



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>BRAHMANANDA KESHAB CHANDRA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Papia Chakraborti</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03325775878</b>
• Mobile no	<b>9830467390</b>
• Registered e-mail	<b>bkccollegebonhooghly@gmail.com</b>
• Alternate e-mail	<b>bkccollegebonhooghly@gmail.com</b>
• Address	<b>111/2 B.T ROAD; Bon-Hooghly</b>
• City/Town	<b>KOLKATA</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>700108</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	Grants-in aid												
• Name of the Affiliating University	West Bengal State University												
• Name of the IQAC Coordinator	Dr. Sheikh Ahmed Hossain												
• Phone No.	8777769080												
• Alternate phone No.	8777769080												
• Mobile	8777769080												
• IQAC e-mail address	iqacbkccollege@gmail.com												
• Alternate Email address	iqacbkccollege@gmail.com												
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=59&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=59&amp;Itemid=0</a>												
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://bkcc.ac.in/Academic%20Calendar/Academic%20Calendar_2022-2023.pdf">https://bkcc.ac.in/Academic%20Calendar/Academic%20Calendar_2022-2023.pdf</a>												
<b>5. Accreditation Details</b>													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.28</td> <td>2016</td> <td>01/12/2016</td> <td>01/12/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.28	2016	01/12/2016	01/12/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B	2.28	2016	01/12/2016	01/12/2021								
<b>6. Date of Establishment of IQAC</b>	07/05/2013												
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Nil	Nil	Nil	Nil	Nil		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Nil	Nil	Nil	Nil	Nil									
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	Yes												
• Upload latest notification of formation of IQAC	<a href="#">View File</a>												

<b>9.No. of IQAC meetings held during the year</b>	<b>13</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>IQAC has encouraged various departments to introduce job or skill oriented certificate/Add On course. 12 new certificate courses introduced and other departments also designed the curriculum and will be started in coming session.</p>		
<p>The IQAC actively promotes the engagement of all stakeholders in maintaining a clean and environmentally friendly college campus. Registered environmental auditors conduct Green Audits, encompassing assessments such as Wastewater audit, Waste Management audit, Biological Diversity audit and more.</p>		
<p>The IQAC is wholeheartedly supporting the Career Counselling Cell in organizing campus recruitment events. This event has brought together talented individuals and promising future prospects in a harmonious blend of opportunities. We aim to create an engaging platform for students to showcase their skills and potential while companies identify their future talents.</p>		
<p>The college, in collaboration with the Higher Educational Institution (HEI) under MoUs and Academic Linkages, has successfully organized numerous academic programs. These initiatives, driven by the IQAC and various departments, have become notable achievements for the institution. Notably, faculty exchanges with partner institutions stand out as a key highlight of the institution's accomplishments.</p>		
<p>The IQAC consistently collects feedback from students, guardians and faculty on diverse aspects of the college, including the syllabus,</p>		

academic and physical infrastructure, and the quality of teaching. This feedback undergoes comprehensive analysis to evaluate the overall performance and effectiveness of the institution.

## 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
Introduction of certificate course related to the job oriented courses	12 new certificate course have been introduced
Signing of MoU	The college has established academic linkage and MoUs with 8( 6 new & 2 renewed) HEI's to provide quality education to students
To Organize more State-level/National level Seminar, Workshop/Hands-on-Training	6 State-level/National level seminar; 2 workshop/Hands-on-Training were organized
Infrastructure Development	Dr. Hiralal Chaudhuri Laboratory, of Industrial Fish and Fisheries was inaugurated. Five classrooms transformed into ICT enabled classrooms.
To promote innovation and entrepreneurship development	5 Students from Zoology Department received E-Yuva fellowship under BIRAC, scheme of DBT,GOI and successfully formulated innovative organic fish food labelled as NUTRI-FIN for live-bearer ornamental fishes especially for the guppy fishes
To Organize Awareness program	Vanmahotsav, "Azadi Ka Amrit Mahotsav", Dementia, Scholarship & Student Credit Card, Dengue Awareness, Alzheimer's Disease awareness program organized.
Skill enhancement of Teaching and Non-teaching Staff	Tally, MS-Excel, One Day Training Programme on On-Grid Solar System, Library automation organised to enhance the skill

	and abilities of the employee.
To organise students seminar and encourage them to contribute regularly in Wall Magazine	Various departments regularly organised students seminar and publish their Wall Magazine (10) as well as Students' Wall Magazine 'Prochesta'.
To promote participation of the faculty and students in various Co-curricular activities	Students of IFF Department have won special prize and scholarships in Eastern India Science and Engineering Fair, organised by Birla Industrial and Technological Museum by demonstrating a model on "Modified IAF with Aquaponics", IBRF "Young Faculty Award - 2022" received by Dr. Santanu Debnath
Measures to be taken to prepare several Audits: Academic, Green and Gender Audit	Certified environmental auditors conducted Green Audits, covering assessments such as water quality, waste management, biological diversity and additional evaluations. Gender audit was also performed.
Distribution of Post Graduate certificate to the Pass-out students	The inaugural Postgraduate Convocation was efficiently conducted to distribute certificates to the postgraduate students.

<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
---	-----

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	08/02/2024

<b>14. Whether institutional data submitted to AISHE</b>

Year	Date of Submission
2021-22	30/03/2023

### 15. Multidisciplinary / interdisciplinary

In accordance with the National Education Policy (NEP), our college is deeply committed to providing top-tier education to foster the holistic development of our nation's human resources, preparing them to be global citizens. Within our faculty, there has been a robust discourse surrounding various NEP principles, including embracing diversity across all academic disciplines and refining teaching methodologies. Additionally, we are focusing on nurturing rational decision-making skills, fostering innovation, promoting critical thinking, fostering creativity, and harnessing the power of technology to enhance teaching and learning.

