide quality education. The management, Principal, IQAC, faculty members, and various other units like NCC and NSS jointly organize several programs. The design and formulation of a plan are followed by execution and observation of the plan and finally, the evaluation of the plan under strong vigilance from various committees and sub-committee is done to ensure decentralization. The management, Principal, and faculty members participate in community development work through various modes of programs organized by the college to bridge the gap between the institute of higher learning and civic society. The Draft of the quality policy is therefore created by a committee in consultation with members of the faculty.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.1.1.pdf
Upload any additional information	View File

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

The Administrator, Principal, Coordinator of IQAC, Faculty members, NCC, NSS, and Students' representatives jointly design and implement the academic and co-curricular activities through different committees. Thus the academic performance of an institution is uplifted by the decentralization policy followed by the active participation of all the stakeholders. The institution has active NCC and NSS units that work for the community welfare in collaboration with local NGO's.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

This academic session is partially affected due to the COVID-19 pandemic. As a result, the faculties of the college adopted a well planned blended mode strategy for teaching-learning and conduct of examinations efficiently using online platforms. Following an appropriate routine, taking classes, preparation of lesson plans, keeping a record of attendance and work diary has been maintained effectively while working from home. Every department of the college has autonomy to take the online classes following a master routine. The internal examination, external examination, and all the internal assessment marks were uploaded under the strong vigilance of the academic Sub-Committee and Examination Committee under the supervision of IQAC. Soft copies of study materials are made available to the students at their convenience through Google classroom, the college website, the Students' Whatsapp group, etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.2.1.pdf
Upload any additional information	View File

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

The Governing Body, Principal, IQAC Coordinator, TCS, Academic Sub-Committee, Examination Committee, HOD, and faculty members are engaged in inculcating a plan of operation for every academic year and later on, inspect and assess the outcome of the implemented plan for betterment. For any examination-related activities, the responsibility of organizing, inspecting, and evaluation is

conducted under the strong surveillance of the Academic Sub-Committee and The Examination Committee, supervised by the IQAC Coordinator. Various departmental level method of taking internal evaluation (Viva-Voce, class test, field trips, projects, etc.) is to be coordinated with the examination committee which in turn is supervised by the IQAC and ultimately reaches the Principal for approval. Various co-curricular and extra-curricular activities are also organized by the college in collaboration with NCC and NSS units under the supervision of the college authority. For instance, every academic year involves the organization of a set of welfare and awareness programs like world Environment day, world tobacco day, AIDS day, International women's day, several camps, and much more conducted by the students of NSS and NCC units, faculty members and NTS.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.2.2.pdf
Link to Organogram of the Institution webpage	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.2.2.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
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

For teaching staff the college, following welfare measures is taken:

1. Provident funds and gratuity as per government norms
2. West Bengal Health Scheme
3. Maternity leave for women employees
4. Financial support to faculty for attending conferences/ seminars/ workshops in India and abroad.
5. On-duty leave is provided for attending examinations, valuations, BoS /BoE meetings, workshops, seminars, conferences, orientation courses, refresher courses, faculty development programs etc.
6. Teachers are encouraged for self-development and higher education
7. Casual leaves (CL) and earned leaves (EL) - For teaching staff
8. Teachers are allowed to use college ICT facilities for their research work
9. Well-equipped staff rooms for all the faculty members.
10. Free Wi-Fi facilities are made available.
11. Gymnasium for all teachers.
12. Orientation program for teaching and nonteaching staff

For Non- Teaching staff the following welfare programs is taken:

1. Provident fund and gratuity as per government norms.
2. West Bengal Government Swasthasathi Scheme
3. Maternity leave for women employees.
4. Casual leaves (CL) and earned leaves (EL).
5. Orientation programs for non-teaching staff.
6. Free Wi-Fi facilities are made available.
7. A gym facility is available for Non-teaching staff.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.3.1.pdf
Upload any additional information	View File

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

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

0

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

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

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

3

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	View File
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

16

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

To achieve the educational goals set by the college, a good performance appraisal system is implemented to uplift the overall organizational performance. In line with this, Kaliyaganj College strictly follows the guidelines mentioned in UGC Regulations 2016 and UGC Regulations 2018, all GO's issued by the Higher Education Department, Govt. of West Bengal with all amendments made therein from time to time, for its teaching and non-teaching staff.

Teaching Staff

1) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance-Based Appraisal System (PBAS) given by UGC Regulations 2016 and 2018.

2) Promotions are based on the achieved API score

3) The PBAS proforma filled in by the Faculty Member is checked and verified by the Head of the Departments, followed by IQAC Coordinator.

Non-Teaching Staff

For non-teaching staff, there is no such appraisal system issued by the Government. The performance of non-teaching staff members is assessed under different categories i.e. performance of assigned duties, Commitment of work, Character and Habits, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues,

students and societies, efficient organization of documents, technical abilities (in case of Laboratory staff) and time spent by them in Institution. The assessment of the non-teaching staff are assessed based on the reports submitted by the staff and reports received from HODs and Officers.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Yes; the institution conducts internal and external financial audits periodically and has its own mechanism to conduct these audits in an efficient and transparent manner.

Internal Audit

The internal audit is conducted half yearly by an approved auditor appointed by the management who checks all accounts in detail. They submit an audited statement of income and expenditure to the management for consideration and approval. The audit is conducted in accordance with auditing standards generally accepted in India. The audit includes the following steps-

- Checks for compliance with policies laws and regulations.
- Comparing previous financial statements to the present ones.
- Reviewing reliability and integrity of financial and operating information and the means used to identify measures, verification of student's registration fees, authorization of fee concessions controls and policies.
- Review the means of safeguarding assets and verifying the existence of such assets. Verification of cash book, examining the bank passbook, admission record verification, checking of acknowledgment, letters if any with regards to scholarship.

External Audit

The external audit is carried out in an elaborative manner on a yearly basis by the auditor appointed by DPI, Government of West Bengal. The internal audit reports are submitted to the external audit team. In case of any objection raised by the external auditor, the institution takes prompt corrective measures in a completely transparent manner.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.4.1.pdf
Upload any additional information	View File

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)	No File Uploaded

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

The funds accrued from different sources are judiciously budgeted and utilized for the all-round development and quality enhancement of the college. Administrator, Principal and the well-established Finance Committee effectively monitor the optimum utilization of Resources. College-level committees implement the schemes in a time-bound manner. Resources were never a crunch in building infrastructure, quality manpower and Teaching-Learning facilities.

