



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Brahmananda Keshab Chandra College
• Name of the Head of the institution	Dr. Papia Chakraborti
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	033-2577-5878
• Mobile no	9830467690
• Registered e-mail	bkccollegebonhooghly@gmail.com
• Alternate e-mail	principal@bkccollege.org.in
• Address	111/2, B.T.Road, Bon-Hooghly
• City/Town	Baranagar
• State/UT	West Bengal
• Pin Code	700108
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	West Bengal State University				
• Name of the IQAC Coordinator	Dr. Manas Kumar Roy				
• Phone No.	8420944968				
• Alternate phone No.					
• Mobile	9433237579				
• IQAC e-mail address	iqacbkccollege@gmail.com				
• Alternate Email address	manask.roy@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://bkcc.ac.in/pdf/aqar/AQAR2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://bkcc.ac.in/Academic%20Calendar/academic_calendar_2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.28	2016	02/12/2016	01/12/2021
6.Date of Establishment of IQAC			07/05/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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	5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Uploaded the AQAR for the sessions 2019-20 in the new format at the earliest at the NAAC site.		
2. Motivated teachers for the effective online teaching and assessment and created the opportunities to conduct online activities according to state Govt. guidelines.		
3. Special emphasis for personal counselling of students during COVID-19 period.		
4. Development of questionnaire for online student satisfaction survey (SSS) and feedback from various stakeholders for curriculum design and development.		
5. Support and develop infrastructure for green clean campus and green energy initiative.		
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	
Encourage young faculty members to participate in orientation programmes, refresher courses, FDP, FIP, various workshops etc. conducted by various HRDCs across the country.	The IQAC has created a forum for information sharing among the young faculty members on various courses conducted by different HRDCs across the country. All the stakeholders have been sensitised about the importance	

	<p>of such programmes/courses as these courses open up new knowledge which is so important in promoting the quality culture of the college.</p>
<p>Organisation of international and national webinars/seminars/conferences/workshops on various relevant topics related to Covid.</p>	<p>International/national/state/local level webinars/seminars/workshops were organized on various relevant topics addressing, Research methodologies, Entrepreneurship, Biodiversity Conservation and Sustainable Development, Covid-19 Awareness, Impact on Socio-economic Issues and Employment readiness during the pandemics, Character building by celebrating the lives of great men's and value-added education of youths, Wellness, Health and Hygiene, Gender sensitization</p>
<p>Promotion of research opportunities for faculty members</p>	<p>Taking into account the idea of the NAAC for creating an ecosystem for research activities in the college, the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research opportunities. As a result, a good number of research papers have been published by various faculty members of the college in the current evaluation year, many of them in various reputed national and international journals.</p>
<p>Promote, inclusion and better environmental practises in the college, such as increased use of solar energy, waste management and water resource management</p>	<p>As a result of the IQAC initiative to promote inclusion and better environmental practices in the college, there have been initiatives of monitoring, inspection and audit</p>

of the water management system, sanitization and hygiene practices, and waste management practices emphasising on solid waste management by introducing different types of waste bins to segregate solid waste at source, providing a clean and sustainable environment in the college campus. Strong emphasis has been given on increased use of solar energy as well as an renewable energy resource to reduce the carbon footprint as much as possible. The college has collaborated with a registered NGO World Wide Fund, WBREDA, Govt. of WestBengal and CESC.

Institutional Collaboration with Academia/ Government agencies/ companies/Organizations

Institutional collaborations/agreements have been reached with educational institute, WWF (World Wide Fund for Nature), WBREDA & CESC for installation of Solar panel, MSME

Developing and Promoting Innovation in Teaching- Learning

The teaching and learning activities of the college were hit hard by the COVID19 pandemic. Adjustment to the new normal and increased use of ICT in teaching and learning has become inevitable. All departments of the college have conducted orientation programmes for UG -I and PG, Semester-I students to familiarise them with their curriculum and the physical and online facilities of the college. They have also been sensitised on gender discrimination, sexual harassment, ragging, social discrimination etc. Many of the

	lecturers adopted the blended mode of teaching for academic improvement and quality assurance. Online assignments were set and online quizzes were conducted for slow learners.
Development of e-content and e Resources	IQAC motivated teachers to improve content and develop innovative pedagogical tools for wider dissemination of knowledge. Development of e-resources made available to students in e-repository on institutional web portal Opening of Google Classroom to follow asynchronous learning method Workshop for faculty development on various online learning methods like GOOGLE MEET, ZOOM etc. During the pandemic, the IQAC organized an online Faculty enrichment Program on ICT tools in teaching, learning and evaluation for the teachers of the college, during September-October 2020.
Student Induction Program.	Induction programmes for newly admitted students were organised for the students in each of the 18 departments of the college. The students were informed about the facilities, opportunities and activities of the college. The rules of discipline were explained
It was suggested that the College's website be transformed into a user-friendly version	It has been moved to a new, more user-friendly platform to facilitate access for staff and students
Green and eco-friendly campus, Swacha Action Plan (SAP) Objective : To inculcate a sense of responsibility for the	Outcome: Regular tree planting campaigns almost throughout the year., Special cleanliness drive to make the campus plastic free

<p>conservation of the environment To make the environment eco-friendly</p>	<p>and clean, Swachta and Green Campus Mission, Donation of saplings by faculty members to support the Green Mission and maintenance of required green cover, Greenovation webinar on vermicomposting and its prospects, Landscaping with trees and plants have been done. Maintenance of Biodiversity Conservation site naming 'Janaki Ammal Sacred Grove" provides immense impact on ecosystem services and increasing floral and faunal diversity to a great extent leading the college to earn Green Champion award of the North 24 Parganas District. Beyond campus promotional activities and weariness has been a prior importance.</p>
<p>Institutional Social Responsibility, Extension and Outreach activities</p>	<p>Promoting a sense of responsibility towards society. Efforts were made to spread awareness of the Covid -19 pandemic at the grassroots level 5 days training camp of the NSS Wing</p>
<p>Examination Reforms</p>	<p>Adherence to academic calendar Workshop on modified pattern of online examination Awareness programme on resolution of grievances in online examination Awareness programme on use of apps by students for online examination Conducting online mock tests as per the modified pattern of the West Bengal State University, Unit Tests, Surprise Test, Internal Assessment through preliminary examinations (mock test), quizzes conducted in all departments</p>

