



YEARLY STATUS REPORT - 2021-2022

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. **03325775878**
- Mobile no **9830467690**
- Registered e-mail **bkccollegebonhooghly@gmail.com**
- Alternate e-mail **bkccollegebonhooghly@gmail.com**
- Address **111/2 B.T ROAD, Bon-Hooghly**
- City/Town **KOLKATA**
- 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. **9433237579**
- Alternate phone No. **9433237579**
- Mobile **9433237579**
- IQAC e-mail address **iqacbkccollege@gmail.com**
- Alternate Email address **iqacbkccollege@gmail.com**

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

<https://bkcc.ac.in/home.php>

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_2021_2022.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.28	2016	01/12/2016	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 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

The IQAC enthusiastically encourages the Career Counseling Cell to orchestrate captivating campus recruitment, where talented minds and promising futures collide in a symphony of opportunities. Let the stage be set for a captivating showcase of skills and potential, where companies find their next stars and students discover the paths that lead to their dreams.

The IQAC actively gathers continuous feedback from students, guardian and faculty pertaining to various aspects of the college, such as syllabus, academic and physical infrastructure, and the quality of teaching. This feedback is thoroughly analysed to assess the overall performance and effectiveness of the institution.

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.

Students were encouraged to design, develop and manage environmental issues in a sustainable way through innovations.

The IQAC encouraging all stakeholders, including students, faculty, staff and visitors to keep the college campus clean and environment-friendly which is an essential aspect of creating a conducive learning and working environment.

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
Improvement of Infrastructure	As the college building is in low land area, water logging is frequent in monsoon. So the ground floor level uplifted with immediate effect. • New seminar room was constructed for the Chemistry Dept.
Upgradation of the ICT infrastructure	Wi-Fi network infrastructure was improved by installing Gigabyte Router and Switches.
Continuation of financial support to students	Financial Support was given to the students from TC Welfare Fund.
Affiliation of PG department of Physics	Affiliation of Post Graduate program of Physics was sanctioned by the University.
Introduction of Certificate course through Career Counselling & Placement Cell	One certificate course on "Soft skill and employability skills" has been introduced.
Upgradation of College website	A better secured, faster and improved website with a dedicated server was designed and prepared for the college compared to the previous one.
Skill enhancement of Teaching and Non-teaching staff	Staff development programs were designed to enhance the knowledge, skills and abilities of employees by participating workshop, training sessions, seminars, webinars.
Signing of MoU	The College has established academic linkage and MoUs with different HEI to provide quality teaching to the students.
Blended mode of teaching-learning and evaluation	Offline mode teaching was in parallel with Online mode.
Seminar, Webinar & Students Induction Program	International & National level seminars, webinars, workshops

	<p>were organised on various relevant topics addressing research methodologies, Biodiversity Conservation and sustainable development. • Induction program for newly admitted students were organised to inform about the facilities, opportunities and activities of the college.</p>
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13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	09/06/2023

14. Whether institutional data submitted to AISHE

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
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• if yes, whether it is uploaded in the Institutional website Web link:	https://bkcc.ac.in/Academic%20Calendar/academic_calendar_2021_2022.pdf				
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

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<p>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.</p>		
<p>Students were encouraged to design, develop and manage environmental issues in a sustainable way through innovations.</p>		
<p>The IQAC encouraging all stakeholders, including students, faculty, staff and visitors to keep the college campus clean and environment-friendly which is an essential aspect of creating a conducive learning and working environment.</p>		
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Seminar, Webinar & Students	International & National level

<p>Induction Program</p>	<p>seminars, webinars, workshops were organised on various relevant topics addressing research methodologies, Biodiversity Conservation and sustainable development. • Induction program for newly admitted students were organised to inform about the facilities, opportunities and activities of the college.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<p>• Name of the statutory body</p>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>Governing Body</p>	<p>09/06/2023</p>
<p>14. Whether institutional data submitted to AISHE</p>	
<p>Year</p>	<p>Date of Submission</p>
<p>Yes</p>	<p>30/03/2023</p>
<p>15. Multidisciplinary / interdisciplinary</p>	
<p>In compliance with the National Education Policy, our College is devoted to offering high-quality education for our country's human resources development as global citizens. Faculty members have begun to debate NEP concepts such as heterogeneity in all disciplines and teaching methods rational decision making and innovation, critical thinking and creativity, and technology advancements in teaching and learning. We are waiting for university rules to incorporate multidisciplinary and interdisciplinary courses and electives at this college, which is connected with West Bengal State University in Barasat, West Bengal. An interdisciplinary curriculum must be designed in order to assist students' comprehensive academic progress by allowing them to select their preferred alternatives from a variety of programmes offered by the institution. Currently, the institution offers 18 UG and 2 PG programmes via the University's Choice Based Credit System (CBCS). Several additional courses will</p>	

include value-based and environmental issues such as professional ethics, environmental studies, project management, and so on. The programmes will be constructed such that students can take electives from other departments and SWAYAM MOOCs.