We eagerly await the integration of university regulations that will enable us to introduce multidisciplinary and interdisciplinary courses as well as a range of electives at our college. Our institution maintains a close affiliation with West Bengal State University in Barasat, West Bengal, and we recognize the necessity of designing an interdisciplinary curriculum that empowers students to tailor their academic journey by selecting from a diverse array of programs offered by our institution.

Currently, our institution offers a total of 18 undergraduate (UG) and 3 postgraduate (PG) programs through the University's Choice Based Credit System (CBCS). In line with the NEP's ethos, we are gearing up to introduce additional courses that delve into value-based education and environmental issues. These courses will encompass areas such as professional ethics, environmental studies, project management, and more.

Our program offerings will be thoughtfully structured to enable students to explore electives from other departments, thus fostering a cross-disciplinary approach to learning. Moreover, we are excited to embrace the vast resources available through SWAYAM MOOCs (Massive Open Online Courses) to further enrich our students' educational experiences.

In summary, our college is dedicated to aligning with the NEP's vision by evolving our curriculum, embracing diversity, and facilitating comprehensive academic growth for our students. We are eagerly anticipating the implementation of multidisciplinary and interdisciplinary courses, empowering our students to chart their

educational paths while nurturing their global perspective and skills for the future.

#### **16.Academic bank of credits (ABC):**

Our college is in the process of launching an Academic Credit System known as ABC, in compliance with the regulations set forth by WBSU (West Bengal State University), to which we are affiliated. It's noteworthy that WBSU is actively participating in the Digital India Program's National Academic Depository (NAD), accessible at the website [nad.digitallocker.gov.in](http://nad.digitallocker.gov.in). The NAD is a significant initiative by the Indian government aimed at establishing a centralized online repository for all academic achievements and certificates.

Under this initiative, the university is implementing a policy that mandates all affiliated institutions, including our college, to utilize the [nad.digitallocker.gov.in](http://nad.digitallocker.gov.in) portal for the submission of students' final grades and degree certificates. Beginning in the upcoming academic year, the National Academic of Credits (ABC) platform will be fully operational and seamlessly connected with the NAD portal, which can be accessed at <http://nad.digitallocker.gov.in>.

In anticipation of this transition, our college is actively setting up a comprehensive student information system that will facilitate the efficient management of academic records and their submission to the NAD portal.

#### **17.Skill development:**

The institution has established a Career Counseling and Placement Cell that actively contributes to the enhancement of students' technical, vocational, and soft skills. Notably, the affiliated university has approved the college to offer skill development courses as "add-on" courses, which are currently being incorporated into the college curriculum. Each academic department provides Skill Enhancement Courses designed to offer students practical, hands-on knowledge in specific subjects with a vocational focus. To ensure that every student gains practical experience, 4 Credits are allocated for Skill Enhancement Courses, requiring each student to enroll in at least two SEC course before graduating.

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

At our college, it is customary that all National Service Scheme (NSS) activities conducted in the adopted slum area are carried out

in the local Bengali language. This practice is deliberately implemented to foster the promotion and integration of the local language, art, and culture.

Our students enthusiastically participate in a wide array of cultural events, including Basanta Utsab and Rabindra Jayanti. As a testament to their active involvement, several of our students have earned prestigious medals in university-level cultural competitions.

Each year, our college magazine "LEKHOMONJARI" features a diverse range of articles published in both English and Bengali languages, ensuring that a broad readership can enjoy the content.

Additionally, in an effort to propagate Sanskrit knowledge, we have introduced an Add-on course dedicated to this ancient language.

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

The college, which holds affiliation with WBSU (West Bengal State University), steadfastly adheres to guidelines that advocate a diverse range of teaching and learning approaches. These encompass traditional methods such as lectures and seminars, as well as interactive sessions such as tutorials, workshops, internships, and on-site project-based learning. Additionally, the college embraces technology-enhanced learning, internships, apprenticeships, and research work as integral components of its educational framework. These approaches are actively implemented wherever feasible to enhance the overall learning experience.

Furthermore, the college's degree programs are structured in accordance with the principles of outcome-based education (OBE), meticulously designed to align with both local and international standards. WBSU's curriculum outlines clear expectations for the outcomes achievable in each individual course. Since the 2018-2019 academic year, the college has been steadfastly implementing an education system that prioritizes tangible results. This system includes well-defined program outcomes, program-specific outcomes, and course outcomes.

Within this framework, each class systematically covers a spectrum of cognitive abilities, ranging from memory and comprehension to application, analysis, evaluation, and creative problem-solving. By emphasizing these cognitive skills, students are equipped to actively contribute to the nation's economic, environmental, and social well-being. Notably, the learning objectives at all levels extend beyond domain-specific skills to encompass broader aspects such as social responsibility, ethics, and entrepreneurial



capabilities, ensuring a well-rounded and socially conscious education for our students.

## 20.Distance education/online education:

The institution is well-prepared to deliver online instruction to students, particularly in response to the challenges posed by the COVID-19 pandemic. The process of teaching and learning is facilitated through a diverse range of online platforms, including popular tools like the ZOOM app, Google Meet, the WEBEX platform, Google Classroom, and WhatsApp conference, among others.

The college has made significant investments in technology infrastructure, with the majority of classrooms equipped with LCD projectors and campus-wide Wi-Fi access. These resources eliminate any barriers or limitations to the seamless implementation of online education. Both students and teachers have enthusiastically embraced the online learning experience, not only during the pandemic but also in its aftermath, as they recognize the advantages of an adaptable blended teaching and learning approach.