The institution fund is generated by collecting money from the following sources:

- Student fee

- Fees collected during seminars, workshops, conferences etc.
- Donation collected from the Alumni association
- NCC and NSS fund for various activities conducted

The Principal takes the initiative for planning, implementing, managing, and accessing all programs and activities related to fund-raising and utilization of funds for the various College activities. There are a number of committees that co-ordinate with the Principal in fundraising and their utilization while being assisted by the Bursar and his team.

1. Recurring Expenses

- Academic activities, laboratories, transport, hostel and Institution maintenance etc.
- Research activities like seminars, webinars, workshop etc

2. Non-Recurring Expenses

- Infrastructural development facilities & construction works
- Computers, Software, Lab & Gymnasium Equipment
- Up-gradation and maintenance of the infrastructural facilities in tune with the modern trends
- Various programmes conducted by NCC, NSS etc.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC, in every possible manner, promotes the quality of the institution at various academic and non-academic levels. Academic and administrative support such as attendance, internal assessments, unit tests, and internal and external university examinations are conducted under the keen supervision of IQAC. AAA is conducted every year to ensure institutional procedures and up-gradation of quality aspects in each activity of work and adherence to the audit process. At the end of the academic year, AQAR is prepared by the IQAC and is analyzed by the Principal

before submitting it to NAAC. Conferences, Seminars, workshops, and FDP are conducted regularly to enhance the Quality of the institution as Faculty could keep themselves updated on the times.

The initiatives taken up by the IQAC are summarized below-

- Well-developed curriculum framing in collaboration with various departments and College academic sub-committee framing internal tests, conducting the examination in online and offline mode whichever may be applicable.
- The second important activity may be with respect to classroom teaching, routine preparation, and lesson plan preparation.
- Monitoring Administrative Activities: Admissions process is monitored through ERP, generating the eligible list of students for admission, and also fee payment options are made available to the students.
- Teaching and learning: Teaching and learning is encouraged through the effective use of ICT-enabled classes. Faculty use library facilities like INFLIBNET and other e-resources to gather information to enhance teaching and learning.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.5.1.pdf
Upload any additional information	View File

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

Teaching and Learning: The goal of the institution is to adopt the best and most convenient method of teaching and learning which enables the students to learn effectively. Preparation of lesson plans and work diaries is a regular exercise by the faculty members for an effective outcome. Departmental means of communication with students via various modes give a detailed idea of the course with the course objectives and desired to learn outcomes. Secondly,

Examination and Evaluation: The College is affiliated to the University of Gour Banga, Malda and follows the CBCS curriculum, evaluation pattern, and exam pattern as prescribed by the

university. The internal examination is conducted centrally in the college which includes class tests and semester-end examinations before declaring the candidate eligible to appear in the final university examination. The college presently has the CBCS and (1+1+1) pattern of examination running simultaneously. The evaluated answer scripts of the internal examination are revealed to the students and make the students aware about their mistakes. The departments organize remedial classes for the students who perform poorly. The entire examination process and evaluation and publication of results in due time is monitored by the Examination Committee under the guidance of the the Principal.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.5.2.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.5.3.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Gender Equality Cell of Kaliyaganj College continuously organizes a brunch of awareness program for the students and staff to edify them regarding Gender. Kaliyaganj College follows the ideology of gender equality in every respect that makes no scope for gender inequality in the campus. The college organizes various sensitization programs on gender equality and tries to touch upon a few measures as follows-

- The college tries to provide equal opportunities in every essence like in learning, carrier advancement, domain knowledge, and skill development.
- College assures safety and security within the campus.
- The college takes prompt action on grievances redressed.

The glimpses of few program conducted by the college are-

- Rights and Equal opportunities.
- Gender biases in the workplace.
- Gender intolerance in home, society, and workplace.

The plan for empowerment and amenities endowed amid by the Cells are as follows:

- Various gender sensitization programs.
- Counseling for students regarding their issues.
- Guest speakers from various organizations were invited to the seminar on social-related issues.

Specific facilities provided for women in terms of safety and security, counseling, Common Rooms, Daycare center for young children, any other relevant information.

File Description	Documents
Annual gender sensitization action plan	The Gender Equality Cell of Kaliyaganj College continuously organizes a brunch of sensitization programmes for the students and staff to edify them regarding Gender. The glimpses of few program conducted by the college are- Rights and Equal opportunities, Gender biases in the workplace, Gender intolerance in home, society, and workplace. On 8th March, 2022, the college has celebrated International Wemen's Day to promote gender awareness among its girls students.
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	The entire college campus, classrooms, library, corridors etc is under the surveillance of CCTV to provide safety and security to the students. The college has separate common rooms for girls with attached toilet and sanitary napkin vendor machine. The college has conducted several counseling sessions for students, specially for newly admitted students to solve their problems

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institution always puts environmental and energy issues on the top priority to create a green and an eco-friendly environment in

and around the college campus. To make the campus green, the authority adopts a green policy and conducts green audits under the supervision of Sonar Bharat Environment & Ecology (P) Ltd. The college has also signed MOU with the municipality.

Solid waste management: Kaliyaganj College campus is declared as a plastic free zone. Single-use plastic is banned within the college premises and CCTV surveillance helps to comply with the rule. Different colored dustbins are placed at strategic locations to collect bio-degradable and non-bio-degradable wastes which are being collected by Municipality at regular intervals.

Waste water management: A rooftop Rain Water Harvesting Project is installed in a college campus that harvests rainwater from rooftops of one building and recycles it partially and uses it for gardening. The remaining water is accumulated in tanks for future use. The excess amount of water is discharged underground in a scientific manner.