16.Academic bank of credits (ABC):

Our college is getting ready to roll out ABC, an academic credit system that follows the rules set down by WBSU, with which it is connected. WBSU is a participating institution in the Digital India Program's National Academic Depository (NAD; website: nad.digitallocker.gov.in), which is an endeavour of the Indian government to create a central online archive for all academic distinctions. The university will implement a policy requiring all associated institutions to use the nad.digitallocker.gov.in portal to submit students' final grades and degree certificates. Starting in the coming academic year, the National Academic of Credits (ABC) site will be fully functional and connected with the NAD portal found at <http://nad.digitallocker.gov.in>. The college is establishing a student information system to serve this function.

17.Skill development:

A Career Counselling and Placement Cell has been formed at the institution, and it plays an active role in enhancing the students' technical, vocational, and soft skills. The Cell is heavily involved in improving one of the most recent developments in the sector, which is known as Campus Recruitment Training (CRT). The affiliated university provided the approval to the college for teaching the skill development courses as "add-on" course, therefore they are already being taught at the college.

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

It is a standard practice at the college that all National Service Scheme (NSS) activities that take place in the adopted slum must be carried out in the local Bengali language. This is done with the intention of promoting or integrating the local language, art & culture.

Our students take an active role in a wide variety of cultural activities, such as Basanta Utsab and Rabindra Jayanti. As a result of their participation, several of our students have been awarded medals in university level cultural competitions.

Every year, various articles are published in our college

magazine "LEKHOMONJARI" in both English and Bengali language. To further spread knowledge of Sanskrit, Add-on course will be offered.

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

The college, which is affiliated with WBSU, adheres to the guidelines that suggest a variety of approaches to teaching and learning. These include lectures and seminars, tutorials/workshops/internships and on-site project-based learning, technology-enhanced learning, internship and apprenticeships, and research work. The college is already implementing these approaches wherever it is possible to do so. All of the degrees are delivered in the form of outcome-based education (OBE), which was developed with consideration for both local and international standards.

The curriculum at WBSU provides a clear outline of the outcomes that may be expected from each individual course. Since the 2018-2019 academic year, the college has implemented an education system focused on results, with clearly defined programme outcomes, program-specific outcomes, and course outcomes. Memory, comprehension, application, analysis, evaluation, and creative problem-solving are just few of the cognitive abilities that will be covered in each and every class. Students will be able to actively contribute to the nation's economic, environmental, and social well-being if the learning objectives at all levels include not just domain-specific skills but also social responsibility, ethics, and entrepreneurial abilities as well.

20.Distance education/online education:

The institution is well equipped to provide instruction to students online, particularly in light of the COVID-19 pandemic. The process of teaching and learning using a variety of online modes, such as the ZOOM app, Google Meet, the WEBEX platform, Google Classroom, and WhatsApp conference, amongst others. Since the majority of the classrooms at the college have LCD projectors installed and the college campus is equipped with Wi-Fi, there are no barriers or restrictions to the implementation of online education. Students and teachers alike have embraced the online learning experience both during and after the pandemic in order to make the most of the adaptable blended teaching and learning approach. Since 2020, departments are only adopting Google Classroom for the majority of their subjects and classes in order to exchange educational information with their students. During the closure time, faculty members receive training through FDP,

STTP, and workshops to prepare them to utilise various MOOCs and other online platforms for online teaching. In addition, faculty members prepare themselves to use online teaching platforms for themselves. The institution used an online platform to teach lectures, host national and international conferences, and organise a variety of meetings, programmes, webinars, and seminars for both students and teachers while the COVID-19 pandemic was going on. These events took place throughout the time period.

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	691
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	584
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	189
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	66
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	66
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	49
4.2 Total expenditure excluding salary during the year (INR in lakhs)	28.17190
4.3 Total number of computers on campus for academic purposes	48
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	
<p>The college is devoted to delivering a curriculum of the highest caliber via the use of strategic, transparent, and well-organized processes.</p> <ul style="list-style-type: none"> Undergraduate and postgraduate course syllabi are put together by the affiliated university. The master routine is prepared by the routine committee and is used for all courses, which is then posted on the college website. 	

- Faculty members prepare a teaching plan at the start of each semester. Curriculum delivery is evaluated by the appropriate department.
- Optimal utilization of well-equipped laboratories for practical education. Students maintain journals of practical results verified by faculty.
- Due to the pandemic, the faculty utilizes online charts, maps, models, and specimens. Webinars, group discussions, exams, and case studies were undertaken. Group assignments were assigned to teach them teamwork, cooperation, and investigation, and presentation skills. Effective teaching utilizes social media sites such as BKCCOLLEGE CLASSROOM (YouTube), Whatsapp, Google Classroom, etc.
- The college encourages faculty to get involved in Orientation, Refresher courses, the Board of Studies, and a workshop on reorganizing subject and syllabus content.
- The college collects feedback from faculty, students, alumni, and parents, which is then analyzed based on various parameters, and the performance of students, faculty, and the institution is evaluated.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bkcc.ac.in/NAAC/criteria_1/2021-22/1-1-1%20additional%20information_21-22.pdf

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

At the commencement of each semester, an academic calendar is developed in line with the University's timetable, which includes an assortment of educational, extracurricular, and co-curricular events, and it is posted on the college website and displayed on notice boards. All classes and exams are planned according to the calendar, ensuring complete compliance.