Since 2020, departments have transitioned to adopting Google Classroom for the majority of their subjects and classes, enabling efficient exchange of educational information with students. Faculty members have undergone training through Faculty Development Programs (FDP), Short Term Training Programs (STTP), and workshops to equip themselves with the skills necessary to utilize various Massive Open Online Courses (MOOCs) and other online platforms for effective online teaching.

Furthermore, faculty members have taken proactive steps to familiarize themselves with online teaching platforms independently. The institution has effectively harnessed online platforms to conduct lectures, host national and international conferences, and organize a wide array of meetings, programs, webinars, and seminars, catering to both students and teachers throughout the duration of the COVID-19 pandemic. These events continued seamlessly during this challenging period, demonstrating the institution's adaptability and commitment to maintaining a vibrant learning and knowledge-sharing environment.

## Extended Profile

### 1.Programme

1.1

586

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		559
Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
2.2		584
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3		218
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		66
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		66
Number of sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	52
4.2 Total expenditure excluding salary during the year (INR in lakhs)	64.9340284
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

The college is dedicated to delivering an exceptional curriculum through a meticulously planned, transparent, and well-organized process.

- The syllabi for undergraduate and postgraduate courses are meticulously crafted by the affiliated university
- The college's routine committee is responsible for preparing the master schedule, which applies to all courses and is readily accessible on the college website.
- Faculty members initiate each semester with a well-thought-out teaching plan, ensuring a structured and effective curriculum delivery.
- To maintain quality, the curriculum's delivery is regularly assessed by the respective department.
- The college places great emphasis on the optimal utilization of well-equipped laboratories to facilitate practical education. Students diligently maintain journals documenting practical results, which are then verified by faculty members.
- Moreover, the college actively encourages faculty members to participate in orientation programs, refresher courses, engagement with the Board of Studies, and workshops dedicated to the refinement of subject matter and syllabus content.

- In the pursuit of continuous improvement, the college systematically collects feedback from various stakeholders, including faculty, students, parents, and alumni. This feedback is meticulously analyzed using a variety of parameters, enabling an evaluation of the performance of both students and faculty, as well as an overall assessment of the institution itself.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=337&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=337&amp;Itemid=0</a>

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

At the start of every semester, an academic calendar is created to align with the University's schedule. This calendar encompasses a variety of educational, extracurricular, and co-curricular activities and is made available on the college website and prominently displayed on notice boards. All class sessions and examinations are meticulously scheduled in accordance with this calendar to ensure strict adherence.

- The allocation of credit hours for each subject adheres to the guidelines set forth by the affiliated university.
- After assigning courses to faculty members, a course file is generated for each subject. These files encompass comprehensive teaching plans and incorporate assignments that must be submitted on specific dates according to the academic calendar.
- The academic calendar outlines the dates for internal assessments in theoretical subjects. Upon approval from the Principal, each Head of Department (HOD) releases a comprehensive examination schedule well in advance.
- In laboratory practical courses, students undergo regular and ongoing evaluations. This continuous internal assessment encompasses assignments and quizzes, which are distributed to students in accordance with the dates specified in the academic calendar. Students then submit their responses following the provided instructions.
- The academic calendar also includes tentative dates for university exams, with the final university evaluation

timetable posted on student notice boards.

- Furthermore, HODs maintain frequent updates on course progress, student attendance, and assigned tasks for each topic.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=339&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=339&amp;Itemid=0</a>

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

314

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The college strictly follows the university's syllabus, which includes a document containing a comprehensive list and descriptions of courses covering topics such as professional ethics, gender studies, human values, environmental studies, and sustainability within the curriculum. Collaborative efforts among various departments are in place to integrate socially significant and

current issues like ethics, human values, and environmental awareness into the coursework, with the aim of sensitizing and raising awareness among students. Regular gender awareness programs are conducted with active participation from students of all genders. The Internal Complaints Cell consistently organizes awareness activities.

The National Service Scheme (NSS) unit and the Environmental Conservation (ECO) club play an active role in promoting environmental consciousness and awareness through ongoing activities, including tree-planting drives. Additionally, the Social Awareness Programs (SAP) committee contributes by arranging speeches, seminars, and public awareness campaigns.

Encouraging students to engage in both co-curricular and extracurricular activities, the college provides opportunities for them to develop collaborative skills and ethical principles. Special days and events are celebrated, including health awareness programs and blood donation camps. These initiatives collectively instill in students a sense of responsibility to contribute to society and assist others in working toward the betterment of the community.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>

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

180

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://bkcc.ac.in/NAAC/criteria_1/2022-23/1-4-1%20feedback%20report%202022-23.pdf">https://bkcc.ac.in/NAAC/criteria_1/2022-23/1-4-1%20feedback%20report%202022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



**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**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://bkcc.ac.in/NAAC/criteria_1/2022-23/1-4-1%20feedback%20report%202022-23.pdf">https://bkcc.ac.in/NAAC/criteria_1/2022-23/1-4-1%20feedback%20report%202022-23.pdf</a>

## 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

145

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

27

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

**It is primarily through the classroom interactions and internal evaluation mechanism like class test, projects, home assignment that**

the teachers assess the learning levels of the students and organizes special programs for advanced learners and slow learners.

For advanced learners the approaches adopted are as follows -

- More challenging task in the form of quiz, projects and home assignments
- Encouragement for participation in inter-college and intra-college competitions like Poster/Paper Presentations
- Arrangement of extension lectures, special lectures by eminent speakers and student seminar
- Career counselling and Placement Cell organise seminars, Skill development courses and mock interview session for motivating students to appear for competitive examinations
- Introduction of various Add on courses on various topics.
- Arrangement of educational visit

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

- Meeting and communicating to the weaker students about their areas of weakness
- Providing exam-friendly study materials
- Monitoring the progress of the students through frequent class tests and written assignments
- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings.
- Arrangement of remedial Classes for slow learners.