Air quality monitoring: The College limits the emissions from diesel generators, motor cars, bikes etc with proper measures.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/7.1.3.pdf
Any other relevant information	View File

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All 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	View File
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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-

A. Any 4 or all of the above

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	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

The Kaliyaganj College is situated in a remote location of Uttar Dinajpur having students from different communities and cultures. The majority of our students speak in Bengali, few speaks in Hindi. The institute maintained an inclusive environment for all the students and staff by arranging several social and cultural programmes throughout the year to promote the essence of harmony among the students. The Bengali department in collaboration with the IQAC cell of the college observes International Mother Language day every year on the 21st of February to feel proud of one's own mother tongue. Each year college arranges an awareness programme about anti-ragging, health awareness, anti-drug addiction, environment awareness and social responsibility among the newly joined students. NSS and NCC units of our college drive special camps on campus cleaning and saving drive-safe life. IQAC wing of the college in association with the other departments of the college celebrates different programmes throughout the year like Independence Day, Republic Day, the Birthday of Swami Vivekananda, Rabindra Jayanti, Gandhi Jayanti, Netaji Subhas Chandra Bose Jayanti, Teacher's day, Rakhi Bandhan, X-mas, and many more. The inclusive result of all these immense efforts gets floated to maintain the peaceful and harmonious living of the people in this region.

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

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

Kaliyaganj College organizes a number of programmes to inculcate constitutional obligations like equalities, ethics, values, rights, duties, responsibilities etc. among students teachers and Non-teaching employees. The NCC cadets and the NSS units of the college with IQAC cell celebrate Republic Day (26th January) as Ganatantra Dibash and Independence Day (15th August). A huge number of students, teachers, and staff attended the National Flag hoisting followed by various programmes. The college organizes the 'Youth Parliament Programme' with students to aware the students and employees about constitutional ethics.

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

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

A. All of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

- Each year the national flag is hoisted in the College premises on Independence Day (15th August) and Republic Day (26th August) by the Principal, teachers, students, and non-teaching staff. The national anthem is sung by them followed by a cultural program in which staff and students actively participate, reiterating the national and historical importance of these days.
- Teachers' Day (5th September) is celebrated to commemorate the birth anniversary of Dr. Sarvapalli Radhakrishnan.
- Besides, birth anniversaries/centenaries/ sesquicentenaries / bicentenaries of great Indian personalities such as Mahatma Gandhi, Rabindranath Tagore, Swami Vivekananda, Netaji Subhash Chandra Bose, and Pandit Iswar Chandra Vidyasagar have been observed.
- Celebration of International Mother Language Day (21st February) in each year
- Celebration of International Women's Day (8th March) each year
- World Environment Day is observed on 5th June every year
- World Yoga Day is observed on 21st June where yoga poses are taught to students and the philosophy of Yoga as a way of life is discussed

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

7.2 - Best Practices

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

Best Practice 1:

Title: Teaching- learning in blended mode

Objectives: Teaching is a continuous process. The progress of teaching and learning interrelates in such a way that learners toil for their goals and they earn new knowledge, behaviors, and soft skills that enrich their learning experiences.

The practice: Learning includes both formal and informal experiences. In the case of formal learning, the goals are defined by the instructor. Different forms of informal learning are self-study, article-magazine, newspaper reading, participation in cultural activities, etc.

Best Practice 2:

Title: Use of digital Technology in Education

Objectives:

- To construct and analyze a better method of learning and inaugurate an Information and Communicative Technology (ICT) based teaching.
- To allow e-learning or online learning for students and faculty members.
- To make teaching and learning more interactive, attractive, and collaborative by using ICT

The Practice: Shifting the mode of teaching and learning from the

traditional talk and chalk method to the ICT-based Open Distance Learning (ODL) mode was something new, innovative, and challenging aspect to be addressed by the institution during covid-19 pandemic. Few of the classrooms in the institute have projectors and smart board facilities. The whole campus is Wi-Fi connected. During the pandemic, most of the subject teachers extensively used online applications like Google Classrooms to organize and supply study materials and they used Google meet to conduct online classes. Using this online platform, students participated in their classes from remote places situated in various locations. Online examinations and evaluations were conducted using those apps.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Established in the year of 1968, Kaliyaganj College is one of the largest colleges in Uttar Dinajpur District. Most of the students of the college are from economically weaker section. The main aim of the institution is to provide equal opportunity for all students so that they can build a bright future. For this purpose, the institution provides proper curricula and academic support for the students to develop social consciousness and responsibilities. The institution introduced a few updated courses like computer science and vocational courses for their students. The institute also offers some value added courses on soft skills and trainings under the supervision of external agencies. NSS and NCC unit organizes various awareness programs throughout the year. The institution actively participates in various social causes, like blood donation camps, flood relief camps, etc. One of the holistic approaches of the institution is to focus on value and inclusive education.

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

Kaliyaganj College is affiliated under the University of Gour Bang. The institution always ensures the effective delivery of the curriculum through a number of structured and transparent action plans. The academic workloads of teachers are determined as per the guidelines provided by UGC and the department of higher education, Government of West Bengal. The College follows the academic calendar in lieu with the holiday list provided by the University. Following the academic calendar, Induction Programmes are organized at the commencement of every academic semester to acquaint all new students with the curricula, syllabi, and Courses of various subjects, support facilities, examinations, attendance, and institutional rules and regulations. Further, every Department conducts various programmes to familiarize students with the curriculum, syllabus, schedule of the classes, teaching-learning methods, Internal Continuous Assessment, remedial classes, resources available on the campus, reference books available in the library, etc., and regularly conducts classes and timely delivers of the contents of the syllabus as per the lesson plans prepared by all the teachers for well-planned curriculum delivery. To achieve the maximum outcome and effective delivery of curriculum, ICT tools of teaching such as PPT, pdf files, e-lessons, e-content, lecture videos, etc. along with seminars, workshops, special lectures, departmental discussions, peer talks, debates, and social outreach activities are organized over the contents of the syllabus on a regular basis. Feedback on various aspects received from all the stakeholders of the College is also used for the adaptation of corrective measures relating to the effective delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/1.1.1.pdf

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

The Institute prepares its Academic Calendar according to the guidelines received from the affiliating University. For internal assessment, effective mechanism are prepared by the college itself under the supervision of IQAC. Following the Academic calendar, the institute prepares the plans for regular classes as well as for the conduct of Continuous Internal Evaluation (CIE). The CIE is very transparent. The schedule for CIE and its scheme is communicated to the students well in advance by the HOD of respective departments. The academic calendar, schedule for the classes, and syllabus are disseminated to the students at the beginning of their semester through college website and whatsapp, telegram groups. The CIE is conducted by every department. Various evaluative modes and ways are adopted such as descriptive question papers, objective question papers, written assignments, project writings, lab-based practical, presentations through PPT on the topic from the courses, participation in group discussion, etc. The evaluation of the answer scripts of Internal Assessment is done by the course-handling faculty member. Marks are awarded for the CIE. After the evaluation, students are informed regarding the mistakes committed and also are guided to improve their performance in the next examinations. The marks obtained by the students are displayed on the college notice board.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/1.1.2.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

A. All of the above

process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
29	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
13	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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	
646	

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**483**

File Description	Documents
Any additional information	View File
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

As the College is affiliated with the University of Gour Banga, it does not have much opportunity to develop and design its own curriculum separately. In general, it follows the curriculum as provided by the University of Gour Banga.