- The quantity of credit hours for each topic is allocated in accordance with the rules of the affiliating university.
- Following the assignment of courses to faculty, a course file for each subject is created, which includes a complete teaching plan. It also includes assignments that must be uploaded on each specified day of the academic calendar.

- The academic calendar lists the dates of internal class assessments for theoretical papers. Following clearance from the Principal, each HODs release a detailed examination schedule in advance.
- During laboratory practical courses, pupils are evaluated on a regular and continual basis.
- Continuous internal evaluation also includes assignments and quizzes. Assignments are sent to students on the dates specified in the academic calendar, and students submit responses in accordance with the instructions.
- The academic calendar includes tentative dates for university exams. The final university evaluation timetable is also posted on student notice boards.
- HODs keep a frequent update on course coverage, student attendance, and assignments assigned for each topic.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bkcc.ac.in/Academic%20Calender/academic_calendar_2021_2022.pdf

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

B. Any 3 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**

33

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)**

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

44

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

- The university's syllabus is adhered to by the college. A document with a list and description of courses that include professional ethics, gender, human values, the environment, and sustainability in the curriculum has been uploaded.
- Various departments collaborate to incorporate socially important and topical problems such as ethics, human values, and the environment to sensitize and raise awareness among students. Several gender awareness programs are held on a regular schedule, with the active involvement of students of all genders. The Internal Compliant Cell organizes sensitization activities regularly.
- With periodic activities, the NSS unit and the ECO club actively promote environmental ideas and raise awareness. The college hosts tree-planting drives. The SAP committee contributes to this effort by organizing speeches, seminars, and public awareness campaigns.
- Students are advised to take part in collegiate co-curricular as well as extracurricular endeavors. Students have a chance to build collaboration skills and moral concepts via their involvement. Special days and events are celebrated at the college. There are health awareness programs, blood donation camps, and other events. All of these projects instill in pupils the ability to consider contributing to society to assist others in working for the general benefit of society.

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

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

62

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
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File Description	Documents
URL for stakeholder feedback report	https://bkcc.ac.in/NAAC/criteria_1/2021-22/1-4-1%20feedback%20report%202021-22.pdf
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/NAAC/criteria_1/2021-22/1-4-1%20feedback%20report%202021-22.pdf

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

262

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

43

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

Due to the pandemic situation, departments have organized online orientation sessions for the newly admitted students to guide them

on various curricular and co-curricular activities It is primarily through the classroom interactions that the teachers assess the learning levels of the students followed by continuous internal Assessment to examine and evaluate the teaching learning practices. After the college opened in third week of November, 2021, blended mode of teaching-learning process has been introduced. For advanced learners the approaches adopted are as follows: -

- Activities in the form of quiz, projects and home assignments to boost their interest.
- Tutorial and doubt clearing classes to solve the syllabus-oriented problems
- A well-stocked library with online Public Access Catalogue System.
- Membership to N-LIST for the Post Graduate students
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- Free internet access
- Counseling by faculty to appear for competitive examinations and career guidance
- Student seminars

Identification of weak students made based on interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Pointing out the 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 through written assignments
- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings.
- Remedial Classes are arranged.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_2/2021-22/2-2-1%20institution%20assesses%202021-22.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
691	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

To make the teaching-learning process more student centric following measures were taken:

- Use of Google Classroom for conducting the teaching-learning process efficiently.
- Online Workshops, webinars, Virtual Lab, Video Demonstration, Extension lectures
- Project-based learning, Poster presentation etc.to encourage Participative, Problem solving and Experiential learning.
- Due to Pandemic situation virtual field visit was arranged.
- Project work is assigned in some practical based subjects to encourage teamwork and participative learning.
- publication of e-Newsletters and e-Magazines by various Departments enhance the creative potentials of the students.
- Students can easily access textbooks and reference materials from both central and departmental libraries and use e-resources through the OPAC URL, N-LIST, NDL (National Digital Library)
- Active Career Counselling and Placement Cell of the college organizes seminars, webinars, workshops on job opportunities and arranges campus placements so that students can receive proper guidance and be more successful in future.
- For academic, personal, and psycho-socio guidance to the students and compassionately deal with their grievances faculty member are assigned as mentors.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://bkcc.ac.in/NAAC/criteria_2/2021-22/2-3-1%20file%202021-22_compressed.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.
- The Institution is providing the best possible infrastructure and ICT facility for effective teaching-learning process to enhance the academic excellence.