File Description	Documents
Paste link for additional information	<a href="https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-2-1%20institution%20assesses%202022-23.pdf">https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-2-1%20institution%20assesses%202022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
559	66

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

It was initially a challenge both for teachers and students to carry out the Teaching-Learning Process efficiently after pandemic. We took the following measures:

- Group discussions, Debate, Essay & Quiz session, Tutorials and Projects under the supervision of faculty members.
- Internship Program for the students of Communicative English.
- Seminars, Workshops & Special Lectures organized by the departments for Students & Teachers.
- Students are encouraged to participate in the workshops organized by other Universities.
- Active participation of students in various activities beyond the classroom.
- Arrangement of innovative teaching learning process by poem reading and by creating You Tube videos by the students.
- Arrangements of student-centric online lectures by eminent speakers; helped the intelligent yet shy students to interact with the experts, which they, perhaps, would not venture if it was a direct, offline event.
- Faculty/Student exchange programs with Institutions under MoU served the ultimate goal of developing a vibrant and diverse faculty where students could benefit from the refreshing ideas and perspectives.
- The college promotes learning by inculcating creative skills among the students through Add-On Courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-3-1%20file%202022-23.pdf">https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-3-1%20file%202022-23.pdf</a>

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

- The college makes use of ICT to enhance the quality of

teaching-learning process.

- There is free internet connectivity in the campus for the academic purposes of the teachers and students.
- The college faculty uses Wi-Fi, laptops, smart boards and LCD projectors in the classrooms to make learning more interesting for the students.
- You- tube videos related to their subject are being watched and thus help a student to understand a subject matter from different perspectives in a convenient and easy manner.
- The ICT enabled classrooms in the college facilitate the teachers to use Power-Point Presentations for generating greater interest and participation of the students.
- The library is well equipped with OPAC. The college has subscribed to INFLIBNET and the teachers have been provided with the id and password which enable them to access various journals, which in turn help them in their own research and thereby prepare effective lectures.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

49

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

925

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The evaluation of the students' academic performance is a

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

The Internal assessment comprises of 20% of the full marks of each course. In case of a 50 marks full paper in any subject/course, the Internal Assessment is based on class attendance of 2 marks and Internal Examination of 8 marks. The mode of Internal Examinations are MCQ/Short Answer type Questions/Assignments or as per recommendations of the respective BoS.

In addition to internal assessment each courses have a Practical/ Tutorial component of 15 marks. Tutorial consists of Project, Assignment, Paper Presentation with PPT, Viva etc.

Students were given assignments and tests to evaluate their understanding of the subject. Students are engaged in group discussion as part of internal assessment as well. The students are also encouraged to practice writing answers on their own and the teachers are always willing to correct the answers and provide feedback for improving the answers. Teachers thus help students to prepare for the final examination and they can also evaluate the progress of the students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-5-1%20Mechanism%20of%20internal%20assessment%202022-23.pdf">https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-5-1%20Mechanism%20of%20internal%20assessment%202022-23.pdf</a>

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. Students can prepare themselves by understanding their strength and weakness through internal evaluation. Teachers also come to know how to guide them to overcome their drawbacks. So, internal evaluation is included in the University Examination system and hence they are conducted as per the guidelines and timelines provided by the University.

The students are allowed to see their internal examination answer

sheet after evaluation. Examiners are encouraged to show part-marking & write comments, where necessary in the answer sheet so that students can understand the rationale behind the marks given by the examiner. Any grievances regarding internal examination question paper or marks, are being addressed and resolved by the HOD. Before uploading the marks in the University Portal within stipulated schedule, HOD verify and scrutinize the final marks of the individual student. The hard copy of the award list duly signed by respective examiners & Principal is submitted to the University Result Section & College Office. All documents related to Internal assessment are preserved by the College.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 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 outcomes 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 displayed on the website. At the General assembly for 1st Semester students, Programme outcomes are also communicated by the Principal. During induction program organized by departments individual course outcome is explained and communicated properly to the students. PSOs and COs are also discussed at Parent- Teacher meetings.

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

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

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

- Activities in the form of quiz, projects and home assignments.
- Tutorial and doubt clearing classes to solve the syllabus-oriented problems.
- 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 continuous assessment (internal examination) and end semester examination result of the affiliating university. Student wise attainment grades of different courses are calculated. The weightage given to internal examination marks is 20% while the weightage of the end semester marks is 80%. The course outcome attainment index is based on some benchmark values. The threshold percentage for course attainment is 40% i. e. attainment grade 2.

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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-6-2%20CO%20attainment%20analysis%202023%20final%20SEM.xlsx">https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-6-2%20CO%20attainment%20analysis%202023%20final%20SEM.xlsx</a>

### 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

132

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-6-3-2%20Subject%20wise%20annual%20Performance%20Report-2022-23.pdf">https://bkcc.ac.in/NAAC/criteria_2/2022-23/2-6-3-2%20Subject%20wise%20annual%20Performance%20Report-2022-23.pdf</a>

### 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\\_2/2022-23/STUDENT%20SATISFACTION%20SURVEY%202022-23.pdf](https://bkcc.ac.in/NAAC/criteria_2/2022-23/STUDENT%20SATISFACTION%20SURVEY%202022-23.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)

Rs. 2,50,000/-

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.birac.nic.in/webcontent/16853521_00_E_yuva_Centres_Contact_Detail.pdf">https://www.birac.nic.in/webcontent/16853521_00_E_yuva_Centres_Contact_Detail.pdf</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has been striving continuously to develop an ecosystem for innovations and bring about the creation and transfer of knowledge through its various initiatives such as organizing

