



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

**BRAHMANANDA KESHAB CHANDRA
COLLEGE**

- Name of the Head of the institution **Dr. Papia Chakraborti**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03325775878**
- Mobile no **9830467390**
- Registered e-mail **bkccollegebonhooghly@gmail.com**
- Alternate e-mail **bkccollegebonhooghly@gmail.com**
- Address **111/2 B.T ROAD; Bon-Hooghly**
- City/Town **KOLKATA**
- State/UT **West Bengal**
- Pin Code **700108**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **West Bengal State University**
- Name of the IQAC Coordinator **Dr. Kalpataru Halder**
- Phone No. **8013260954**
- Alternate phone No. **8013260954**
- Mobile **8013260954**
- IQAC e-mail address **iqacbkccollege@gmail.com**
- Alternate Email address **iqacbkccollege@gmail.com**

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

https://bkcc.ac.in/index.php?option=com_content&view=article&id=59&Itemid=0

4. Whether Academic Calendar prepared during the year?

Yes

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

https://bkcc.ac.in/Academic%20Calendar/Academic%20Calendar_2023-2024.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.28	2016	01/12/2016	01/12/2021
Cycle 2	B+	2.64	2024	06/12/2024	06/12/2029

6. Date of Establishment of IQAC

07/05/2013

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

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

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

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 7

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

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

- If yes, mention the amount

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

The IQAC has demonstrated significant dedication to maintaining and enhancing the quality standards of the institution by successfully submitting the Annual Quality Assurance Reports (AQARs) for the academic years 2020-21, 2021-22, and 2022-23. By submitting these AQARs, the IQAC not only complied with the requirements of accreditation bodies but also ensured a transparent and reflective process that facilitates institutional growth.

The IQAC played a key role in facilitating the academic and administrative audit conducted by the affiliating university, West Bengal State University (WBSU). This audit was an essential exercise aimed at ensuring the institution's adherence to academic standards, administrative efficiency, and overall quality management.

The IQAC in collaboration with the Career Counseling & Placement Cell involved in organizing career fair, campus recruitment events, where exceptional talent and bright futures converge. This platform will showcase students' skills and potential, providing companies with the opportunity to discover their next stars, while students uncover the paths to their aspirations.

The college successfully organized a range of real-world, job-oriented certificate courses, designed to equip students with

practical skills for their future careers. One notable initiative was the promotion of the Indian knowledge system, particularly through the introduction of certificate courses in Brahmi and Sarda Scripts. These courses not only offer valuable expertise in ancient scripts but also help, preserve and promote India's rich cultural heritage.

The Internal Quality Assurance Cell (IQAC) played a pivotal role in the implementation of the National Education Policy (NEP) 2020 at the college. As the guiding body for quality enhancement and assurance, the IQAC facilitated the integration of NEP 2020's key recommendations into the academic and administrative processes 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
On-time submission of AQAR	AQAR for the session 2020-21, 2021-22 & 2022-23 were submitted.
Academic and Administrative Audit	Academic and Administrative audit was conducted by the affiliating university West Bengal State University.
Organize National. International Seminar, Workshop	International and national-level seminars, webinars, and workshops were organized on various pertinent topics. Induction program for newly admitted students were organised to inform about the facilities, opportunities and activities of the college.
Organize/participate Entrepreneurship program	The IIC-BKC College, represented by 11 students and 5 faculty members, participated in the Adamas Innovation & Entrepreneurship Conclave held at Adamas University on August 2023. Five of our E-Yuva fellows, along with their mentor Dr. Sourav Sikdar, set up a stall showcasing their innovative fish food formulation and demonstrated the product.
Implementation of NEP-2020	The successful implementation of NEP 2020 at the college led to the integration of interdisciplinary learning, skill development, and technology-enhanced education. The curriculum was updated to promote flexibility, experiential learning, and holistic development.
To collect the feedback from stakeholder and analysis the same	The college regularly collects feedback from various stakeholders, including