- Teachers have the skills to use ICT Enabled Classrooms.
- 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. Some of the departments and teachers also have their own YouTube channel where lecture videos are uploaded.
- 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 as well as students to access various journals and books.
- Different departments have organized Webinars, workshops, and Lecture series where eminent academicians joined the students via online platforms.
- After the Pandemic scenario, to continue with the blended mode of teaching-learning, the entire college is equipped with Wi-Fi connection.

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

65

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

860

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 students' academic performance is evaluated throughout the session using class tests, assignments, projects, presentations, departmental lectures. A portion of the internal marks is allotted for regular attendance of the students.
- In the pandemic period, 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.
- After the pandemic scenario mid Semester / class Tests were taken offline and evaluated answer sheets were given to the students in classes for the spot discussion of their performance and remedial tests are conducted if required.
- 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://bkcc.ac.in/NAAC/criteria_2/2021-22/2-5-1%20Mechanism%20of%20internal%20assessment%202021-22.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

examination 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.
- 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. 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 evaluation of attainment of PSO and CO is primarily made based on the performances of the students in summative and formative assessments in the courses. Formative assessment is used throughout an instructional period to treat misconceptions, struggles, and learning gaps. It is performed by (i) Activities in the form of quiz, projects and home assignments. (ii) Tutorial and doubt clearing classes to solve the syllabus-oriented problems. (iii) For academic, personal, and psycho-socio guidance to faculty member are assigned as mentors.

Summative assessment of student learning, knowledge, proficiency, or success after a program on various courses is made through the end semester examination result of the affiliating university and attainment grades of different courses are calculated.

- The student progression into higher studies, placement records and their achievements in other activities 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_2/2021-22/2-6-2-Attainment%20of%20COs%202021-22.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

188

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_2/2021-22/2-6-3-2%20Subject%20wise%20annual%20Performance%20Report-2021-22.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/NAAC/criteria_2/2021-22/STUDENT%20SATISFACTION%20SURVEY%202021-22%20final.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 is continuously trying 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 through online live and interactive mode (known as EDUSAT) and e-Learning mode; organizing workshops and on job trainings to develop entrepreneurial skills, create awareness about IPR through workshops. It has also taken up various initiatives for creation and dissemination of knowledge, which has inculcated entrepreneurship and community development values through SAP activities and has received District Green Champion for North 24 Parganas for the academic session 2020-2021 from MGNCRE-MoE-GoI.

MoUs with other organizations has enriched our faculties and students and has further fostered innovation ecosystem through encouragement and engagement of students to design, develop and come up with novel sustainable solutions against the pressing environmental issues thus bridging the gap between environment awareness and conservation. The students were able to develop bioenzyme from the organic wastes in a very sustainable way as a means of waste management through collaborative activity with WWF-India.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_3/2021-22/Report%20on%20Echo%20project_WWF.pdf

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

10

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	
19	
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	
23	
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

College participates in various extension activities with objective to sensitizing students about various social issues to contribute strong community participation.

- The NSS team in collaboration with HCG , EKO Cancer Centre and STEM held health awareness programmes on Cancer and Thalessemia respectively. The NSS team of the College also takes initiatives to celebrate important Commemorative days like Independence Day, Republic Day, birth of Netaji Subhas Chandra Bose. Impact of these activities strengthen sense of commitment and social responsibility among the students.
- The Swachhata Action Plan Committee actively takes initiatives to strengthen the biodiversity and environmental conservation by conducting awareness programmes and celebrating World Environment Day, Forestry Week Celebration and Plant Rakshabandhan Day celebration by planting trees in the college premises.
- The Internal Complaints Committee (ICC) along with the IQAC conducts awareness programmes through webinars on Gender Sensitization Issues and Harrassment at Workplace Issues. All these activities lead to informed, balanced and responsible citizenship.
- The College conducts outreach programmes in collaboration with IIRS, GoI on Remote sensing for Lunar Science, Basic of RS GIS & GNSS, Fundamentals of RS and GS, Geo Informatics for Biodiversity Conservation Planning and Global navigation Satellite System. Such activities instill scientific aptitude in students.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/images/nss/nss%20report_21-22_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

3

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

18

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

338

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

20

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

7

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, staff quarters 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. Large rooms used for organizing seminars, conferences, University examinations etc.
8. Canteen, boys and girls common room for catering to the needs of students.
9. Departments have seminal libraries with books of regular need.
10. ICT enabled committee Room for holding meetings.
11. Backup generator facilities available.
12. Solar panels (15 KWP) installed in the Roof-top as a source of GREEN POWER.
13. The Janaki Ammal Sacred Grove maintained as a natural habitat for conservation of biodiversity.
14. Sanitary Napkin vending machine installed.