1. various skill enhancement and capacity building workshops & courses for all the stakeholders of the college (faculty members, staff, and students) in collaboration with external expert agencies to equip them with efficient digital data handling capabilities & face professional challenges.
2. on-the-job training, educational tours & workshops for the students regularly to give them exposure to real-life situations and hone their entrepreneurial skills.
3. in-house student seminars & interdepartmental self-written Poetry reading sessions to encourage creativity, self-confidence and excellence. Fostering creative thinking abilities through publication of wall magazines & journals, motivate for intercollege competitions in sports, poster presentations, workshops etc.
4. Incubation Center for fostering innovation & entrepreneurship.;
  1. Use of Innovative methods in Biological control of mosquitoes
  2. Imparting certificate courses on growing organic mushrooms at home & IPR to facilitate the students to set up small business units with minimum investments & understand significance of IPR in business
5. Introduction of 10 more Add-on/Certificate courses addressing IKS, Skilling, creative thinking, problem-solving abilities to achieve holistic education through the integration of skilling as emphasized in NEP 2020
6. Conferring institutional Awards to best student performers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 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

17

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=83&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=83&amp;Itemid=0</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The college strives for holistic development in students. It seeks to address many factors such as the physical, emotional, spiritual, relational, and intellectual aspects of students.

The College Sports Committee held Sports Day where students participated in various events thus promoting teamwork and the physical well-being of the students.

The NSS unit of the College held awareness campaigns like "Har ghar Tiranga", participated in National consumer awareness, celebrated Independence Day, and Republic Day, and distributed educational kits to slum dwellers. Social responsibility skills are inculcated through participation in arrangements of National Science Day celebrations and Convocation Ceremony held on College premises.

The SAP Committee of the College organized tree plantation and cleanliness drives in and around the College. It actively participated in the drive on biological control of mosquitoes jointly organized by the College and E Yuva Project, BIRAC, Adamas University.

The ICC Committee and IQAC cell of the College is actively involved in gender sensitization among students for their emotional and relational upliftment. It held a workshop on "Gender Equality or Equity: A contemporary issue. Students enthusiastically participated in the celebration of International Women's Day through Poster presentations and Quizzes.

Outreach programs are encouraged by the College through the participation of students in various programs conducted by IIRS, ISRO, Department of Space, and GoI for developing the intellectual aspects of students.

File Description	Documents
Paste link for additional information	<a href="https://bkcc.ac.in/images/nss/nss_report_2022_23.pdf">https://bkcc.ac.in/images/nss/nss_report_2022_23.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

19

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

337

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

29

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

13

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

## 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, Annex building, Women's Hostel, staff quarters and playground covering approximately 6 acres.
2. Classrooms, Offices and library enabled with Wi-Fi connectivity.
3. New classrooms added to already existing ones to cater to the requirements as per CBCS-curriculum.
4. Science departments possess well equipped laboratories and museums for specimens. Computer Science, Physics, Mathematics and Zoology departments have Computer laboratories. Hiralal Chaudhury Laboratory established by IFF department in current academic session.
5. A Central instrument Room funded by DBT-BOOST equipped with sophisticated instruments and another well-equipped UGC-funded laboratory used for research.
6. Number of classrooms with ICT facility added to existing ones. Movable-projectors used as required.
7. Large rooms used for organizing seminars/conferences, University-examinations etc.
8. Attendance of staff maintained through Biometric System.
9. Canteen, boys and girls common room for catering to the needs of students.



10. Departments have seminal libraries with books of regular need.
11. ICT enabled committee Room for holding meetings.
12. Backup generator facilities.
13. Solar panels (15 KWP) maintained in the Roof-top
14. Establishment of a medicinal garden near the Janaki Ammal Sacred Grove.
15. A functional Sanitary Napkin vending machine.
16. Ramp Facility available in college building, annexe building andtoilets.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=330&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=330&amp;Itemid=0</a>

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. This large playground is also used for organizing tournaments like MLA cups.

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. The upper floor of the ladies hostel' can be converted into a make-shift auditorium for organizing large scale events. In the current academic year, the convocation for PG students of the Departments of Botany and Mathematics was organized here.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkcc.ac.in/home.php">https://bkcc.ac.in/home.php</a>

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

15

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=330&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=330&amp;Itemid=0</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

35.18506

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Till June'23 total 1275 books are processed through KOHA Software. Computerized attendance system for both staff and students became compulsory from 06-02-23 onwards. Now both manual and computerized attendance systems are in practice. One-day training program for library staff was arranged on 4th March'23.

- From the month of February'23 we have allowed our users to access our library resources (library books) through OPAC (Online Public Access Catalogue).
- Circulation of books for users has been initiated from 06-02-23 onwards. We are maintaining both computerized and manual process of circulation.
- Our BKC College and PCM Mahavidyalaya in collaboration with Paschimbanga Itihas Sansad had organized a grand event (Seminar and a Book fair) on 11th and 12th May 2023 on the campus of BKC College. There were 9 publishers displayed their books on various subjects. Our students and teachers procured many books from them and we also selected a good number of books for our library.
- Partition work, re-arrangement of books in library have been done for providing better library services.
- N-List subscription was done for the period of 2022-2023. So that, users can access to e-journals and e-books.