However, in recent times (2019-2020 Academic Session) the university has introduced the Choice Based Credit System (CBCS), in which Skill Enhancement Course (SEC), Value Added Course (VAC) and Discipline Specific Electives (DSE) have been introduced to supplement basic core courses. In those SECs and DSEs, there are several cross-cutting issues that are relevant to professional Ethics, Gender, Human Values, Environment and Sustainability.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**12**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
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

30

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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	Nil

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

2768

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

877

File Description	Documents
Any additional information	View File
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

Although the students admitted to our college are coming from various economic strata and communities of society, but most of the students are from backward categories i.e. EWS, ST, SC, and OBC. The College organizes induction program for the newcomer students at the commencement of every year. These programs would help students to get familiarized with the institution, curricular and co-curricular activities, facilities, rules, and regulations, etc. In addition to this, the institution organizes various value added courses under the supervision of expert agencies to develop soft skills among the students.

Strategies adopted for slow learners

Remedial Classes and special tutorial classes are conducted with the aim to improve the academic performance of slow learners. Faculty members provided simple and standard lecture notes/study materials to slow learners. Students are encouraged to participate in programs conducted by NCC and NSS units of our college, annual sports, cultural activities, and other academic activities.

Strategies for the advanced learners

Students are encouraged to participate and present papers in various departmental seminars, webinars, conferences workshops, etc. conducted by our college. Students also participate in Inter-Collegiate Competitions organized by the other colleges. Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions

File Description	Documents
Link for additional Information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.2.1..pdf
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
3431	41

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The faculty members adopt many ways namely lecture method, interactive method, project, and fieldwork method, computer-assisted method, experiment method, brainstorming, group discussions, quiz competitions, presentations group educational tours, seminars, webinars etc. to enhance and aid the experimental learning of the students.

Both intra and inter-college sports competitions are organized, where students exhibit talent in a variety of games, to foster a spirit of togetherness and leadership. In order to inculcate human values, ethics, and social responsibility, students are encouraged to participate in sports activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.3.1..pdf

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

In addition to traditional classroom teaching, the college has also adopted ICT-enabled teaching to provide an e-learning atmosphere in the classroom.

1. Few Classrooms are fully furnished with modern ICT equipment.

2. In addition to the chalk-and-talk method of teaching, the faculty members are using IT-enabled learning tools such as PPT, Video clippings, Audio systems, and online resources, to expose the students to advanced knowledge and practical learning.

3. Institute premises are Wi-Fi enabled. Well, security is provided to Wi-Fi users. Its access is controlled by the system administrator. Recording of video lectures is made available to students for long-term learning and future referencing.

4. Students have been counseled with the help of Zoom / Google meet applications.

5. Smart Class rooms are digitally equipped with smart boards where guest lectures, expert talks, and various competitions are regularly organized for students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.3.2..pdf

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

40

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

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

8

File Description	Documents
Any additional information	View File
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

318

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college is presently following the CBCS (Choice Based Credit System) curricula under the University of Gour Banga. Full mark for each semester paper is 50, having following marks distribution.

For Arts & Commerce Programmes, internal marks are calculated under the heads of (a) Internal Assessment (6 marks); (b) Attendance (4 marks), and (c) Project / Tutorial (8 marks). For each paper/course, the remaining 32 marks are for the theoretical examination.

For Science subjects, the Internal Marks have two heads i.e., (a) Internal Assessment (6 marks) and (b) Attendance (4 marks), (c) Practical Marks 15. Theoretical examinations are conducted for 25 marks in each paper/course.

Internal assessments of the college are transparent and continuous. Departments have the autonomy to decide the mode and frequency of the examination. However, the assessments usually try to cover an extensive range of the syllabus under the supervision of the Examination Committee and IQAC. The modes of the test include MCQ tests, Descriptive Examinations, Viva-Voce, Class Demonstration, Seminar Presentations, practical examinations, etc. Project works are usually started in the mid of the period when students are encouraged for field trips and primary surveys. This reinforces institutional linkage with surrounding society as well. Project works are supervised and examined by teachers and outcomes are shared with the respective departmental wall magazines.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.5.1..pdf

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

The college has a dedicated cell named Grievances Redressal Cell to address all grievances, including those related to examination for fair, equal, and impartial treatment of all students in all spheres of work including assessment and evaluation. The Cell, on receiving a complaint, tries to resolve the issue within a week. As per internal assessments are concerned, if any student pinpoints any academic discrepancy, the concerned teachers wholeheartedly show their concern and attention to address the issue.

Most of the grievances related to the examination are received after the declaration of the result by the University of Gour Banga. The errors in results like marks of the internal assessment, attendance sheets, etc. are immediately addressed, corrected, and quickly disposed of for onward submission to the university by the Principal. Concerned teachers are instructed for due care and cooperation for quick disposal of student grievances at their respective departments.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.5.2..pdf

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.

At the beginning of each session and just before the final semester examination, the institution conducts several induction and orientation programmes to aware their students regarding programmes and its outcomes.

Programme outcomes (PO), Programme specific outcomes (PSOs) and Course specific outcomes (COs) are prepared according to the syllabus of UGB (affiliating University). POs are framed for BA, B.Com & B.Sc programmes. PSOs are prepared under each PO and COs are drawn under each PSO. All of these are checked and finalised after holding a general meeting with all departments of the IQAC. Final PSOs and COs are uploaded to the website later on.

The dissemination process of PSOs and COs begins with the preparation of lesson plans by various departments and is followed by the modification of teaching strategies. Finally, at the beginning of each semester/year teachers spell out the entire learning outcome to the students. Hence, students are made aware of the course expectation at the very early stage of the teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.6.1..pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution evaluates the level of Program Outcomes (PO) and Course Outcomes (CO) with the help of internal evaluation. Two internal MCQ examinations were taken 15 to 20 days of form fill-up for the semester examination. If any disparity in PO and CO is found, immediate actions are taken by the department for the improvement of the students.