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 fenced 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. A separate playtime (4:30pm-5:30pm) has been allotted for the neighborhood.

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.

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 2021-22the college was opened intermittently following govt. orders related to covid-19 pandemic. Important days were observed both in on-line and off-line mode as deemed suitable. 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)

12.43673

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)

1. Till June 2022, around 19848 books have been entered into the "KOHA software version 3.14.06.000" .

2. The Library had subscription to INFLIBNET (N-LIST) for the period 2021-22 which helped in the access of e-journals and e-books.

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-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

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

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

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

0.59

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

343

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

The college periodically upgrades its IT facilities:

1. The AMC services of different computers and their accessories were renewed annually.
2. The wifi facilities were upgraded with the installation of more routers in the library, annex building etc.
3. The Antivirus and the cartridges of printers were renewed and refilled as and when required.
4. The Library had started its computerization from the year 2016 whereby the book database was maintained by Koha software (version 3.14.06.000). There were 19848 books enlisted in the Koha software till 2022.
5. Subscription to INFLIBNET renewed annually.
6. Academic module for the 3 post-graduate departments was purchased.
7. The College Automation system (CAS, 7.1) developed by Aidni Infotech Pvt. Ltd (used for the automation of college administration) and the Online Admission software (OAS) (used for the admission of 1st semester) were renewed and upgraded like every year.
8. The accounts of the College are maintained by Tally Prime. AMC for the same had been renewed annually.
9. G Workspace, ZOOM software and ouryou tube channel (with which the college was registered in 2020) were extensively used during this period.

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=281&Itemid=0

4.3.2 - Number of Computers

48

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	View File
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)**

12.0761

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. These are monitored by a number of Committees and sub-committees headed by the Principal:

a) Maintenance and up gradation of college infrastructure and facilities are monitored centrally by Development and Building Subcommittees and further screened by Purchase Committee.

b) SAP(Swacchata Action Plan) Committee actively works to keep the campus in good condition through a set of 5 teams under them:

(i) "WATER" team monitors the usage of water pumps, purifiers and coolers and arranges for repairs and replacement.

(ii) "GREEN" team monitors the maintenance of the campus greeneries including playground, sacred grove, gardens etc.

(iii) "ENERGY" team monitors the maintenance of Solar Panels and conservation of electricity.

(iv) "SANITATION and HYGIENE" team ensures proper cleaning of campus including washrooms.

(v) "WASTE MANAGEMENT" team ensures proper segregation and disposal of wastes including e-waste.

c) Sports Committee assisted by an instructor maintains the Gymnasium and indoor gaming facilities.

2. Each department maintains an Asset Register with list of equipment purchased.

3. Academic records of students maintained using SMART and CAS 7.1 software by office staffs.

4. The Women's Hostel is supervised by the Hostel Sub-committee led by the Warden.

5. The CCTV surveillance system is maintained by the Principal's Office.

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

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

146

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

47

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_5/2021-22/5.1.3.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	
202	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
202	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

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

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

15

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

48

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

1

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	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The students are the first stakeholders of the institution; representations of the Students' Body is given in almost all subcommittees except in Examination, Results and Finance Subcommittees due to confidentiality/secretcy reasons. The students' representatives are members of:

- Governing Body
- Academic Sub Committee
- Internal Quality Assurance Committee
- Library Advisory Committee
- Cultural Sub Committee
- Sports Sub Committee
- SAP (Swachhata Action Plan)
- Magazine Sub Committee
- Anti Ragging Cell and Grievance Redressal Cell
- Career Counselling and Placement Cell

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; help in activities for smooth running of the college. The students participate in various extracurricular activities and even in extension activities for developing the community. They arrange annual students' picnics so as to facilitate interaction and camaraderie among all students.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_5/2021-22/5.3.2.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

21

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

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 expends Rs. 30,000 on the prizes mentioned above.

The Association regularly conducts seminars as part of its activity.

A Reunion was organized by the Alumni Association in collaboration with the college in the College premises on 23/01/2020.

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.

In the session of July,2021 to June,2022, an extended executive committee members of B.K.C. College Alumni Association assembled at college on 14/05/2022 to celebrate the inauguration ceremony of a new book "Baichitrapurna Anandamoy Smritite Bhara Amar Jiban".

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

The Brahmananda Keshab Chandra College was established in 1956 under affiliation of the University of Calcutta and from 2008 onwards it has affiliation with West Bengal State University. The vision of College is to impart a holistic environment that works to foster all-round growth and development of the students. And mission is to develop our students as responsible citizens of our country having socio-cultural awareness and progressive attitude with scientific insights & traditional values to inculcate a sense of social responsibility.

The leadership and governance of the college ensure an environment conducive for attaining the vision and the mission of the college based on policies of participative management in decision making & implementation with wi-fi enabled campus and use of ICT in teaching-learning-examination and administrative affairs of 2-PG & 18-UG-departments.