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	06/01/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	27/02/2022
15. Multidisciplinary / interdisciplinary	
<p>In accordance with the National Education Policy, our College is committed to providing high-quality education for our nation to develop human resources as global citizens. The faculty members have started a discussion about NEP principles, such as diversity for all curricula and pedagogy, logical decision-making and innovation, critical thinking and creativity, and technological innovations in teaching and learning. This college is affiliated with West Bengal State University (WBSU), Barasat, West Bengal, and we are waiting for university guidelines to include multidisciplinary and interdisciplinary courses as electives. An interdisciplinary curriculum has to be developed in order to facilitate holistic academic growth among students by allowing them to choose their preferred options from several programs offered by the college. At present, the College offers 18 UG & 2 PG courses under the Choice Based Credit System (CBCS) under the University. Several other courses will include value-based and environment-based topics like professional ethics, environmental studies, project management, etc. The programs will be designed in a way that allows students to choose electives from other departments and MOOCs offered through SWAYAM.</p>	
16. Academic bank of credits (ABC):	
<p>Our college is preparing for the implementation of the Academic bank of credits (ABC), which complies with the guidelines of the affiliated university, i.e. WBSU. As a state university, WBSU is an official member of the National Academic Depository (NAD, Website: nad.digitallocker.gov.in), which is a government initiative to provide an online repository for all academic awards under the</p>	

Digital India programme. The university will take policy on uploading its students' grades and degree certificates through its affiliated colleges via the nad.digitallocker.gov.in platform. The National Academic Bank of Credits (ABC) portal will be integrated with the NAD <https://nad.digitallocker.gov.in> portal and will be operational from the next academic year. For this purpose, the College is in the process of creating a central database for the students.

17.Skill development:

The College has an established Career Counseling & Placement Cell which actively participates in strengthening the technical, vocational and soft skills of the students. The Cell is actively involved in strengthening the current trends in the industry, Campus Recruitment Training (CRT). The college is already conducting the skill development courses through Add-on Courses approved by the affiliated university.

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

In order to promote or integrate the local language, art and culture, it is a common practice at the college that all NSS activities conducted in the adopted slum are compulsorily conducted in the local Bengali language.

In the different cultural programmes, like Basanta Utsab, Rabindra Jayanti our students actively participate in various cultural events and have won prizes in many university level events.

Our college magazine 'LEKHOMANJARI' is published bilingually in English & Bengali language annually. An Add-on course will be taken to popularize Sanskrit.

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

The College, affiliated to WBSU, follows the guidelines suggesting a variety of approaches to teaching and learning such as lectures, seminars, tutorials/workshops/internships and on-site project-based learning, technology-enhanced learning, internships and apprenticeships, and research work, and the college is already implementing these wherever possible. All degree programmes are offered as outcome-based education (OBE), designed with regional and global requirements in mind.

The outcomes of each subject are well defined in the WBSU curriculum. The college has introduced outcome-based education with

clearly defined programme outcomes, programme-specific outcomes and course outcomes from 2018-19. All courses are focused on cognitive skills, namely remembering, understanding, applying, analyzing, evaluating and designing. In addition to domain-specific skills, learning outcomes at all levels provide for social responsibility and ethics as well as entrepreneurship skills so that students proactively contribute to the economic, environmental and social well-being of the nation.

The course objectives (COs) are also aligned with the philosophy of PO-PSO (Programme Outcome – Programme Specific Outcome).

Following CBCS curriculum of the University, every department offers inter-disciplinary skill enhancement courses (SEC) for 3rd & 4th semester students.

20.Distance education/online education:

The college is already prepared for online education, especially during COVID-19 pandemic. The teaching-learning process through various online modes like ZOOM App, Google Meet, WEBEX platform, Google classroom, WhatsApp Conference etc. the entire college campus is Wi-Fi enabled with LCD projectors installed in maximum classrooms and hence there's no hindrance/obstacle in online teaching. During and after the pandemic, the online learning experience has been embraced by the faculty and students to take full advantage of a flexible blended teaching and learning mode. As of 2020, departments are exclusively using Google Classroom for most subjects/courses to share learning content with students. Faculty members have also prepared themselves to use various MOOCs and other online platforms for online teaching by training them through FDP, STTP and workshops during the closure period. During the Covid -19 pandemic, various programmes, meetings, webinars/seminars for students as well as faculty were also organized by the college through an online platform conducting classes, national/international conferences and meetings.

Extended Profile

1.Programme

1.1 563

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

File Description	Documents
Data Template	View File

2.Student

2.1 656

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 580

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

File Description	Documents
Data Template	View File

2.3 167

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 66

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 66

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	563
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	656
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	580
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	167
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	66
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	66
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	49
Total number of Classrooms and Seminar halls	
4.2	14.79652
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
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

College is committed to ensuring delivery of high-quality curriculum through implementation of systematic and strategic transparent mechanisms.

- Syllabi of undergraduate and postgraduate courses taught are framed by affiliating University.
- Routine Committee prepares a master routine for all courses and displayed in college website.
- Teaching plan is prepared by faculty at beginning of semester. Assessment of curriculum delivery is conducted by respective department.
- Utilization of well-equipped laboratories for practical curriculum is optimum. Students maintain practical journals and results certified by faculty.
- Faculty uses charts, maps, models and specimens through online mode due to pandemic Webinars, group discussion, quiz, case studies were undertaken. Group projects were

assigned to teach them team spirit, sharing and develop presentation, research skills. Social media sites such as BKCCOLLEGE CLASSROOM (YouTube), Whatsapp etc. are used for effective teaching. ICT based materials are uploaded on college website www.bkcc.ac.in.

- College encourages faculty to participate in Orientation, Refresher courses, Board of Studies and syllabus restructuring workshops to update their knowledge of subject and syllabus
- College collects feedback from faculty, students, alumni and parents and is analysed using different parameters and performance of students, faculty and institution is assessed.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bkcc.ac.in/NAAC/criteria_1/2020-21/1-1-1%20additional%20information.pdf

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

At beginning of each semester, an academic calendar, in accordance with University's schedule, which includes a variety of educational, extracurricular, and co-curricular activities, is prepared and posted on college website, exhibited on notice boards, and distributed through emails to students. All classes and examinations are scheduled according to calendar, assuring total conformance.

- As per guidelines of affiliating university for number of credit hours for each subject are assigned.
- After allocation of subjects to faculty, course file of each subject is prepared consisting of detailed teaching plan. It also contains assignments to be uploaded on every scheduled date of academic calendar.
- Dates of internal class tests for theoretical papers are mentioned in academic calendar. Detailed Examination schedule is announced in advance by respective HODs after approval from Principal.
- Lab-based courses are holding regular and continuous evaluation during laboratory practical classes.
- Assignments and quizzes are also part of Continuous Internal

Evaluation. Assignments are provided to students on scheduled dates mentioned in academic calendar and solutions are submitted by students as per instruction.