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

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**0.059**

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

**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**

**5.32**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

1. A new website for the college was launched in the current academic session.
2. 3 laptops and 1 desktop were purchased for the department of Botany, IFF, History and staff room respectively.
3. 5 projectors were purchased and installed in the department of IFF, Zoology, Botany, Molecular Biology and Chemistry.
4. The AMC services of different computers and their accessories were renewed annually.
5. The wifi facilities were upgraded with parallel services been taken from Alliance and BSNL broadband.
6. The Library was fully automated using KOHA and OPAC.
7. The KOHA software was upgraded from the local server to the cloud server.
8. Subscription to INFLIBNET renewed annually.
9. 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.
10. The accounts of the College are maintained by Tally Prime. AMC for the same had been renewed annually.
11. The College maintains its youtube channel, a facebook and an instagram account and a twitter handle of its own.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=281&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=281&amp;Itemid=0</a>

**4.3.2 - Number of Computers**

59

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

23.84653

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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:

1. Maintenance and up gradation of college infrastructure and facilities are monitored centrally by Development and Building Subcommittees and further screened by Purchase Committee.
2. 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.

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

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

5. Academic records of students maintained using SMART and CAS 7.1

software by office staffs.

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkcc.ac.in/home.php">https://bkcc.ac.in/home.php</a>

## 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**

165

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

**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**

8



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="https://bkcc.ac.in/NAAC/criteria_5/2022-23/5.1.3.pdf">https://bkcc.ac.in/NAAC/criteria_5/2022-23/5.1.3.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**146**

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

**146**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

4

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

39

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

0

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

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 Cell
- 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 .
- IIC

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	<a href="https://bkcc.ac.in/NAAC/criteria_5/2022-23/5.3.2.pdf">https://bkcc.ac.in/NAAC/criteria_5/2022-23/5.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

20

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

The 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.

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.**

In the session of July,2022 to June,2023, an extended executive committee members of B.K.C. College Alumni Association assembled at college on 05/03/2023 and held a reunion programme.

File Description	Documents
Paste link for additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=401&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=401&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

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

E. &lt;1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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

In 1956 Brahmananda Keshab Chandra College was established under affiliation of the University of Calcutta. Presently, from 2008 onwards, it has affiliation with West Bengal State University. The vision of our College is to impart a holistic environment that works to foster all-round 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 3-PG & 19-UG-departments.

The Governing Body (GB) with the Principal as Secretary and representatives from stakeholders 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 [reflected in Organogram]. Functioning of subcommittees of GB/IQAC/TC are for implementation of planning & policies to fulfill the vision & mission of our college.

File Description	Documents
Paste link for additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=50&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=50&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

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

Overall democratic environment of 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 favourable for overall development of the college.

For case study of decentralised work we choose the activity of Institution's Innovation Council (IIC-BKC College) .As per resolution of the Naac meeting dated 29-07-2022, Institution's Innovation Council and related cells NIRF(National Institute Ranking Framework) Cell, Social Media Cell, Innovation Activity Cell, Internship Activity Cell, ARIIA (Atal Ranking of Institutions on Innovation Achievements) Cell, IPR(Intellectual Property Rights) Activity Cell, Start-up Activity Cell of the College are constituted with immediate effect. The cells are engaged to different innovative initiatives and activities all through the academic session.

As a part of activity, in this session 2022-23 members of the Institute Innovation Cell of B.K.C. College visited Adamas University to attend the Outreach session on "Fostering Innovation and Entrepreneurship: Initiatives of Atal Innovation Mission" organized by the Adamas University on 9th September, 2022. A One day Orientation Session on "Translational Research and Bio-entrepreneurship" was held at the college premises on 16th November, 2022. A MoU was signed between our College and E-YUVA Centre, Adamas University on 5th December, 2022.

File Description	Documents
Paste link for additional information	<a href="https://bkcc.ac.in/pdf/Mou-IIC-Adamas.pdf">https://bkcc.ac.in/pdf/Mou-IIC-Adamas.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Successfully Implemented Activity in the session 2022-2023 :**  
**Establishment of Dr. Hiralal Chaudhuri Laboratory for Department of Industrial Fish and Fisheries**

On 12th July, 2022 the department of IFF on the occasion of National Fish Farmers' Day, 2022 inaugurated the newly renovated departmental laboratory, named after Dr. Hiralal Chaudhuri, the pioneer person behind the "Blue revolution" in India in presence of Professor Sumit Home Chaudhuri, Senior Professor and Ex-Head, Department of Zoology, University of Calcutta.

To set up this laboratory as per requisition from the department one laptop, one projector and three wall hanging cabinets are purchased utilising the college fund of Rs. 1,95,863/-. Besides, students of the department with great enthusiasm made aquariums and collected specimens for museum. Presently, more than 150 fish species of fresh, brackish and marine habitats have been preserved in the museum. Most of the specimens are collected from excursions organised by the department time to time. In total 11 aquariums with different varieties of ornamental fishes have also been kept to enrich the knowledge of the students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://bkcc.ac.in/NAAC/criteria_6/2022-23/6.2.1establishment%20of%20Hiralal%20Choudhury%20lab%20IFF.pdf">https://bkcc.ac.in/NAAC/criteria_6/2022-23/6.2.1establishment%20of%20Hiralal%20Choudhury%20lab%20IFF.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 bodies/sub-committees [i.e., Finance sub-committee of GB] which ensure decentralization and participatory management. The President of the Governing Body and Principal, as Secretary of the Governing Body, are at 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 updated guidelines of both WBSU-statute and WB Govt.service rules. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission, as our college has no autonomy to appoint any teacher on substantive basis. Our college conducts PG courses in Botany, Mathematics and Physics. 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	<a href="https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf">https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf</a>
Link to Organogram of the institution webpage	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=343&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=343&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