The Governing Body (GB) with the Principal as Secretary [and representation from teachers, non teaching staff and external members] has taken the major policy decisions. To promote decentralization and participative management GB constituted different subcommittees & Internal Quality Assurance Cell of the college. The IQAC & Teachers' council are involved in making policies & procedures for admission, examination, discipline, grievance, support services, through its subcommittees [Organogram]. Functioning of subcommittees of GB/IQAC/TC are to fulfill the vision & mission 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.

Democratic environment in our college promotes decentralization and participative management through collective participation of stakeholders in different academic, extra-academic, co-curricular, extension/outreach activities to create an ambience favorable for overall development of the college.

For case study of decentralised work we choose the activity of Equal Opportunity Cell of our college.

UGC has directed to frame equal opportunity cell in colleges for promoting several schemes and programmes that would help in eliminating social disparities. As a measure to reduce socio-economic discrepancies Government of West Bengal have also taken different initiatives.

For effective implementation of different assistance scheme equal opportunity cell is established in our college in 2017 comprising

few representatives from teaching and non-teaching staffs and functioning effectively since then. For the session 2021-22 , members are Dr. Pinaki Patra (Convenor, Nodal Officer, Oasis), Dr. Subhendu Bikash Patra (Nodal Officer, Kanyashree and Sri Kausik Bhakta (Nodal Officer, SVMCM),), Dr. Swatilekha Poddar, Dr. Madhumita Roy, Dr. Saswati Chowdhuri, Sk. Musaraf Hossain, Debalendu Mondal. This year awareness program on student Scholarship schemes was organized on January 3-4, 2022.

Students availed different scholarships for the academic year 2021-22 and got continuous assistance and guidance from the Cell.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/pdf/EOC_report.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 in 2021-22 - Establishment of Post Graduate Course in Physics

On 26.04.2017 West Bengal State Council of higher Education recommended to establish Post graduate course in Physics in our college (vide letter no. MS/Affi(WBSU)/141(5)/SCHE/2017) under W.B.S.U on self-financing basis with necessary arrangements of instructional and infrastructural facilities using own resources. For necessary PG laboratory development College allotted 2 rooms G-24 and G-25 and utilised Rs-2,40,852/- from college fund for floor lifting, replastering and painting of allotted space. Then for infrastructural development we appealed to hon'ble M.P. (vide Ref 521/MPLAD/PGPhysics/BKCC dated 18/01/2019) . After getting financial assistance of Rs-14,64,012/- from MPLAD (vide letter no. D-13013/2/2019-DPLO/167474 dated 16-12-2019) we have utilised Rs.,3,33,000/- for proper partitioning and electrical work in

laboratory , Rs.- 3,03,398/- for purchasing computer and accessories, Rs-5,78,996/- for purchasing instruments under post graduate syllabus.

After inspection on 15-02-2022 ultimately, we obtained grant of affiliation in Physics (PG) with effect from 2022-23 session (vide WBSU/IC/BKCC/Affi.-PG-Physics/7422 dated 05-05-2022) for intake capacity of 14 students. 1st PG BOS meeting was held on 30.06.2022 with university nominees(vide ref - WBSU/IC/BKCC/PG-BOS/Physics/80/22 dated 20-05-2022) and different issues for smooth functioning of PG course in Physics were discussed. Thus after a great effort we were able to establish post graduate course in Physics.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_6/2021-22/PG%20Physics%20establishment.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.

Our GB formulates policies for the development of infrastructure and academic affairs following the guidelines of WBSU statute and WB Govt. orders. 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 [including Finance sub-committee of GB] which ensure decentralization and participatory management. The President of the Governing Body and Principal, as Secretary of Governing Body, are in the top of administration. The functioning of day-by-day College rests with the able leadership of the Principal. During this functioning she has taken the help of IQAC, HODs, Bursar, Librarian and Teaching & Non-teaching staff.

Service rules and procedures are guided by WBSU statute and WB Govt. rules. Which are amended updated with time to 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 . All the PG-courses are self-financed under the affiliation of West Bengal State University. Each of the PG-departments enjoys autonomy for smooth functioning of PG courses under the guidance of respective Board of studies.

File Description	Documents
Paste link for additional information	https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf
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

There are different welfare measures for teaching and non-teaching staff of our college. These are as follows:

- Retirement benefits and medical facilities are provided as per the guidelines of the Government of West Bengal
- Staff gets easy loan under B.K.C. College Staff Cooperative

Credit Society ltd registered under West Bengal State Coopertive Act ,1993.

- The BKCC Staff availed different form of leaves such as casual leave, child care leave and earned leave, medical leave as per the provisions of West Bengal State University and Government of West Bengal.
- 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 has facilities like first aid kit, blood pressure machine and wheel chair.
- College ensured that none of the contractual employees lost their jobs during the pandemic period.
- Online and offline training programs on different topics for the teaching and non-teaching staffs were conducted by IQAC from time to time.