- Tentative dates for university exams are indicated in academic calendar. Final university exam schedule is also displayed on students' notice boards.
- HODs maintain a regular monitoring report on course coverage, student attendance and assignment provided for every subject.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bkcc.ac.in/Academic%20Calender/academic calendar 2020-2021.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

20

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

- The College follows the syllabus formulated by the University. The list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum is uploaded as a document. Various departments work to integrate socially relevant and pertinent issues such as

ethics, human values, environment, to sensitize the students and create awareness.

- Several programmes on gender awareness are regularly conducted with the active participation of students irrespective of gender. The Internal Complaint Cell regularly organizes events aimed at sensitization.
- NSS unit and the ECO club work actively to promote environmental thoughts and create awareness through regular events. Tree plantation drives are held in the College. The SAP Committee also works in this area by organizing talks, seminars, and awareness programmes.
- Students are encouraged to participate in extracurricular and co-curricular activities of the College. Through their participation, students are encouraged to develop teamwork skills and acquire moral principles. The College celebrates special days and events. Health awareness programmes, blood donation camps, among others are held. All these works inculcate in students the ability to think of contributing to society, to help others, to work towards the welfare of society in general.

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

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

5

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

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

43

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

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://bkcc.ac.in/index.php?option=com_content&view=article&id=407&Itemid=0
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bkcc.ac.in/index.php?option=com_content&view=article&id=407&Itemid=0

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 students admitted during the year

256

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

52

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

It is primarily through the classroom interactions that the teachers assess the learning levels of the students and organizes

special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of quiz, projects and home assignments
- Encouraged to use well-stocked library with advanced reference facilities
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia are arranged
- Counseling by faculty members to appear entrance examinations for higher studies and competitive examinations for job
- Encouraged to participate in Seminars and workshops
- Encouraged to give presentation in Departmental Student seminar

For slow learners the strategies adopted to level up are as follows:

- Meeting and communicating to the weaker students their areas of weakness
- Providing exam-friendly study materials
- Teachers available beyond class hours to counsel the weaker students over phone and interfaces
- Monitoring the progress of the students through written assignments
- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings
- Remedial Classes for slow learners are also arranged.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_2/2020-21/2-2-1%20-%20The%20institution%20assesses%20the%20learning%20levels%20of%20the%20students.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
656	66

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

During the pandemic, it was initially a challenge both for teachers and students to carry out the experiential and participative Learning Process efficiently. Following measures were taken to overcome the challenge: • Use of Google Classroom, Google meet, Zoom and WhatsApp for conducting the teaching-learning process efficiently. • YouTube videos, interactive web pages through the help of Insert Learning and animation videos with Powtoons made the learning process more student-centric and participative. • Submissions of Tutorials and Projects in various programmes via departmental emails or Google Forms. • Successful conduction of the challenging task of online practical classes of Computer Science and Mathematics through the Google Meet platform. • Arrangements of student-centric online lectures and webinars by eminent speakers; helped the intelligent yet shy students to interact with the experts, which they, perhaps, would not venture if it was a direct, offline event. • Publication of Departmental Wall Magazines at least once in every academic session • Active participation of students in various co-curricular events and students' seminar arranged online. • Online Faculty exchange programmes with Institutions under MoU served the ultimate goal of developing a vibrant and diverse faculty where students could benefit from the refreshing ideas and perspectives.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://bkcc.ac.in/NAAC/criteria_2/2020-21/2-3-1-Student%20centric%20methods.pdf

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

• The pandemic necessitated the use of digital platform and tools for effectively reaching out to students. Meetings as well as classes in audio-visual modes were conducted both on Zoom and Google Meet. According to the requirement and number of participants, even WhatsApp was heavily used. However, Google Workplace was extensively exploited for carrying on the teaching-learning process and was proved to be fascinating ICT tool for collaborative work. • All departments have their respective Google Classrooms for each semester where study materials are posted from time to time to provide additional flexibility to students. • The college has its own YouTube channel where several webinars were broadcast live for greater participation of students. Some of the

departments and teachers also have their own YouTube channel where lecture videos are uploaded. • Besides, the ICT enabled classrooms in the college facilitate teachers to use Power-Point Presentations for generating greater interest and participation of the students. • There is free internet connectivity in the campus for the academic purposes of the teachers and students. • Library is equipped with OPAC and RFID and has INFLIBNET subscription which enables faculty members to access various journals and books for effective teaching learning process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

66

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

66

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

47

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

794

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 evaluation of the students' academic performance is a constitutive part of the teaching-learning process and internal assessment plays a pivotal role in this system. Internal examination for the new CBCS syllabus acquires a vital role in the process of evaluation of students by the University, so it is included in the University Examination system.

- In the lockdown period due to Covid-19, internal assessment was conducted exclusively in the online mode through Google Forms and Google Classroom assignments. Auto-generated marks through Google Forms made the process of internal assessment transparent.
- Google Classroom has also played an important role during the lockdown, both in terms of conducting classes and also in conducting internal assessments of students.
- Students were given assignments and tests through the classroom to evaluate their understanding of the subject.
- Students engage in group discussion as part of internal assessment as well.
- The students are also encouraged to practice writing answers on their own and the teachers are always willing to correct the answers and provide feedback on improving the answers. Teachers thus help students to prepare for the final examination and they can also evaluate the progress of the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://bkcc.ac.in/NAAC/criteria_2/2020-21/2-5-1%20Mechanism%20of%20internal%20assessment.pdf

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

- Internal assessment plays a crucial role in teaching-learning process. Through internal evaluation students get the chance to understand their strength as well as weakness and thus can prepare themselves accordingly. Teachers also come to know how to guide them to overcome their drawbacks. Internal evaluation is conducted as per the guidelines and timeline provided by the University. Marks of internal assessment are uploaded on the University portal.
- College has academic subcommittee and examination subcommittee for conducting internal and university examinations

smoothly and ensuring redressal of any examination related grievances. • During pandemic almost all departments have utilized Google Classroom, G-meet, Zoom and google forms according to the requirement for conducting internal examination. In some cases, descriptive type questions are given to prepare the students for final examination whereas sometimes the examinations are taken in form of multiple-choice question and the marks were auto generated keeping the entire process of evaluation completely transparent. • Some practical based departments have also taken practical internal examination through online viva via video-call using G-meet and Zoom app. • For any grievance related to assessment answer scripts and assignments are shared with students and any discrepancies identified are immediately addressed by faculty members.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

At the end of three-year program, the students will be able to

- recognize role of education in life and society.
- apply basic knowledge for addressing social, economic, and environmental problems.
- design and carry out scientific experiments as well as accurately record and analyze results of such experiments.
- demonstrate problem solving skills, critical thinking and analytical reasoning.
- communicate results of project work in oral, written and electronic formats to both scientific community and the public at large.
- explore new areas of research in specific subject and allied fields individually as well as a part of a team.