Internal evaluation involves three part 1st part is associated with attendance, 2nd part deals with MCQ examinations of 25 marks each, and the last part involves tutorials/ Projects, etc.

The first and Second parts are applicable for all (B.A., B.Sc., and B.Com) courses whereas, the last part is applicable for B.A. and B.Com courses.

The final evaluation is done by the university as an external semester-end examination.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.6.1..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

646

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/2.6.3..pdf

2.7 - Student Satisfaction Survey

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

<https://www.kaliyaganjcollege.ac.in/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

During the session 2021-22, amidst COVID pandemic, the NCC and NSS units of Kaliyaganj College conducted several relief works by donating food and essential commodities to the needy families of neighboring villages. The college has also provided the essential service of delivering life saving oxygen cylinders to the COVID victims in collaboration with NGO's namely Raiganj Muktir Kandari.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/3.3.1.pdf
Upload any additional information	View File

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

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

00

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

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

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

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
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

54

File Description	Documents
Report of the event	View File
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

7

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Kaliyaganj College ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative education tools.

At the beginning of the academic year, an internal audit is carried out by the IQAC to assess the situation of existing infrastructural facilities and receives suggestion for up gradation / replacement/ addition of the existing infrastructure. The committee plans ahead for all infrastructural requirements regarding the availability of classrooms, laboratories, furniture, and any other equipment. The college ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like the use of smart boards, LCD projectors, white boards, etc. Regular orientation programmes, workshops, awareness programs, training programs, etc. are conducted by the college authority for optimal deployment of infrastructure and utilization of modern technology. For the science stream, the maintenance and utilization of infrastructure is ensured through the proper training of lab technicians. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities or extra-curricular activities, parents-teachers meetings, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.1.1.pdf

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

Kaliyaganj college utilizes its resources to make a healthy environment for its students where they are encouraged to participate in sports, cultural and extracurricular activities. This ensures holistic development and an all-rounded personality. Students are trained in sports under the guidance of a qualified and specialized Physical Education Instructor. They are trained and encouraged to participate in various levels of competition. Tracksuits, sports shoes, and all sports equipment are provided to the students for major/minor events.

Cultural activities:

Every year the college conducts several cultural programs like barsha Baran, Rabindra Jayanti, Sarodutsav etc. where students participate actively. The college has an excellent AC auditorium (Rabindra Bhawan Gallery) equipped with a drama stage, spot lights, cushion chairs with a capacity of 180 students for conducting different types of cultural programs.

Sports/Yoga class/awareness Programme:

The college has a modern Gymnasium equipped with all modern tools and apparatus. Moreover, it has an established Yoga Centre. In each year, yoga day is celebrated. The gymnasium and yoga centre are available for all the stakeholders of the colleges where special sessions are conducted under the supervision of expert teachers and instructors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**7****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****7**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.1.3.1.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)****60.45**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)**

Kaliyaganj College has a fully computerized, bar-code enabled automated library. The library has about 25000 books, including a collection of Journals, and Reference Books for Competitive examinations like UPSC/WBCS/WBPSC/WBSSC/NET/SET/BANKING, etc.

The library automation system is powered by Softglobe koha integrated library system (ILS) version 19.05. Since July 2020, the library has fully inter-encrypted database, circulation, cataloging, member entry, various report generation, flexible and more user-friendly data import-export system, fully secured and easy daily backup system, attendance monitoring system (with barcode), etc. Circulation of the library books and stock items, including the issue and return of the book by students and staff, is also entirely computerized. There is an Institutional Repository that has a collection of old question papers, Syllabi, E-Contents created by staff, e-books, etc. The library has a large AC reading room for all, a computer room, a teachers common room, a locker room etc. to facilitate the readers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.2.1.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

A. Any 4 or more 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)

1.18

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

369

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

IT facilities in Kaliyaganj College are regularly monitored, maintained and updated by appropriate authorities. The entire college campus has free Wi-Fi facility for its students, teachers and NTS. The office, departments, IQAC cell etc. are well connected through LAN network. The college has 5 number of broadband internet connections provided by AirNet service. Most of the classrooms are ICT enabled and have portable LCD projectors and sound system. Students and Teachers have access to NLIST. The office is also automated with Tally Release 6.6 and CAS 4.2 software. Online payment facilities for fee payment have been enabled. The processes of admission, salaries, and scholarships are computerized. The College has a dynamic website that provides all the necessary information. The college conducts training programs for staff and students to enhance their skills in e-Governance, networking, and related topics.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.3.1.pdf

4.3.2 - Number of Computers**62**

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	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****37.41**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

Kaliyaganj College has well-established mechanism for the procurement and maintenance of its infrastructure. Every Department periodically performs an audit of its equipment and consumables under the supervision of IQAC. This enables the Department to repair any defective equipment, do routine checks, maintenance procedures, and initiate the prescribed procedure for replacement or procurement. In the event of a Department want to procure some equipment involving a substantial financial outlay, it needs to send, through the IQAC followed by the Principal. Subject to the approval of the college management, Online Tenders are floated in the government websites and quotations are invited. After that, work orders are placed for the supply of equipments. Maintenance of the physical infrastructure is regularly done by the expert agencies under the supervision of faculty members of respective departments. Record of all infrastructure including equipment, software, books, and other items are maintained by all the respective departments of the college. Physical verification of the entire infrastructure is carried out periodically by the IQAC and a list of missing items or damaged items or items not in use is prepared and an appropriate authority takes action with regard to the shortage and writing off.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/4.4.2.pdf

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****2506**

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****307**

File Description	Documents
Upload any additional information	View File
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

A. All of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/5.1.3%20add.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
180	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
180	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

32

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

16

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

32

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

00

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

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

Students Representative (SR) is an integral part of Academic and Administrative bodies /committees of our institution. In general, they have representation in College Governing Body, IQAC, Alumni Association of the college, Library Committee, Admission Committee, Sports and Cultural Committees, Seminar Committee, Grievance Cell, and other sub-committees for the smooth function of the college. The students' representative is selected by the students through the election of student union. Students Representatives convey the opinions and grievances (if any) of the students in front of the Body /Committees /Cell and

convey the action taken reports to the students. They actively participate in several activities like campus cleaning, cultural program, cultural program, awareness program etc. whenever required. They help the teaching staff of the college to organize departmental seminars/ Workshops/ Special Lectures and quizzes. As the most important Stakeholders of the college, they actively participate in the all-round development activities of the college.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/5.3.2.pdf
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

16

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

5.4 - Alumni Engagement

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

Kaliyaganj College has an active Alumni Association formed by the passed out students, retired teachers and staffs. Most of the time, they come up with new thoughts, ideas, and suggestions for the upliftment of the educational environment in the institute and they also provide a substantial amount of

financial support for the overall development of the college.