	students, faculty, alumni and parents, to assess the effectiveness of academic programs and institutional services. This feedback is systematically analyzed to identify areas of improvement, enhance teaching-learning processes, and align the college's offerings with the needs of all stakeholders.
To organize career fair with Career Counseling and Placement Cell	The Career Counselling & Placement Cell, in collaboration with the IQAC of the college, organized a Career Fair on October 2023 at the college premises. Seven organizations took part in the event. Students visited the stalls and actively participated in the seminar.
Celebration of important dates and convey awareness	IQAC in association with NSS and other Cell of the college celebrated several important dates to promote awareness, including International Mother Language Day, National Youth Day, Parakram Diwas, Republic Day, National Science Day, Voter Awareness Campaign, and Basanta Utsav.
Water Recycling Project	The Water Resource and Agri Irrigation Department of the Government of West Bengal initiated the Rainwater Harvesting Project at the college. The project is being carried out under the supervision of the Swachhta Action Plan (SAP) Committee.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	13/11/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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<p>The college successfully organized a range of real-world, job-oriented certificate courses, designed to equip students with practical skills for their future careers. One notable initiative was the promotion of the Indian knowledge system, particularly through the introduction of certificate courses in Brahmi and Sarda Scripts. These courses not only offer valuable expertise in</p>		

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	13/11/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	15/03/2024

15. Multidisciplinary / interdisciplinary

Brahmananda Keshab Chandra College, affiliated with West Bengal state University, offers higher education in the Science, Social Science and Humanities stream and follows the NEP-2020 (National education Policy & CBCS (Choice Based Credit System) curriculum prescribed by the university. This curriculum places a strong emphasis on interdisciplinary and multidisciplinary approaches to benefit students and enhance their academic experience. Recognizing the growing significance of such approaches, the university has introduced various courses, including Generic Elective (GE), Discipline Specific Elective (DSE), Multidisciplinary Course (MDC), Skill Enhancement Course (SEC) which students are required to undertake each semester to broaden their knowledge base. Additionally, the curriculum includes Ability Enhancement Courses (AEC) in areas such as Environmental Studies, Communicative English, and Creative Writing, among others, to further equip students with essential skills and awareness. To promote interdisciplinary education, the institution has fostered better coordination among departments and established inter-institutional collaborations. Faculty and resource exchanges through Memorandums of Understanding (MoUs) have been implemented to enhance teaching, learning, and resource sharing, contributing to a more holistic and enriched educational environment.

16. Academic bank of credits (ABC):

As an institution affiliated with West Bengal state University, Brahmananda Keshab Chandra College strictly adheres to the rules and regulations established by the university. In alignment with the National Education Policy (NEP) 2020, the college implemented the revised curriculum in 2023, following the framework and

guidelines set by the affiliating university. This transition underscores the institution's commitment to providing education that is both modern and aligned with national priorities. One of the significant components introduced as part of the NEP 2020 is the Academic Bank of Credits (ABC), a centralized mechanism developed by the university. This innovative system allows students to accumulate and transfer academic credits earned during their studies, facilitating flexibility and seamless academic mobility across institutions and disciplines. The affiliating university has mandated the adoption of this system in its colleges and centrally monitors its implementation and functionality. In response, Brahmananda Keshab Chandra College has actively promoted the Academic Bank of Credits among its students, encouraging them to register on the designated portal provided by the university. The college has conducted awareness sessions and provided necessary guidance to ensure that students understand the process and benefits of the ABC system. By registering, students can take full advantage of this platform, which empowers them to personalize their academic journeys, explore multidisciplinary courses, and enhance their overall learning experience. Through this initiative, the college not only ensures compliance with the NEP 2020 but also reinforces its dedication to fostering a progressive and student-centric educational environment. By leveraging the ABC system, students are better equipped to pursue diverse learning opportunities, paving the way for academic and professional success in an increasingly dynamic world.