Programme and Course Outcomes for all Programmes offered by the institution (following the curriculum of all the programs framed by the West Bengal State University) are prepared by the teachers and are displayed on the website. At the General assembly for 1st Semester students, Programme outcomes are also communicated by the

Principal. In this session (2020-21), due to Pandemic, each department of the college organized induction program in online mode and individual course outcome was explained and communicated properly to the students. Parents are also informed about PSOs at Parent- Teacher meetings.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=338&Itemid=0
Upload COs for all Programmes (exemplars from Glossary)	View File

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

- The institution ensures the completion of the syllabi laid down by the affiliating university for all its subjects through proper lesson plan which is also provided to the students at the beginning of the academic session.
- The Principal in coordination with the Academic subcommittee monitors the execution and timely completion of the syllabi.
- The final outcome of a course is evaluated through the performance of the students that is analysed at the end of each semester examination.
- Active Career Counseling and Placement Cell of the college organizes seminars, webinars, workshops, career fair on job opportunities and arranges campus placements so that students can receive proper guidance and be more successful in future.
- The student progression into higher studies and placement records also indicate successful attainment of programme outcomes and course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bkcc.ac.in/NAAC/criteria_2/2020-21/2-6-2-Attainment%20of%20COs.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****167**

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://bkcc.ac.in/NAAC/criteria_2/2020-21/2-6-3-2%20Subject%20wise%20annual%20Performance%20Report.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://bkcc.ac.in/pdf/Student-Satisfaction-Survey/STUDENT%20SATISFACTION%20SURVEY%202020-21.pdf>

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)****NIL**

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

02

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

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

3.2 - Innovation Ecosystem**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

Brahmananda Keshab Chandra College has tried to create an ecosystem for Research and Innovation by undertaking initiatives such as forming a Nodal center for Indian Institute of Remote Sensing (IIRS) outreach activity since June 2020 which has helped in building its students' credibility and faculty strengthening through online Live and Interactive mode (known as EDUSAT) and e-Learning mode; Setting up of SAP and taking various initiatives for creation and dissemination of knowledge, which has inculcated entrepreneurship and community development values.

The innovation ecosystem has been further fostered through encouragement from the due recognition received from various awards

received by the college:viz. 1.Recognized for the Social Entrepreneurship, Swachhata & Rural Engagement Cell (SES REC) by MGNCRE-MoE-GoI2 .Recognized member of Beat Covid Campaign initiative of MGNCRE, Hyderabad.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=334&Itemid=0

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

04

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	https://bkcc.ac.in/index.php?option=com_content&view=article&id=83&Itemid=0
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

20

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

21

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

3.4 - Extension Activities

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

The College takes pride in promoting the holistic development of its students. The NSS, SAP, ICC, IQAC, Career counselling cell & many departments regularly carried out various in-house & extension activities in the neighbourhood of Bon Hooghly & adopted slum near Belghoria express way, Dunlop to foster a sense of communal responsibility among students and sensitize them towards important social issues. These include

1. AID's awareness on World's AIDS day, Covid-19-awareness through Online quiz on the same topic
2. Socio-economic impact & employment readiness during pandemics through hosting of national & state level webinars by Career Counseling cell & other departments.

3. Character building by celebrating the lives of great men like Swami Vivekananda, Sir J.C. Bose, Acharya P.C. Roy, Keshab Chandra Sen and Observing national day like 72nd Republic Day.
4. Value-added education of youths through online lecture mode
5. Biodiversity and environment conservation by World Environment Day & World Forestry Week celebrations.
6. Addressing Wellness, health & hygiene issues through International Yoga Day celebration; hosting interactive session with students on Mental health in times of pandemic, virtual workshop cum training programme on Menstrual health and hygiene particularly of female students.
7. Gender sensitization through interactive session on Importance of healthy relationships.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/images/nss/nss%20report_20-21_compressed.pdf
Upload any additional information	View File

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

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

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - 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

3.4.3.1 - 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**23**

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

100

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

03

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.

1. The college has a three storied building, an Annex building, a Women's Hostel and a playground covering an area of approximately 6 acres.
2. Classrooms, Offices and library enabled with Wi-Fi connectivity.
3. Sufficient numbers of classrooms to cater to the Science and Arts departments.
4. Science departments possess well equipped laboratories and museums for specimens. Computer Science, Physics, Mathematics and Zoology departments have Computer laboratories.
5. A Central instrument Room funded by DBT-BOOST equipped with

sophisticated instruments for molecular-biology based research. Department of Chemistry possesses a well-equipped research laboratory funded by UGC.

6. Sufficient number of classrooms with ICT facility and two smart classrooms. Movable projectors also used in different classrooms.
7. Classrooms utilized for University examinations.
8. Large rooms used for organizing seminars, conferences, etc.
9. Departments have seminal libraries with books of regular need.
10. ICT enabled committee Room for holding meetings.
11. All classes held in online mode in AY 2020-2021 following Govt. order for COVID-19 pandemic.
12. Backup generator facilities available.
13. Solar panels (15 KWP) installed in the Roof-top as a source of GREEN POWER.
14. A small garden and the Janaki Ammal Sacred Grove maintained as a natural habitat for conservation of biodiversity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=396&Itemid=0

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

1. The college has a large playground measuring about 8651 sq mts. (94.55m length, 91.5m breadth) where annual sports and other outdoor games are organized by the sports subcommittee and Students' Committee. Local clubs and schools are allowed on request to use the playground as community service.

2. There is boy's common room (88.37 sq m) and girl's common room (15.9 sqm) where the students can play table tennis and carom. Indoor games competitions are also held.

3. There is a gymnasium (33.5 sqm) with different equipment for both boys and girls. Separate time slots are allotted for male and female students and staff of the college.

4. The cultural subcommittee of the college along with the Students' Committee celebrates special days in the seminar Rooms of the college. Fairs and Festivals are also organized in the College ground.