The aims and objectives of the Alumni Association are -

i) To bring together all the passed out students, retired teachers, non teaching staff etc. under one umbrella to share their valuable thoughts and experiences with the present students.

ii) To provide guidance to the present students in their endeavors for higher studies and better employment

iii) To maintain an updated database of all the alumni of the college and to interact with them whenever required.

iv) To arrange financial support for the poor and needy students.

Since most of alumni live in the local surroundings, they have a strong binding and emotional attachment to this college. It is a matter of great pleasure that a large number of college alumni are well-placed in the life and society.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/5.4.1.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the Institution

Kaliyaganj College is situated on the outskirts of a remote city Kaliyaganj and most of the people leaves here deprived off educational opportunities. Therefore, the vision of the college is to lift them through enlightenment. The vision statement itself is very clear; to remove all the forms of superstition, darkness, and ignorance and to bring awareness to the rural youth by lightening the lamp of education.

Mission of the Institution

The mission of the institution is to provide a quality education through politeness or courtesy. The moral values and ethical practices with discipline which has a general applicability in day-to-day life are set at top priority by the institution.

The institution has various committees and sub-committee works under the direction of IQAC to provide quality education. The management, Principal, IQAC, faculty members, and various other units like NCC and NSS jointly organize several programs. The design and formulation of a plan are followed by execution and observation of the plan and finally, the evaluation of the plan under strong vigilance from various committees and sub-committee is done to ensure decentralization. The management, Principal, and faculty members participate in community development work through various modes of programs organized by the college to bridge the gap between the institute of higher learning and civic society. The Draft of the quality policy is therefore created by a committee in consultation with members of the faculty.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.1.1.pdf
Upload any additional information	View File

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

The Administrator, Principal, Coordinator of IQAC, Faculty members, NCC, NSS, and Students' representatives jointly design and implement the academic and co-curricular activities through different committees. Thus the academic performance of an

institution is uplifted by the decentralization policy followed by the active participation of all the stakeholders. The institution has active NCC and NSS units that work for the community welfare in collaboration with local NGO's.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

This academic session is partially affected due to the COVID-19 pandemic. As a result, the faculties of the college adopted a well planned blended mode strategy for teaching-learning and conduct of examinations efficiently using online platforms. Following an appropriate routine, taking classes, preparation of lesson plans, keeping a record of attendance and work diary has been maintained effectively while working from home. Every department of the college has autonomy to take the online classes following a master routine. The internal examination, external examination, and all the internal assessment marks were uploaded under the strong vigilance of the academic Sub-Committee and Examination Committee under the supervision of IQAC. Soft copies of study materials are made available to the students at their convenience through Google classroom, the college website, the Students' Whatsapp group, etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.2.1.pdf
Upload any additional information	View File

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

The Governing Body, Principal, IQAC Coordinator, TCS, Academic

Sub-Committee, Examination Committee, HOD, and faculty members are engaged in inculcating a plan of operation for every academic year and later on, inspect and assess the outcome of the implemented plan for betterment. For any examination-related activities, the responsibility of organizing, inspecting, and evaluation is conducted under the strong surveillance of the Academic Sub-Committee and The Examination Committee, supervised by the IQAC Coordinator. Various departmental level method of taking internal evaluation (Viva-Voce, class test, field trips, projects, etc.) is to be coordinated with the examination committee which in turn is supervised by the IQAC and ultimately reaches the Principal for approval. Various co-curricular and extra-curricular activities are also organized by the college in collaboration with NCC and NSS units under the supervision of the college authority. For instance, every academic year involves the organization of a set of welfare and awareness programs like world Environment day, world tobacco day, AIDS day, International women's day, several camps, and much more conducted by the students of NSS and NCC units, faculty members and NTS.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.2.2.pdf
Link to Organogram of the Institution webpage	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.2.2.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
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

For teaching staff the college, following welfare measures is taken:

1. Provident funds and gratuity as per government norms
2. West Bengal Health Scheme
3. Maternity leave for women employees
4. Financial support to faculty for attending conferences/ seminars/ workshops in India and abroad.
5. On-duty leave is provided for attending examinations, valuations, BoS /BoE meetings, workshops, seminars, conferences, orientation courses, refresher courses, faculty development programs etc.
6. Teachers are encouraged for self-development and higher education
7. Casual leaves (CL) and earned leaves (EL) - For teaching staff
8. Teachers are allowed to use college ICT facilities for their research work
9. Well-equipped staff rooms for all the faculty members.
10. Free Wi-Fi facilities are made available.
11. Gymnasium for all teachers.
12. Orientation program for teaching and nonteaching staff

For Non- Teaching staff the following welfare programs is taken:

1. Provident fund and gratuity as per government norms.
2. West Bengal Government Swasthasathi Scheme
3. Maternity leave for women employees.
4. Casual leaves (CL) and earned leaves (EL).

5. Orientation programs for non-teaching staff.
6. Free Wi-Fi facilities are made available.
7. A gym facility is available for Non-teaching staff.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.3.1.pdf
Upload any additional information	View File

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

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

0

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

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

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

3

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	View File
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

16

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

To achieve the educational goals set by the college, a good performance appraisal system is implemented to uplift the overall organizational performance. In line with this,

Kaliyaganj College strictly follows the guidelines mentioned in UGC Regulations 2016 and UGC Regulations 2018, all GO's issued by the Higher Education Department, Govt. of West Bengal with all amendments made therein from time to time, for its teaching and non-teaching staff.

Teaching Staff

1) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance-Based Appraisal System (PBAS) given by UGC Regulations 2016 and 2018.

2) Promotions are based on the achieved API score

3) The PBAS proforma filled in by the Faculty Member is checked and verified by the Head of the Departments, followed by IQAC Coordinator.