17.Skill development:

Brahmananda Keshab Chandra College has consistently undertaken a variety of programs to enhance skills among students, and faculty. These initiatives, spearheaded by the Internal Quality Assurance Cell (IQAC) and the Career Counselling Cell and Placement cell, include a wide range of activities aimed at developing soft skills, entrepreneurial abilities, and proficiency in emerging technologies to prepare participants for evolving career opportunities. Recognizing the importance of skill development in today's competitive world, the affiliated university has granted approval for the college to offer skill development "add-on" courses on various field. These courses are being seamlessly integrated into the college curriculum to provide students with valuable learning opportunities beyond the traditional academic framework. In addition to these initiatives, every academic department offers Skill Enhancement Courses (SECs) specifically designed to provide students with practical, hands-

on knowledge in various subject areas, emphasizing vocational and career-oriented learning. To ensure comprehensive skill development, 4 credits are allocated to SECs within the academic structure. Each student is required to complete at least two Skill Enhancement Courses during their program of study, equipping them with practical experience and industry-relevant competencies prior to graduation. Through these measures, the institution aims to prepare students for the demands of the professional world, empowering them with the skills and knowledge necessary to excel in their chosen career paths. Faculty development is also a priority, with teachers regularly encouraged to participate in courses and training programs conducted by Human Resource Development Centres (HRDCs), universities, and other institutions. These opportunities are designed to keep educators updated on the latest advancements in their fields and enhance their teaching methodologies.

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

At our college, all National Service Scheme (NSS) activities conducted in the adopted slum area are carried out in the local Bengali language. This practice is intentionally upheld to promote and preserve the local language, art, and culture. Our students actively engage in various cultural events, such as Basanta Utsab and Rabindra Jayanti, showcasing their enthusiasm and commitment to cultural heritage. Their dedication is reflected in the recognition they receive, with several students earning prestigious medals in university-level cultural competitions. Each year, our college magazine, Lekhomonjari, serves as a platform for creative expression, featuring a wide range of articles in both English and Bengali to cater to a diverse readership. In addition, to encourage the propagation of Sanskrit knowledge and appreciation for this ancient language, the college has introduced an Add-on course dedicated to Sanskrit studies. Through these initiatives, the institution continues to celebrate cultural diversity while fostering academic and linguistic growth.

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 fully equipped to deliver online instruction, ensuring uninterrupted learning experiences for students. Leveraging a diverse range of online platforms, including Zoom, Google Meet, the Webex platform, Google Classroom, and WhatsApp conference, the college has successfully integrated technology into its teaching and learning processes. Significant investments in technological infrastructure have been made to support this transition. Most classrooms are now equipped with LCD projectors, and the entire campus is covered by Wi-Fi, enabling seamless implementation of online and hybrid education. Both students and faculty members have embraced these advancements, recognizing the flexibility and efficiency offered by a blended approach to teaching and learning. Since 2020, academic departments have adopted Google Classroom for most subjects, facilitating the efficient exchange of educational resources and communication with students. Faculty members have received extensive training through Faculty Development Programs (FDPs), Short-Term Training Programs (STTPs), and workshops to enhance their proficiency in utilizing various online platforms and Massive Open Online Courses (MOOCs) for effective teaching. Additionally, many

faculty members have independently explored and mastered online teaching tools to ensure the delivery of high-quality education. The institution has effectively used these platforms not only for conducting regular lectures but also for hosting national and international conferences, meetings, programs, webinars, and seminars. This adaptability has enabled the college to maintain a dynamic learning and knowledge-sharing environment, catering to the needs of students and faculty alike. These efforts reflect the institution's ongoing commitment to embracing technology to enhance education and foster continuous growth in the digital era.