5. In the year 2020-21 all normal activities of the college were disrupted due to COVID 19 pandemic, but important days were observed in virtual mode. Cultural programmes and other observances by different departments and cultural committee, NSS, SAP committee are uploaded in the you-tube channel of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=396&Itemid=0

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=330&Itemid=0
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)

14.79652

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

4.2 - Library as a Learning Resource

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

The Library of the college is in the process of automation by KOHA software version 3.14.06.000 from the year 2016 (partial automation).

1. Till June 2021 around 14,459 books had been entered into the database. The closure of the college from 16th March 2020 onwards following orders from Government and University for COVID-19 pandemic hampered the data entry of books immensely.

2. The Library had subscription to INFLIBNET (N-LIST) for the period 2020-21 which helped in the access of e-journals and e-books at this time period when physical entry was barred.

3. The library has Wi-Fi enabled internet connectivity and has been under CCTV surveillance to prevent any untoward losses.

4. A separate reading room and a cyber-compartment are there for the students. There are five computers connected in LAN of which one is a server and one laser printer and one scanner.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=96&Itemid=0

4.2.2 - The institution has subscription for the following e-resources e-journals e-

D. Any 1 of the above

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)

0.059

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

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

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

2.29

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

1. 7 desktops, 2 laptops and 1 printer were added to the existing facilities.

2. Instruments were purchased from the MPLAD fund for commencement of Post Graduate course in Physics.
3. 1 projector was added to the existing 11 existing Projectors.
4. AMC for computer were renewed.
5. The Library had started its computerization from the year 2016 where the book database were maintained by Koha software (version 3.14.06.000). There are 14459 books enlisted in the Koha software till 2021.
6. Subscription to INFLIBNET renewed annually.
7. The automation of college administration was initiated in 2018 via College Automation system (CAS, 7.1) developed by Aidni Infotech Pvt. Ltd. for all semesters. For 1st semester admission, Online Admission software (OAS) is used. These systems are renewed and upgraded every year.
8. The accounts of the College is maintained by Tally Prime.
9. The College has been registered with G-Suite (17.09.2020) and ZOOM software (17.09.2020) .
10. College started an official youTube channel from 21.04.2020. G Workspace, ZOOM software and you tube channel were extensively used during Pandemic.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/home.php

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

14.12253

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

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

1. Every corner of the campus is under CCTV surveillance.

2. Maintenance of college infrastructure and facilities done centrally on requisition placed by respective departments to the Development and Building Subcommittees.

3. Each department maintains an Asset Register with detailed list of equipment purchased. Laboratories maintained by teachers and Laboratory Attendant(s).

4. Computers upgraded and are protected using antivirus software.

5. Facilities such as water pumps, purifiers and coolers maintained as per requirement.

6. The NSS and SAP committee actively work to keep campus in good

condition.

7. The Sports Committee assisted by an instructor maintains the Gymnasium.

8. College library smoothly run by the Librarian and his staff under the guidance of the Library sub-committee. Asset register of all books and journals regularly updated. Subscription to INFLIBNET renewed annually.

9. Academic records of students maintained using SMART and CAS 7.1 software by an efficient group of office staff.

10. The Women's Hostel maintained under the supervision of the Hostel Sub-committee led by the Warden.

11. Minimum consumption of power ensured through solar panels installed in roof-top

12. Drinking water is available to the students by 8 Aquaguards installed in the main building, annex building and the Ladies' hostel.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/home.php

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

110

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

66

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

C. 2 of the above

File Description	Documents
Link to Institutional website	https://bkcc.ac.in/NAAC/criteria_5/2020-21/5.1.3.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

58

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

58

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	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	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**

93

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**

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The students are the first stakeholder of the institution; representations of the Students' Body is given in almost all subcommittees except in Examination, Results and Finance subcommittees on confidentiality/secretcy reason. The students' representatives are members of:

- Governing Body
- Academic Sub Committee
- IQAC
- Library Advisory Committee
- Cultural Sub Committee
- Sports Sub Committee
- SAP (Swachhata Action Plan)
- Equal Opportunity Cell
- Magazine Sub Committee
- Anti Ragging Cell and Grievance Redressal Cell
- NSS
- Career Counselling and Placement Cell
- News Letter Committee

The student representative at all such meetings voices his/her

opinions/ideas about various issues keeping in mind the interests of the students.

They are actively involved in bringing to the fore any problems faced by students. so as to facilitate speedy redressal of grievances such as those involving infrastructure, academics, NSS activities among others. Students are actively involved in sports and cultural activities held in the College. They participate in almost all kinds of activities and programmes of the college; in administration for smooth running of the college to various students' support, extracurricular activities even in extension activities for developing the community. They arrange annual students picnics so as to facilitate interaction and camaraderie among all students. Due to the pandemic situation most the events could not take place during this session though.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_5/2020-21/5.3.2.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

17

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The College has a registered Alumni Association. B.K.C. College Alumni Association, registration No. S/2L/7714, Registration of Societies W.B. Act xxxvi of 1961.

The Association has been active for many years and organizes various programs and lectures. The Alumni Association gives awards every year to toppers from the College in Chemistry Honours, Botany Honours, Mathematics Honours, Bengali Honours, at the University Final Examination.

The highest scorer in B.Sc. Honours is also awarded a prize by the Alumni Association.

The Association regularly conducts seminars as part of its activity.

The Alumni Association of Brahmananda Keshab Chandra College is functioning since 2013-14 in the name "B.K.C College Alumni Association" and is registered under Registration of Societies W.B. Act XXVI of 1961 with Regn. No. S/2L/7714 of 2013-2014.

During Pandemic no general meeting was held.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=401&Itemid=0
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

Brahmananda Keshab Chandra College was established in 1956 under affiliation of the University of Calcutta and from 2008 onwards it stands under the jurisdiction of West Bengal State University. The vision of the college is to make higher education available to aspiring youth of the country and mission is to develop our students as responsible citizens of our country having socio-cultural awareness, compassionate and progressive attitude, scientific insights and traditional values.

Major policy decisions of the college is undertaken by Governing Body (GB) with the Principal as ex-officio Secretary and representation from teachers, non teaching staffs and external members appointed by the Government of West Bengal and West Bengal State University. To promote decentralization and participative management GB has different subcommittees to manage different activities.

The Internal Quality Assurance Cell (IQAC) of the college takes important part in the overall performance of the institution organizing workshops, outreach activities and other events beneficial to the students and staffs.