- There are four staff Quarters within college premises for teaching and non-teaching staffs to facilitate employees coming from distant areas.
- Benefits in the form of leave, retirement, medical facilities and cooperative loans were provided as per the guidelines of the Government of West Bengal, West Bengal State University and West Bengal Cooperative Society.
- The BKCC Staff availed different [EL,CL, Medical & Child care, etc.] leaves and pay leaves as per the provisions of West Bengal State University.
- Procedural support was extended to teachers in the form of study leave, duty leave and post-doctoral leave.
- Health cards were provided to the teaching staff that enabled the availability of health facilities and reimbursement/reduction of medical bills as per West Bengal Health Scheme.
- The College is fully maintained with facilities like first aid kit & blood pressure machine.
- Eye testing camp held on 24th and 25th march 2023 provided eye testing facility of the college staffs.
- College ensured that none of the contractual employees lost their jobs.
- IQAC Cell also conducted online programs for the teaching and non-teaching staff on topics such as use of Google meet and use of e-resources.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

5

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

4

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

18

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

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

**Teachers' Appraisal:** College has a system of collecting information about the academic achievements of the faculty members [e.g., publications, conferences attended, papers presented and functioning as resource persons/chairing sessions, etc.] through self-appraisal reports. 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 reported by IQAC. Every department regularly conducted Departmental Meetings among departmental faculties where agendas 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	Nil
Upload any additional information	<a href="#">View File</a>

#### 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, the Higher Education Department of Government of West Bengal conducts External audit on a regular basis every year by the HED, WB appointed auditor. 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 external audit was done for the financial year 2019-20. Last three years, no list of Panel Auditors had been published by the HED, WB. Accordingly external auditing could not be done. Presently, our college has prepared the necessary documents and files for external audit.

As the external audit are not commencing for three years our college has gone to the internal audit procedure. Internal audit for the financial year 2020-21, and 2021-22 are already done by Government registered Auditor and internal audit for consecutive financial year will be done very shortly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

0.115

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

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

For the effective and efficient use of available resources of the college the institutional mechanism areas follows:

In the Governing Body meeting the report of the Finance sub-committee is placed and then by appraising every member of the Governing Body about the trends of college finance management is implemented.

For internal finance management Tally software 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.

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	Nil
Upload any additional information	<a href="#">View File</a>

## 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 stakeholders. 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 class 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.

File Description	Documents
Paste link for additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=337&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=337&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

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.

Interdisciplinary activities in teaching learning process are encouraged in our institution. For this purpose few courses of some subjects are taught by the expert faculties of other departments.

For effective and student supportive mechanism the online mode of teaching and evaluation system is running along with direct offline teaching learning.

#### 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. For easy & effective e-L earning system Google workplace i.e. Google forms, Google docs, Google sheets, Google slides, and Google Classroom and Google Meet platforms are used . A substantial number of e-contents provided by the teachers in Google classroom as well as in the student corner of our college website in order assist students in their preparation for the courses.

File Description	Documents
Paste link for additional information	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=61&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=61&amp;Itemid=0</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=119&amp;Itemid=0">https://bkcc.ac.in/index.php?option=com_content&amp;view=article&amp;id=119&amp;Itemid=0</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The institution has a robust atmosphere of gender equanimity in the campus which is reflected in the girls and boys student ratio. Girls' Hostel in the college provides safe shelter for girl students. College has an Internal Complaints Committee (ICC) constituted under Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Guidelines 2016. 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.

- A Seminar was organized on 2nd December, 2022 . Professor Swati Ghosh, Department of Economics, Director of the Women's Studies Centre, Rabindra Bharati University delivered a Lecture on : " Gender Equality or Equity : A contemporary Issue" .
- Marked annually on March 8th, International Women's Day (IWD) is a global day celebrating the social, economic, cultural and political achievements of women. BKC College celebrated the same through oneday programme including quiz, poster presentation, short awareness video.

File Description	Documents
Annual gender sensitization action plan	<a href="https://bkcc.ac.in/NAAC/criteria_7/2022-23/7.1.1%20Action%20Plan%20(2022-2023).pdf">https://bkcc.ac.in/NAAC/criteria_7/2022-23/7.1.1%20Action%20Plan%20(2022-2023).pdf</a>
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	<a href="https://bkcc.ac.in/NAAC/criteria_7/2022-23/7.1.1%20Support%20Facilities%20%282022-2023%29.pdf">https://bkcc.ac.in/NAAC/criteria_7/2022-23/7.1.1%20Support%20Facilities%20%282022-2023%29.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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.

- 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.
- The College has successfully minimized the use of paper through an increased focus on ICT in teaching, learning and administration.
- Radioactive and hazardous waste: No such hazardous and radioactive elements are used in any of the labs of the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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.**

C. Any 2 of the above

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

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

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

It is the duty of an educational institution to encourage an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff.

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

- On 10th August, 2022, the Cultural Committee organized a programme on the occasion of death centenary of Rbindranath Tagore.
- On 27th September students of Industrial Fish and Fisheries Department organized a cultural programme to celebrate Durga Puja.
- The BKCC NSS organized an educational kit and chocolate distribution program along with a cleanliness drive on 30.09.2022 at nearby Dunlop parking slum.
- The Annual Social of the BKC College was organized by the students' union of the college on the 7th December 2022.
- A cultural program was organized by the Cultural Committee on January 6th to commemorate the students' week as per

Government order.

- 21st February, International Mother Language Day was observed by the Department of Bengali in association with IQAC.
- Basanta Utsav was celebrated by the Cultural Committee on the 3rd of March 2023.
- The Department of English commemorated the 459th Birth Anniversary of William Shakespeare on 26th April, 2023.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

- Students of Semester VI Economics honours presented their projects at a seminar held on 5th July 2022 on 'Inequality in India- levels and trends'.
- On 23rd September, 2022 an awareness programme on Dementia was organized by the IQAC of the College.
- On 23rd of September 2022, Department of Economics arranged an inter Departmental special lecture on the topic: "The story of freedom struggle - looking back at India's independence".