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	View File

2.Student

2.1	379
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	796
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	140
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1 65

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 66

Number of sanctioned posts during the year

File Description	Documents
Data Template	View File

4.Institution

4.1 52

Total number of Classrooms and Seminar halls

4.2 39.5515334

Total expenditure excluding salary during the year (INR in lakhs)

4.3 55

Total number of computers on campus for academic purposes

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

The 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	View File
Link for Additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=337&Itemid=0

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	View File
Link for Additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=339&Itemid=0

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

33

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

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

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

12

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

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

127

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

1.3 - Curriculum Enrichment

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

The 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

16

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

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

122

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	https://bkcc.ac.in/NAAC/criteria_2/2023-24/STUDENT%20SATISFACTION%20SURVEY%202023-24.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bkcc.ac.in/NAAC/criteria_2/2023-24/STUDENT%20SATISFACTION%20SURVEY%202023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

143

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

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

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

24

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

It is primarily through the classroom interactions that the teachers assess the learning levels of the students and organizes special programs for advanced learners and slow learners.

For advanced learners the approaches adopted are as follows -

- More challenging work in the form of quiz, projects and home assignments
- A well-stocked library with advanced reference facilities through OPAC
- Encouragement for participation in inter-college and intra-college competitions
- Special lectures by eminent speakers from industry and academia
- Counseling by faculty to appear for competitive examinations
- Mentoring the students for appearing in campus selection board
- Participation in seminars and workshops
- Student Seminars

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
- Teachers available beyond class hours to counsel the weaker students over phone and interfaces
- 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

- Remedial Classes for are also arranged.
- To inculcate interest for the subject, different activities are organized through Eco-club, and Phyto-friends

File Description	Documents
Paste link for additional information	https://www.bkcc.ac.in/NAAC/criteria_2/2023-24/2-2-1%20institution%20assesses%202023-24.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
379	65

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To carry out the Teaching-Learning Process efficiently, we use several student centric methodologies.

- Group discussions, Debate, Essay & Quiz session, Tutorials and Projects under the supervision of faculty members
- Several social survey, blood donation camps, and awareness/sensitization campaigns are regularly organized by NSS Unit
- 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.
- Arrangement of innovative teaching learning process by poem reading and by creating You Tube videos by the students.
- Faculty/Student exchange programs with Institutions under MoU to encourage knowledge-based interaction.
- The college promotes learning by inculcating creative skills

among the students through Add-On/Certificate Courses.

- Cultural competitions for dance, recitation, songs, and drawing, etc. are organized for the students to keep the premises vibrant throughout the year.
- Several commemorative days and festivals are celebrated throughout the year
- Production of Oyster Mushroom by the students under the banner of PG Department of Botany for developing entrepreneur skills
- Production of Bio-enzymes by the biodegradation of biological waste and packaging of the product in recycled bottles by the students of Zoology Department to encourage experimental learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.bkcc.ac.in/NAAC/criteria_2/2023-24/2-3-1%20mod.pdf

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, LCD projectors, digital microscope 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 KOHA. The college has subscribed to INFLIBNET (N-LIST) 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.
- For circulating curriculum information and study material Student WhatsApp group is created.

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

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

2.3.3.1 - Number of mentors

63

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

2.4 - Teacher Profile and Quality

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

65

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

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

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

49

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

695

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

2.5 - Evaluation Process and Reforms

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

The evaluation of the students' academic performance is done by Internal assessment. 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, 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	View File
Link for additional information	https://www.bkcc.ac.in/NAAC/criteria_2/2023-24/2-5-1%20Mechanism%20of%20internal%20assessment%202023-24.pdf

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

Internal evaluation is included in the University Examination System and hence they are conducted as per the guidelines and timelines provided by the University so that the teacher can understand the strength and weakness of the students guide them properly.

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.

Three Post Graduation programs are running in the Botany, Mathematics and Physics Department of the college. Internal assessment is done by class tests, viva voce, project-based power point presentation etc. The End-Semester Examination is conducted by the respective departments. Question framing is done by the subject teachers and moderation by PG BoS- selected teachers from other universities/colleges.