The Teachers' council is also involved in defining policies & procedures, framing guidelines pertaining to admission, examination, discipline, grievance, support services, finance etc. through its subcommittees.

Another special body, Swachhta Action Plan [SAP] Committee looks after the environment and proper sanitization of our college.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=50&Itemid=0
Upload any additional information	View File

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

Case Study: As a part of output of the decentralization and participative management we present here the performance and achievements of the SAP Committee.

Swachhta Action Plan Committee, BKC College was constituted with teachers, non teaching staff and students following the guideline of Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education, Ministry of Education, Government of India in August, 2020. It is a matter of pride for us due to the excellent performance of this committee, BKC College has been recognised as a 'Swachh Institution' by the Ministry of Education, .Govt. Of India.

This committee has been conducting several activities regarding all the aspects of 'Swachhta' and 'Jal-Shakti' and 'Post Covid-19 sanitation' plan inside the college campus.

All sub-committees [teams] like Water management, Energy management, Waste management, Sanitation and Hygiene, and Greenery under SAP-Committee carried out regular audits in College campus for the respective fields. College campuses/zones have been marked as Swachh Campus, Green Campus, Energy efficient campus, No smoking Campus & No Plastic Zone etc. As a result of active participation of all team members of SAP, BKC College has been selected with 'One District one Green Champion Award- 2021' by the North-24-PGNS district of West Bengal.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/images/stories/sap/annual_report_2020_2021.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Successfully implemented activity - Establishment of physics post graduate laboratory

After getting the recommendation from W.B. State Council of Higher Education to introduce PG course in Physics under W.B.S.U. vide letter no. MS/Affi(WBSU)/141(5)/WBSCH/2017 for infrastructure development of post graduate course we appealed to hon'ble MP Prof. Saugata Roy (vide Ref. 521/MPLAD/PGPhys/BKCC dated 18/01/2019) with vetted plan, estimate from PWD and comparative statements and quotations for computers and instruments. Fortunately, we have got financial assistance of Rs.-14,64,012/- through MPLAD fund (vide D-13013/2/2019- DPLO/167474 dated 16/12/2019) . After getting sanction of 1st installment of MPLAD fund OF Rs. 10,98,009/-we have started to develop post graduate laboratory of Physics in two existing class rooms of old annexure building of our college. We have utilized the amount for electrical work by PWD, to set proper partitions for different purposes of said laboratory, to purchase instruments , computers and accessories for PG course maintaining proper tender notices via college website, comparative statements through purchase committee meetings and submitting U.C. Thus we have developed PG Physics laboratory successfully compromising with all sorts of difficulties in pandemic situation.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_6/2020-21/6.2.1pgmplad.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.

- As per guidelines of WBSU statute and WB Govt. Orders our GB formulates policy for the development of infrastructure and academic affairs. All major financial and administrative decisions are taken by the GB in compliance with recommendations of IQAC and other statutory and non-statutory sub-committees which ensure decentralization and participatory management. The President of the Governing Body and Principal, as Secretary of Governing Body, constitute the nucleus of administration. The functioning of day-by-day college rests with the able leadership of the Principal. During this function she has taken the help of IQAC , HODs, Bursar, Librarian and Non teaching staff .

- Service rules and procedures are guided by WBSU statute and WB Govt rules. Which are amended with time.
- The College has no autonomy to appoint any teacher on substantive basis. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission.
- Our college conducts PG courses in Botany and Mathematics. Both the courses are self financed under the affiliation of West Bengal State University. Each of two departments enjoys autonomy for smooth functioning of PG courses under the guidance of Board of studies.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=50&Itemid=0
Link to Organogram of the institution webpage	https://bkcc.ac.in/index.php?option=com_content&view=article&id=343&Itemid=0
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	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

- Benefits in the form of leave, retirement, medical facilities and cooperative loans were provided as per the

guidelines of the Government of West Bengal, West Bengal State University and West Bengal Cooperative Society.

- The BKCC Staff availed casual leaves, child care leaves and pay leaves as per the provisions of West Bengal State University.
- Procedural support was extended to teachers in the form of study leave, duty leave and post-doctoral leave.
- Health cards were provided to the teaching staff that enabled the availability of health facilities and reimbursement/reduction of medical bills as per West Bengal Health Scheme.
- The College is fully maintained with facilities like first aid kit, and blood pressure machine.
- College ensured that none of the contractual employees lost their jobs.
- It is also ensured and monitored along with vaccination arrangements were provided by BKCC to ensure protection from COVID-19 for all employees.
- IQAC Cell also conducted online programs for the teaching and non-teaching staff on topics such as use of Google meet and use of e-resources.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_6/2020-21/6.3.3aFEP%2020-21.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)	View File

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

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**

23

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

Teachers' Appraisal

- College sought information about the academic milestones of the faculty members such as Academic publications, conferences attended, papers presented. Teachers also provided information on their achievements with respect to research projects undertaken by them.
- The Principal provided opportunities to each faculty member to demonstrate organizational and leadership skills in their role as convenors of various committees and societies.
- Every Department sought students' feedback through Google forms / hard-copy to ensure improvements and effective functioning. Feedbacks were analyzed and reported by IQAC.
- Every department regularly conducted Departmental Meetings among departmental faculties where agenda were framed as per students' views about all academic matters.
- To reinforce the teaching learning process to be more effective our College has introduced tutorial classes in the Routine .
- The College authority has introduced the practice of filling self-appraisal forms for teachers to reflect on their contributions to teaching and other college responsibilities.
- Non-Teaching Appraisal

The College followed the performance appraisal procedure as per W.B. Government rules.

Constructive suggestion was given to each staff member, providing insights on ways in which they can enhance their productivity and performance level.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/pdf/Student-Satisfaction-Survey/STUDENT%20SATISFACTION%20SURVEY%202020-21.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

External audit is conducted on a regular basis every year. The auditor is appointed by the Higher Education Department of

Government of West Bengal. Every year, the auditor submits his Audit Report, where he includes his observations and suggestions.

This report is placed in the Governing Body meeting.

Last audit was done for the financial year 2019-20.