Non-Teaching Staff

For non-teaching staff, there is no such appraisal system issued by the Government. The performance of non-teaching staff members is assessed under different categories i.e. performance of assigned duties, Commitment of work, Character and Habits, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students and societies, efficient organization of documents, technical abilities (in case of Laboratory staff) and time spent by them in Institution. The assessment of the non-teaching staff are assessed based on the reports submitted by the staff and reports received from HODs and Officers.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Yes; the institution conducts internal and external financial audits periodically and has its own mechanism to conduct these audits in an efficient and transparent manner.

Internal Audit

The internal audit is conducted half yearly by an approved auditor appointed by the management who checks all accounts in detail. They submit an audited statement of income and expenditure to the management for consideration and approval. The audit is conducted in accordance with auditing standards generally accepted in India. The audit includes the following steps-

- Checks for compliance with policies laws and regulations.
- Comparing previous financial statements to the present ones.
- Reviewing reliability and integrity of financial and operating information and the means used to identify measures, verification of student's registration fees, authorization of fee concessions controls and policies.
- Review the means of safeguarding assets and verifying the existence of such assets. Verification of cash book, examining the bank passbook, admission record verification, checking of acknowledgment, letters if any with regards to scholarship.

External Audit

The external audit is carried out in an elaborative manner on a yearly basis by the auditor appointed by DPI, Government of West Bengal. The internal audit reports are submitted to the external audit team. In case of any objection raised by the external auditor, the institution takes prompt corrective measures in a completely transparent manner.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.4.1.pdf
Upload any additional information	View File

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)	No File Uploaded

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

The funds accrued from different sources are judiciously budgeted and utilized for the all-round development and quality enhancement of the college. Administrator, Principal and the well-established Finance Committee effectively monitor the optimum utilization of Resources. College-level committees implement the schemes in a time-bound manner. Resources were never a crunch in building infrastructure, quality manpower and Teaching-Learning facilities.

The institution fund is generated by collecting money from the following sources:

- Student fee
- Fees collected during seminars, workshops, conferences etc.
- Donation collected from the Alumni association
- NCC and NSS fund for various activities conducted

The Principal takes the initiative for planning, implementing, managing, and accessing all programs and activities related to fund-raising and utilization of funds for the various College activities. There are a number of committees that co-ordinate with the Principal in fundraising and their utilization while being assisted by the Bursar and his team.

1. Recurring Expenses

- Academic activities, laboratories, transport, hostel and

Institution maintenance etc.

- Research activities like seminars, webinars, workshop etc

2. Non-Recurring Expenses

- Infrastructural development facilities & construction works
- Computers, Software, Lab & Gymnasium Equipment
- Up-gradation and maintenance of the infrastructural facilities in tune with the modern trends
- Various programmes conducted by NCC, NSS etc.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC, in every possible manner, promotes the quality of the institution at various academic and non-academic levels. Academic and administrative support such as attendance, internal assessments, unit tests, and internal and external university examinations are conducted under the keen supervision of IQAC. AAA is conducted every year to ensure institutional procedures and up-gradation of quality aspects in each activity of work and adherence to the audit process. At the end of the academic year, AQAR is prepared by the IQAC and is analyzed by the Principal before submitting it to NAAC. Conferences, Seminars, workshops, and FDP are conducted regularly to enhance the Quality of the institution as Faculty could keep themselves updated on the times.

The initiatives taken up by the IQAC are summarized below-

- Well-developed curriculum framing in collaboration with various departments and College academic sub-committee framing internal tests, conducting the examination in online and offline mode whichever may be applicable.
- The second important activity may be with respect to classroom teaching, routine preparation, and lesson plan

preparation.

- **Monitoring Administrative Activities:** Admissions process is monitored through ERP, generating the eligible list of students for admission, and also fee payment options are made available to the students.
- **Teaching and learning:** Teaching and learning is encouraged through the effective use of ICT-enabled classes. Faculty use library facilities like INFLIBNET and other e-resources to gather information to enhance teaching and learning.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.5.1.pdf
Upload any additional information	View File

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

Teaching and Learning: The goal of the institution is to adopt the best and most convenient method of teaching and learning which enables the students to learn effectively. Preparation of lesson plans and work diaries is a regular exercise by the faculty members for an effective outcome. Departmental means of communication with students via various modes give a detailed idea of the course with the course objectives and desired to learn outcomes. Secondly,

Examination and Evaluation: The College is affiliated to the University of Gour Banga, Malda and follows the CBCS curriculum, evaluation pattern, and exam pattern as prescribed by the university. The internal examination is conducted centrally in the college which includes class tests and semester-end examinations before declaring the candidate eligible to appear in the final university examination. The college presently has the CBCS and (1+1+1) pattern of examination running simultaneously. The evaluated answer scripts of the internal examination are revealed to the students and make the students aware about their mistakes. The departments organize remedial classes for the students who perform poorly. The entire examination process and evaluation and publication of results in due time is monitored by the

Examination Committee under the guidance of the the Principal.

File Description	Documents
Paste link for additional information	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.5.2.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/6.5.3.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

The Gender Equality Cell of Kaliyaganj College continuously organizes a brunch of awareness program for the students and staff to edify them regarding Gender. Kaliyaganj College follows the ideology of gender equality in every respect that makes no scope for gender inequality in the campus. The college

organizes various sensitization programs on gender equality and tries to touch upon a few measures as follows-

- The college tries to provide equal opportunities in every essence like in learning, carrier advancement, domain knowledge, and skill development.
- College assures safety and security within the campus.
- The college takes prompt action on grievances redressed.

The glimpses of few program conducted by the college are-

- Rights and Equal opportunities.
- Gender biases in the workplace.
- Gender intolerance in home, society, and workplace.

The plan for empowerment and amenities endowed amid by the Cells are as follows:

- Various gender sensitization programs.
- Counseling for students regarding their issues.
- Guest speakers from various organizations were invited to the seminar on social-related issues.

Specific facilities provided for women in terms of safety and security, counseling, Common Rooms, Daycare center for young children, any other relevant information.