File Description	Documents
Paste link for additional information	https://wbxpress.com/uniform-leave-rules-whole-time-teachers-govt-sponsored-colleges/
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****1**

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****16**

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Teachers' Appraisal: College collects information about the academic achievements of the faculty members such as publications, conferences attended, papers presented and functioning as resource persons/chairing sessions, etc. through self-appraisal report. All the teachers are 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 analysed and students' satisfaction survey is 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/index.php?option=com_content&view=article&id=61&Itemid=0
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

Usually, External audit is conducted on a regular basis every year by the appointed auditor of 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 for discussion and follow-up financial planning. Last audit was done for the financial year 2019-20.

Last two years, no list of Panel Auditors had been published by the HED, WB. Accordingly external auditing could not be done. But our college has prepared the necessary documents and files are ready for external audit.

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

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

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

0.5785

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

Effort for the 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 sub-committee 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 the decision of purchase committee. 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 in usual manner.

For funding time to time College has appealed to Government following notice from Higher Education Department and also to MP for MPLAD. Utilization certificate from registered auditor is submitted to concern authority after completion of purchase. 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_6/2021-22/MP%20LAD-AUDIT%20REPORT-15.03.22.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 Planning and Structured Routine preparation:

IQAC takes initiatives to finalise a concrete Academic Calendar at the beginning of the academic session with the help of a group of teachers. Thereafter, it is shared with the head of the departments and website committee for publication and sharing among stake holders. 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=337&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 & sustain 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 & post-pandemic times, the blended mode of teaching and evaluation has been adopted. Time to time Teacher -Guardians meeting are arranged and valuable suggestions are exchanged. Proper 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. In both pandemic & post-pandemic period, extensive use of Google workplace i.e. Google forms, Google docs, Google sheets, Google slides, and Google Classroom and Google Meet platforms has made the e-Learning system easy & effective. 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=407&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	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The 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.

- ICC organized a webinar on "Harassment at Workplace- Prevention and Redressal" on 25th July, 2021.
- The second session was held on 8th August 2021 by ICC and IQAC unit.

- The college has a well maintained girls' hostel which is a safe shelter for girls students coming from distant places for studying, training and job purposes.
- Sanitary pad vending machines were installed by the Swachhta Action Plan Committee in Girls toilets for the benefit of girls' students on 13 th January, 2022.
- On 16 th January, 2022, the ICC of the College arranged a webinar on "Combating Gender Stereotypes- A Path for Socio-Economic Justice".
- ICC arranged an awareness and training programme on International Women's Day-8th March, 2022 in collaboration with external NGO. The topic was "Bridging the gap-Addressing issues of concern".
- An online cancer awareness programme "An overview of breast cancer and how we can self-screen ourselves for an early detection" was organized by the NSS unit of the College in collaboration with HCG, EKO Cancer Centre, Kolkata on 8th October, 2021

File Description	Documents
Annual gender sensitization action plan	https://bkcc.ac.in/NAAC/criteria_7/2021-22/7.1.1%20Action%20Plan%20%282021-2022%29.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_7/2021-22/7.1.1%20Support%20Facilities%20%282021-2022%29.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:**

The College has an efficient waste management system. Cleaning personnel regularly dispose of both bio-degradable and non-bio-degradable waste from the 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 the college undertake the task of cleaning the college campus in regular intervals as a part of an awareness programme.

The College has a 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.
- **Organic waste management:** 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. Bioenzymes are produced in sustainable way from different types organic wastes under the project called 'Echo'. Products are used for manuring, cleaning and paste controlling purpose.
- The College has successfully minimized the use of paper through an increased focus on ICT facilities and social media platforms in teaching, learning and administration.

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

B. Any 3 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

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

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

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

To encourage an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff, various cultural events were celebrated virtually to bind the students with a common goal of harmonious coexistence.

- The Teachers' Day Celebration was organized by the UG and PG students of the Botany Department and Physics Department on 5th September, 2021.
- On 21st February, 2022, the Department of Bengali observed International Language Day to highlight the deep significance of this day and especially the contribution of martyrs in the Bangladesh Liberation War.
- The Cultural Committee organised a cultural programme on 16th March, 2022 to celebrate the Basanta Utsav in the college premises.
- The Department of English commemorated the 458th Birth Anniversary of William Shakespeare on 22nd April, 2022
- The students of the department of English and Department of Industrial Fish and Fisheries virtually celebrated Rabindra Jayanti on 9th May, 2022.
- Kazi Nazrul Islam's birthday was celebrated by Cultural Committee and IFF in the Month of May, 2022
- On 31st October, a departmental reunion cum "Bijoya Sammiloni" was organized by the alumni association of Department of Industrial Fish and Fisheries on virtual platform.
- On 21st February, 2022, the Department of Bengali observed International Language Day

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.