This year, due to COVID-19 pandemic no list of Panel Auditors had been published by the HED, WB. Accordingly external auditing could not be done.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_6/2020-21/6.4.1%20audit%20report%2019-20.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)

1

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

In order to maintain effective and efficient use of available resources of the college the institutional mechanism is as follows :

- In the Governing Body meeting the report of the Finance subcommittee is placed there by appraising every member of the Governing Body about the trends of college finance.
- For internal finance management Tally has been introduced for maintaining the financial account system.
- The college has tried its best to mobilize internal resources through austerity measures.
- Most of the purchasing and maintenance are done according to purchase committee decision. Prior to Purchase committee meeting tenders inviting quotations are uploaded in college website. Decisions are taken comparing price and quality of requisite items mentioned in received quotations.
- For funding time to time College has appealed to Government following notice from Higher Education Department and also to MP for MPLAD.
- The institution does not indulge in extravagance and curtails unnecessary expenditures. The motto of the institution in this regard is "One rupee saved means one rupee earned."

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_6/2020-21/6.4.3%20tender-purchase%2020-21.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

Academic Calendar, Academic Plan and Structured Routine preparation:

IQAC takes initiatives to draw up a concrete Academic Calendar at the beginning of the academic session. Thereafter, it is shared with the head of the departments which in turn is shared with the faculty members. This makes everyone aware about the various activities that need to be undertaken.

Academic Plan is prepared by the departments on the basis of Academic Calendar. A consolidated and Structured Routine is prepared for each semester by the routine committee under the supervision of IQAC. Mentor, mentees for each classes are set to guide the students properly.

Programmes under MoUs & Linkages:

The College has academic linkage and MoUs with different HEI to provide quality teaching to the students. A lot of academic programmes were conducted by the College under the initiative of IQAC and different Departments in collaboration with the HEI under MoUs/ Academic Linkages. Faculty exchange with the partner institution has been a hallmark of the achievements of the institution during the COVID period.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=339&Itemid=0
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

Regular monitoring:

In order to create quality culture in the college, IQAC resolved to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and

administrative aspects pertaining to departments of the institution. While in pandemic times, the audit could not be arranged, strict monitoring of academic and administrative activities have been in place to ensure quality.

Use of ICT in Teaching Learning Process:

Continuous effort has been taken by the institution for use of ICT in Teaching Learning Process which was reviewed from time to time by the IQAC under the leadership of the Principal. The pandemic has brought significant transformations in teaching, learning and evaluation of the college. At this extensive use of Google workplace i.e Google forms, Google docs, Google sheets, Google slides, Google Classroom and Google Meet platform has made the e-Learning system easy. Google classroom has made the review process easier. A substantial number of e-contents provided by the teachers in order assist students in their preparation for the courses.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=62&Itemid=0
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bkcc.ac.in/index.php?option=com_content&view=article&id=119&Itemid=0
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- The institution has a robust atmosphere of gender equanimity in the campus which is reflected in the girls and boys student ratio. The Internal Complaints Committee of the college looks after the issues and requisites of gender sensitivity by arranging seminars, workshops, awareness programmes so that students and staff have a positive outlook towards gender issues.
- The college has a well maintained girls' hostel which is a safe shelter for girls students coming from abroad for studying, training and job purposes.
- An interactive session with students was organized by the Internal Quality Assurance Cell (IQAC) on "Mental Health in Times of Pandemic" on 3rd July, 2020.
- A webinar on "Importance of Healthy Relationship: Need of the Hour" was organized by the Internal Complaints Committee (ICC) on 15 th July, 2020.
- Considering the health and hygiene of female students a virtual workshop cum training programme was organized by Swachhta Action Plan Committee in collaboration with 'Global Hunt Foundation' and 'Unicharm India Pvt. Ltd.' on 'Menstrual Health and Hygiene' on 29.01.2021.
- ICC also organized a webinar on "Harassment at Workplace- Prevention and Redressal" on 25th July, 2021.

File Description	Documents
Annual gender sensitization action plan	https://bkcc.ac.in/NAAC/criteria_7/2020-21/7.1.1%20%282020-2021%29%20Action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bkcc.ac.in/NAAC/criteria_7/2020-21/7-1-1-Support%20facility.pdf

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

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

Solid & Liquid Waste Management:

- College has an efficient waste management system. Cleaning personnel regularly dispose of both bio-degradable and non-bio-degradable waste from college premises and keep the campus clean.
- Bio degradable and non-biodegradable wastes are separated at source by providing separate waste bins. NSS and SAP volunteers of college undertake cleaning drive at regular intervals as a part of awareness programme. The College has proper sewage system linked with the municipal sewage system.

E-Waste Management:

- Dysfunctional computers, computer accessories and other

dysfunctional electronic devices are segregated, stored in a separate place and E -waste is managed and disposed properly in collaboration with PCB certified Company.

Waste recycling system:

- Leaf litter from "Janaki Ammal Sacred Grove" and kitchen waste from girls' hostel are deposited in the compost pit maintained by SAP Committee for production of manure which is used in gardens as manures.
- College has successfully minimized the use of paper through an increased focus on ICT in teaching, learning and administration.

Hazardous chemicals and radioactive waste management:

- Uses of hazardous chemicals are avoided and use of green methods and techniques are encouraged as per curriculum. Radioactive materials are not used at all.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	<p>B. Any 3 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 568 539 631">File Description</th> <th data-bbox="539 568 1436 631">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 631 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 631 1436 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 734 539 878">Various policy documents / decisions circulated for implementation</td> <td data-bbox="539 734 1436 878" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 878 539 940">Any other relevant documents</td> <td data-bbox="539 878 1436 940" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Various policy documents / decisions circulated for implementation	View File	Any other relevant documents	View File			
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Various policy documents / decisions circulated for implementation	View File										
Any other relevant documents	View File										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>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</p>	<p>C. Any 2 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 1321 539 1384">File Description</th> <th data-bbox="539 1321 1436 1384">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1384 539 1518">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1384 1436 1518" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1518 539 1621">Certification by the auditing agency</td> <td data-bbox="539 1518 1436 1621" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1621 539 1724">Certificates of the awards received</td> <td data-bbox="539 1621 1436 1724" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1724 539 1792">Any other relevant information</td> <td data-bbox="539 1724 1436 1792" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	View File	Any other relevant information	View File	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	View File										
Any other relevant information	View File										
<p>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</p>	<p>B. Any 3 of the above</p>										

facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	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	View File

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).