File Description	Documents
Annual gender sensitization action plan	The Gender Equality Cell of Kaliyaganj College continuously organizes a brunch of sensitization programmes for the students and staff to edify them regarding Gender. The glimpses of few program conducted by the college are- Rights and Equal opportunities, Gender biases in the workplace, Gender intolerance in home, society, and workplace. On 8th March, 2022, the college has celebrated International Women's Day to promote gender awareness among its girls students.
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	The entire college campus, classrooms, library, corridors etc is under the surveillance of CCTV to provide safety and security to the students. The college has separate common rooms for girls with attached toilet and sanitary napkin vendor machine. The college has conducted several counseling sessions for students, specially for newly admitted students to solve their problems

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institution always puts environmental and energy issues on the top priority to create a green and an eco-friendly environment in and around the college campus. To make the campus green, the authority adopts a green policy and conducts green audits under the supervision of Sonar Bharat Environment & Ecology (P) Ltd. The college has also signed MOU with the municipality.

Solid waste management: Kaliyaganj College campus is declared as a plastic free zone. Single-use plastic is banned within the college premises and CCTV surveillance helps to comply with the rule. Different colored dustbins are placed at strategic locations to collect bio-degradable and non-bio-degradable wastes which are being collected by Municipality at regular intervals.

Waste water management: A rooftop Rain Water Harvesting Project is installed in a college campus that harvests rainwater from rooftops of one building and recycles it partially and uses it for gardening. The remaining water is accumulated in tanks for future use. The excess amount of water is discharged underground in a scientific manner.

Air quality monitoring: The College limits the emissions from diesel generators, motor cars, bikes etc with proper measures.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.kaliyaganjcollege.ac.in/kaliyaganj_admin/upload/7.1.3.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

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

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

The Kaliyaganj College is situated in a remote location of Uttar Dinajpur having students from different communities and cultures. The majority of our students speak in Bengali, few speaks in Hindi. The institute maintained an inclusive environment for all the students and staff by arranging several social and cultural programmes throughout the year to promote the essence of harmony among the students. The Bengali department in collaboration with the IQAC cell of the college observes International Mother Language day every year on the 21st of February to feel proud of one's own mother tongue. Each year college arranges an awareness programme about anti-ragging, health awareness, anti-drug addiction, environment awareness and social responsibility among the newly joined students. NSS and NCC units of our college drive special camps on campus cleaning and saving drive-safe life. IQAC wing of the

college in association with the other departments of the college celebrates different programmes throughout the year like Independence Day, Republic Day, the Birthday of Swami Vivekananda, Rabindra Jayanti, Gandhi Jayanti, Netaji Subhas Chandra Bose Jayanti, Teacher's day, Rakhi Bandhan, X-mas, and many more. The inclusive result of all these immense efforts gets floated to maintain the peaceful and harmonious living of the people in this region.

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

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

Kaliyaganj College organizes a number of programmes to inculcate constitutional obligations like equalities, ethics, values, rights, duties, responsibilities etc. among students teachers and Non-teaching employees. The NCC cadets and the NSS units of the college with IQAC cell celebrate Republic Day (26th January) as Ganatantra Dibash and Independence Day (15th August). A huge number of students, teachers, and staff attended the National Flag hoisting followed by various programmes. The college organizes the 'Youth Parliament Programme' with students to aware the students and employees about constitutional ethics.

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

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

A. All of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

- Each year the national flag is hoisted in the College premises on Independence Day (15th August) and Republic Day (26th August) by the Principal, teachers, students, and non-teaching staff. The national anthem is sung by them followed by a cultural program in which staff and students actively participate, reiterating the national and historical importance of these days.
- Teachers' Day (5th September) is celebrated to commemorate the birth anniversary of Dr. Sarvapalli Radhakrishnan.
- Besides, birth anniversaries/centenaries/sesquicentenaries / bicentenaries of great Indian personalities such as Mahatma Gandhi, Rabindranath Tagore, Swami Vivekananda, Netaji Subhash Chandra Bose, and Pandit Iswar Chandra Vidyasagar have been observed.
- Celebration of International Mother Language Day (21st February) in each year
- Celebration of International Women's Day (8th March) each year
- World Environment Day is observed on 5th June every year
- World Yoga Day is observed on 21st June where yoga poses are taught to students and the philosophy of Yoga as a way of life is discussed

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

7.2 - Best Practices

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

Best Practice 1:

Title: Teaching- learning in blended mode

Objectives: Teaching is a continuous process. The progress of teaching and learning interrelates in such a way that learners toil for their goals and they earn new knowledge, behaviors, and soft skills that enrich their learning experiences.

The practice: Learning includes both formal and informal experiences. In the case of formal learning, the goals are defined by the instructor. Different forms of informal learning are self-study, article-magazine, newspaper reading, participation in cultural activities, etc.

Best Practice 2:

Title: Use of digital Technology in Education

Objectives:

- To construct and analyze a better method of learning and inaugurate an Information and Communicative Technology (ICT) based teaching.
- To allow e-learning or online learning for students and faculty members.
- To make teaching and learning more interactive, attractive, and collaborative by using ICT

The Practice: Shifting the mode of teaching and learning from

the traditional talk and chalk method to the ICT-based Open Distance Learning (ODL) mode was something new, innovative, and challenging aspect to be addressed by the institution during covid-19 pandemic. Few of the classrooms in the institute have projectors and smart board facilities. The whole campus is Wi-Fi connected. During the pandemic, most of the subject teachers extensively used online applications like Google Classrooms to organize and supply study materials and they used Google meet to conduct online classes. Using this online platform, students participated in their classes from remote places situated in various locations. Online examinations and evaluations were conducted using those apps.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Established in the year of 1968, Kaliyaganj College is one of the largest colleges in Uttar Dinajpur District. Most of the students of the college are from economically weaker section. The main aim of the institution is to provide equal opportunity for all students so that they can build a bright future. For this purpose, the institution provides proper curricula and academic support for the students to develop social consciousness and responsibilities. The institution introduced a few updated courses like computer science and vocational courses for their students. The institute also offers some value added courses on soft skills and trainings under the supervision of external agencies. NSS and NCC unit organizes various awareness programs throughout the year. The institution actively participates in various social causes, like blood donation camps, flood relief camps, etc. One of the holistic approaches of the institution is to focus on value and inclusive education.

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. To shift the mode of class from online to offline mode
2. Introduction of new courses at UG level, like Honors in education, botany, zoology, etc.
3. To organize more seminars, webinar, workshop, certificate courses, value added courses etc.
4. Open PG courses in few subjects like Bengali, English, history, political science etc.
5. The whole campus will be equipped with solar panels
6. Making more greenery on our campus
7. To promote research activities by faculty members