- An awareness programme on Student Scholarships was organized by Equal Opportunity Cell of BKC College on 18th November 2022.
- The Add-on certificate course on 'Intellectual Property Rights' was begun on 25th February by the Department of Botany online.
- The Internal Complaint Cell (ICC) of the College celebrated International Women's Day on 10th of March, 2023.
- The Departments of English and Bengali organised a One-day National Seminar in collaboration with IQAC on 23rd May, 2023 on "Gender and Media".

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://bkcc.ac.in/NAAC/criteria_7/2022-23/7.1.9%20%282022-2023%29.pdf">https://bkcc.ac.in/NAAC/criteria_7/2022-23/7.1.9%20%282022-2023%29.pdf</a>
Any other relevant information	Nil

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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.
- Van Mahotsav-2022 (Forestry Week) was organized on 25th of July by Swacchta Action Plan (SAP) Committee and NSS unit.
- The Cultural Committee and the NSS unit jointly organized a programme to celebrate the 75th Independence Day on 15th August.
- On 2nd October, 2022, the Department of Industrial Fish and Fisheries celebrated the birth anniversary of the "Father of the Nation" Mohandas Karamchand Gandhi.
- On 6th December 2022, Department of Botany commemorated the 164th birth anniversary of Sir Jagadish Chandra Bose.
- Republic day was celebrated with vigour and spontaneity with the hoisting of the National Flag by the Principal Dr. Papia Chakraborty and Anirban Barman, PO of BKC NSS Unit.
- Students of the College actively participated in the National Science Day Celebration on 28.2.2023.
- The Internal Complaint Cell (ICC) of the College celebrated International Women's Day on 10th March, 2023.
- A Plantation drive was organised by the SAP Committee to celebrate World Environment Day on 5th June, 2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



## 7.2 - Best Practices

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

### Best Practice 1: Science day Celebration:

**Objective and Context:** Since 28<sup>th</sup> February, 2020 B KC College has successfully Celebrating National Science Day (NSD).

**The Practice:** In 2020, students from several schools in the nearby locality were invited in our college. The program consisted of popular scientific talks, laboratory visit, demonstration of scientific experiments and exhibits.

**Evidence of Success:**The practice followed its successful continuation in the following years as well. In 2021 and 2022 NSD was celebrated virtually because of covid-19 pandemic. In 2023 NSD was celebrated via offline mode.

**Problems Encountered:** During the Covid-19 pandemic period, it was difficult to have hands- on scientific exhibits and laboratory demonstrations.

### Best Practice-2: Swachhta Action Plan Activities:

**Context:** Swachhta Action Plan Committee, Brahmananda Keshab Chandra College is registered under Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education, Ministry of Education, Government of India.

**Objective:** As the action plan and working area suggests, this committee has been conducting several activities regarding all the aspects of 'Swachta' and 'Jal-Shakti'.

**The Practice:** All sub teams like Water management, Energy management, Waste management, Sanitation and Hygiene, and Greenery carried out regular audits and activities in College campus.

BKC has gained various Titles and Recognitions.

**Problems:** shortage of human resource and fund crunches were encountered and it is difficult to ensure the participation of students in the SAP committee activities as students are in very compact curriculum schedules.

File Description	Documents
Best practices in the Institutional website	<a href="https://bkcc.ac.in/NAAC/criteria_7/2022-23/207.2.1%20%282022-2023%29.pdf">https://bkcc.ac.in/NAAC/criteria_7/2022-23/207.2.1%20%282022-2023%29.pdf</a>
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

**Introducing Skill Enhancing Addon courses:**

Add-on courses help students acquire skills and knowledge that are not covered in their core curriculum. These additional skills and knowledge can make graduates more attractive to employers who are looking for candidates with specialized expertise. Keeping the above points in mind Brahmananda Keshab Chandra College has introduced several 30 hours add-on courses for students. And successfully completed quite a few.

**LIST OF COURSES INTRODUCED:**

- 1: CERTIFICATE COURSE ON BASIC COMPUTER LITERACY: Conducted by the Department of Computer Science in Collaboration with Career Counselling and Placement Cell.
2. HAND ON SKILL DEVELOPMENT COURSE ON" BASIC TOOLS IN BIOTECHNOLOGY" :Conducted by the Department of Zoology in collaboration with E-Yuva Centre, Adamas University.
3. THE CERTIFICATE COURSE ON COMMUNICATIVE ENGLISH AND WORKPLACE READINESS:Conducted by Career Counselling and placement cell.
4. GROW YOUR OWN MUSHROOM: Conducted by Department of Botany
5. BEST MANAGEMENT PRACTICES ON HEALTH AQUARIUM KEEPING:Conducted by the Department of Industrial Fish and Fisheries.
6. FOOD ADULTERATION: Conducted by Department of Chemistry.
7. ASSESSMENT OF FAUNAL DIVERSITY AND RELATED ISSUES: Conducted by the Department of Zoology.

8. CONTENT WRITING AND SPECIALIZED REPORTING: Conducted by the Department of English.

9. SOLVING PROBLEMS RELATED TO MATHEMATICS: Conducted by the Department of Mathematics.

10. MICROBIAL QUALITY CONTROL IN FOOD AND PHARMACEUTICAL INDUSTRIES: Conducted by the Department of Molecular Biology and Biotechnology.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### PLAN OF ACTION :

- 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. Initiating more and more beyond campus environmental promotional activities.
- Perennial water pool to be maintained to promote biodiversity. E waste to be disposed of for recycling through an authorised company. Completion of the Rain Water Harvesting Facility.
- 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.
- Annual 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.
- Skill enhancing Addon courses to be continued for the benefit of thr students.