- 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.
- Farewell Programmes were organised by several Departments like English, IFF, Botany, Journalism, Education, Physics,

Economics Sanskrit, and Zoology mostly virtually for the outgoing students in the month of August and September, 2021.

- An online Intellectual Property Rights Awareness Programme under National Intellectual Property Rights Mission (NIPAM) was conducted by the Office of the Controller General of Patents, Designs & Trade marks, Ministry of Commerce and Industry, Government of India in collaboration with Internal Quality Assurance Cell (IQAC) on 5th January, 2022.
- An awareness programme on Right to Education, 2009 was organized by Department of Education on 6th January 2022 via Google meet.
- Second phase farewell programmes were organized by several departments like IFF, English, Zoology, Education, Physics in the month of June, 2022.
- The students of semester VI of Department of Zoology arranged the long awaited fresher's Welcome Event for their juniors on 27th June, 2022.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bkcc.ac.in/index.php?option=com_content&view=article&id=92&Itemid=0
Any other relevant information	https://bkcc.ac.in/newsletter/Newsletter_JanuarytoJune_2022.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

B. Any 3 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	View File
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 the students into a secular spirit by means of various events.

- On 10th July, 2021, National Fish Farmers Day was celebrated by the department of Industrial Fish and Fisheries.
- The SAP committee of the college celebrated the Forestry Week "Van Mahotsav" on 27.07.2021.
- Online cultural programme by students and plantation drive
On 15th August, 2021 students of Department of Industrial Fish and Fisheries celebrated the 75th Independence Day of India virtually 75th Independence Day was celebrated on 15.08.2021 by NSS unit of the College in the College campus.
- like every year 2nd October is celebrated as "Gandhi Jayanti" by the department of Industrial Fish and Fisheries virtually.
- 158th birth anniversary of Netaji Subhash Chandra Bose was celebrated by the NSS Unit and Department of IFF on 23rd January, 2022, on virtual platform.
- The NSS Unit of BKC College on 26th January, 2022 organized a Flag hoisting ceremony to mark the Republic Day.
- National Science Day, 2022 celebration was held on 11th March, 2022 and all departments were involved.
- World Environment Day, on 1st June, 2022 was celebrated by SAP Committee through series of events.

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 PRACTICE -I: STUDENTS' WELFARE FUND

1. Objectives: In view of the current pandemic situation and considering the economic hardship faced by the families of some of our students, the Teachers' Council of Brahmananda Keshab Chandra College has decided to help the needy students to overcome the hardship regarding monetary issues faced by them at the time of Covid Pandemic in carrying out their online classes and education.

2. The context: The council members took the decision to build a "Student Welfare Fund" from individual donations under the supervision of the Secretary. This programme was continued in the 2021-2022 session also.

BEST PRACTICE -II: Title: Swachhta Action Plan (MGNCRE)

Activities:

1. Objectives: Our swachhta mission is to provide all sorts of means to make the college a "Swachh Campus" and maintain the same. Using all available resources in a more appropriate and sustainable way. Recycling, reuse and harvesting resources each year to reduce the carbon footprint. Conducting more conservation awareness programmes thus making the college one of the leading institutions in West Bengal practicing swachhta mission.
2. Context: Swachhta Action Plan Committee, Brahmananda Keshab Chandra College conducting several activities regarding all the aspects of 'Swachhta' and 'Jal-Shakti' and 'Post Covid-19 sanitation' plan inside the college campus.

File Description	Documents
Best practices in the Institutional website	https://bkcc.ac.in/pdf/BESTPRACTICES-2021-22.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

As the Covid-19 pandemic continues, our institution continued the online mode of education as previous year. 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 'Academic Resource' section where the teachers upload relevant study materials so that the students can access these resources at their own convenience. This offered the 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 period 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	No File Uploaded

7.3.2 - Plan of action for the next academic year

- In Covid 19 Pandemic online mode of teaching learning will be continued and when pandemic is over hybrid mode of teaching will be adopted.
- Internal Complaints Committee will frame and organize programmes on gender issues, women safety, sexual harassment. Gender audit will also be performed.
- IQAC and ICC and concerned departments will organize seminar workshops to make the students conscious about their constitutional rights , responsibilities and obligations.
- More initiatives to be adopted to greenery management, water management, energy management, waste management and sanitation hygiene management. Medicinal plant garden and butterfly conservation site to be specified. Perennial water pool to be maintained to promote biodiversity. E waste to be disposed of for recycling through an authorised company.
- More facilities to be made available for divyangjan students like washroom, restroom, lifts, mechanized equipment, softwares, Braille, signages.
- More programmes to be organized to maintain the atmosphere of religious and cultural inclusiveness and harmony.
- Programmes regarding code of conduct will be arranged for both teaching staff and students by the code of Conduct Committee .
- Every possible attempt will be made to maintain the spirit of the students to celebrate national and international commemorative days.
- Previous year's best practices to be continued as much as practicable.