- It is the duty of an educational institution to encourage an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff. Brahmananda Keshab Chandra College is no exception in that.
- Gender sensitization programmes and popular lecture series were organized virtually by ICC and IQAC to promote gender inclusiveness.
- One day State level webinars were organized by various Departments.
- The 159 th birthday of Acharya P. C. Roy and 179 th death anniversary of Rabindranath Tagore were celebrated virtually by the Department of Chemistry and Department of Zoology respectively.
- The Department of Education organized an online Quiz on Covid 19 Awareness from 11 th August to 17 th August, 2020.
- The Department of Zoology virtually celebrated the Durga Puja "Akali Bodhon" on 20 th October 2020.
- The IQAC in association with the NSS unit of the College celebrated the 182nd birth anniversary of Keshab Chandra Sen on 30th November.
- Various cultural events on the occasions of Rabindra Jayanti, Nazrul Jayanti, Vasanta Utsab, celebrated virtually

to bind the students with a common goal of harmonious coexistence by following the ideals of the great leaders and thinkers who have shaped this great country.

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

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

- An Educational Institution is responsible for imbuing the students with the necessary qualities of an ideal citizen and sensitizing them to their constitutional rights and obligations and Responsibilities of human being as a social being.
- Teacher's Day was celebrated virtually on 5th September as a mark of respect to Dr. Sarvapalli Radhakrishnan. The prime matter of discussion was the evolution of student teacher relationship over decades.
- Every department had virtually conducted an Induction Programme in the month of October, 2020 for newly admitted students to motivate and orient the students towards their duties and responsibilities in the college as well as personal and social life so that they become the future responsible citizens of India.
- Internal Complaints committee which includes both Equal Opportunity Cell, Anti-Sexual Harassment Cell and an Anti-Ragging Cell.
- Regular meetings are held and students are counseled by the teachers about their constitutionally ensured rights, social and constitutional duties.
- The IQAC in the past has organized awareness programmes on value education on 05.09.2020.
- Several International, National and state level webinars were organized on Covid-Pandemic by different departments to make faculties and students understand different issues related to Covid Pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bkcc.ac.in/NAAC/criteria_7/2020-21/7.1.9-2020-2021.pdf
Any other relevant information	https://bkcc.ac.in/newsletter/Newsletter_JulytoDecember_2020.pdf ; https://bkcc.ac.in/newsletter/Newsletter_JanuarytoJune_2021.pdf

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

D. Any 1 of the above

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

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

- The institution is a social body and ushers social feelings among all its stakeholders. An attempt is made to cast students into a secular spirit by means of various events. Though it was Covid-19 pandemic outbreak all over the world our students, teachers, and non teaching staff had shown great endeavor to celebrate National Commemorative**

days virtually.

- World AIDS Day was observed on 1st December 2020 by NSS unit of the College.
- Independence Day, Republic Day; 23rd January, the birth anniversary of Netaji Subhash Chandra Bose were celebrated virtually.
- Department of Physics celebrated National Science Day on 28th February, 2021.
- Department of Botany celebrated World Forestry Week from 16 -24 th July and the 162nd birth anniversary of Sir Jagadish Chandra Bose with a webinar titled "Advances in Life Sciences- Series VI" in the month of August, 2020.
- National Youth Day, International Women's Day, International Mother Language Day, Rabindra Jayanti, Independence Day, Birthday of Vidyasagar, Teachers Day / Foundation Day, Orientation Programme organized and celebrated by means of online workshops and seminars.
- International Yoga Day was celebrated on 21st June 2021 by the NSS unit spreading the message of harmonious coexistence.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	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 PRACTICES

I: STUDENTS' WELFARE FUND

Initially, the Teachers' Council spent around Rs 59,000/- from its fund towards payment of tuition fees, examination fees and data recharge of mobile phones of students for attending online classes. Council paid tuition fees of 35 B.Sc. honours students and university examination fees of 45 students from both arts and science stream. Data recharge helped 11 students to carry on with

their online classes and other activities. These activities were carried out at the end of last year. Apart from this, individual teachers have helped quite a large number of students in their personal capacity. The Teachers' Council will do its bit to stand by as many students as it can .

II: Swachhta Action Plan (MGNCRE) Activities:

There are five different areas in 'Swachhta Action Plan 'which includes details of action areas. According to the SAP working plan the committee has conducted several online meetings and taken initiatives to carry out online and offline activities and programmes as far as practicable in Covid19 Pandemic Situation. All sub teams like Water, Energy, Waste management, Sanitation and Hygiene, and Greenery carried out regular audits in College campus on different aspects relevant in the respective fields.

File Description	Documents
Best practices in the Institutional website	https://bkcc.ac.in/pdf/BESTPRACTICES-2020-21.pdf
Any other relevant information	Nil

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

- During the pandemic, immediately after the announcement of the nationwide lockdown, our institution shifted to the online mode of education almost overnight. The various digital meeting interfaces were platforms of choice but lack of a proper internet connectivity on the part of the students was a serious challenge for the institution. All other modes of communication that could be exploited for teaching-learning faced similar challenges. In this situation the online teaching learning system (Google Classroom, whatsapp, Facebook, Youtube) on the college provided a way out of the predicament. On the college website each department has its own 'Students' Corner' section where the teachers upload relevant study materials so that the students can access these resources at their own convenience. This offered them maximum affordable flexibility to the students with regard to the teaching learning

process. Teaching, Learning and Evaluation through Google workplace during pandemic period were successfully done. Online Feedback system, Communication of staff with principal through emails and official whatsapp Group are in place. Online Admission process, office automation and Library automation are also maintained. In the pandemic periodic classes and examinations and evaluation were conducted through online mode including uploading of marks in university portal. Information communication was done through the official whatsapp group, email and website for students and staff.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- As it is a Covid-19 pandemic, in this situation the online teaching learning system (Google Classroom, whatsapp, Facebook, Youtube) will be continued .
- Internal Complaints committee will frame out and organize more programmes on gender issues, women safety, celebrate Women's Day, and workshops regarding sexual harassment.
- More specific and concrete steps to be adopted for greenery management, energy management, sanitization and hygiene, waste management, and water management SAP committee.
- Quality audits like green audit and energy audit to be done through certified agencies.
- More facilities for divyangjan students and staff like ramps, lift, washroom, Restroom Reading material in Braille, signages etc. to be provided.
- More programmes(both online and offline) will be organized to encourage an atmosphere of inclusiveness and harmony among the students and the staff.
- Internal Complaints committee will organize webinars, online

workshops to sensitize students and staff to their constitutional rights and obligations.

- Code of conduct for students ,teaching staff and nonteaching staff to be framed and to be published on the college website. A separate committee for Code of Conduct to be formed for better implementation and monitoring the same.
- Attempts will be made to cast the students into a secular spirit by celebrating various events like international and national commemorative days.
- Previous year's Best practices to be continued in the next academic year also.