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

2.6 - Student Performance and Learning Outcomes

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

During the assessment period the college has offered 13 undergraduate Honours Programs, 2 undergraduate General programs and 3 Post graduate Programs (M. Sc. In Botany and Mathematics introduced in 2017 and M. Sc. in Physics in 2022). At the end of all programs, 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 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 (POs), programme specific outcomes (PSOs) and Course Outcomes (COs) for all Programmes offered by the institution (following the curriculum of all the programs framed by the West Bengal State University) are prepared by the teachers according to UGC guidelines and keeping in mind the hierarchical model of outcome-based education.

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

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

The 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.
- 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 for individual is based on some benchmark values. The threshold percentage for individual course attainment is taken as 40% i. e. pass marks.
- The overall course outcome attainment index is based on some benchmark values. The threshold percentage for overall course attainment is 50%.
- If less than 50% students of the class score at least 50% marks, attainment score of course is one, and the score varies between 2 to 4 depending on the percentage of students attaining 50% on CO.
- The course outcome attainment values along with the course outcome program outcome mapping helps in evaluating the course and program outcome and the overall attainment of the subject.

The student progression into higher studies, placement records and

their achievements in other activities also indicate successful attainment of programme outcomes and course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.bkcc.ac.in/NAAC/criteria_2/2023-24/2.6.2_%20CO%20analysis-%202023-24.pdf

2.6.3 - Pass percentage of Students during the year

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

62

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.bkcc.ac.in/NAAC/criteria_2/2023-24/2-6-3-2%20Subject%20wise%20annual%20Performance%20Report-2023-24.pdf

2.7 - Student Satisfaction Survey

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

https://www.bkcc.ac.in/NAAC/criteria_2/2023-24/2-7-1%20Student%20satisfaction%20survey.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)

21.81496

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****3**

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****2**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://prism.serbonline.in/ResearchSupport

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

transfer of knowledge

B.K.C. College promotes innovation, incubation, IKS, and knowledge transfer through diverse initiatives. The IIC, via its incubation center and IPR cell, fosters creativity, research, and entrepreneurship, emphasizing IPR protection. The incubation center supports innovative ideas, nurturing them into viable ventures through resources and mentorship. IKS is integrated into the curriculum and offered as add-on courses, with collaborations ensuring access to traditional Indian knowledge.

Knowledge transfer is facilitated through various research and development activities. The RDC (Research and Development Cell) encourages faculty research, PhD pursuits, and student supervision. The college also facilitates research consultancy (e.g., with Symagine Solutions, an NGO) and supports publication in peer-reviewed journals and conference presentations. Securing research grants from organizations like SERB and BIRAC E-Yuva Scheme further strengthens research. Research consultancy and publication support are provided. Grants from SERB and BIRAC's E-Yuva Scheme enhance research. The library's INFLIBNET subscription offers access to numerous journals and e-books. Modern infrastructure, including ICT-enabled classrooms, labs, and a fully automated library, further supports knowledge transfer and a modern learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=325&Itemid=0

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

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

22

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

3.3 - Research Publications and Awards

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

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

02

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

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

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

8

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

3.3.3 - 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

18

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

3.4 - Extension Activities

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

The college actively engages with the local community through various initiatives organized by its committees and cells like NSS, SAP, IQAC, and ICC. These outreach programs aim to raise social awareness and holistically develop students.

Activities include Awareness Drives, Campaigns and Community Service Initiatives

- Van Mahotsav (afforestation drive taken up by NSS and SAP),
- Meri Mati Mera Desh (An Indian government initiative to honour our martyred braveheart men and women fostering national pride and environmental conservation campaign done by NSS),
- Independence Day (celebrationhood, promotes patriotism)
- Amrit Kalash Diwas
- Constitution Day
- World Environment Day (promotes Env. conservation and urban greenery by NSS & SAP)
- National Sports Day (fosters sense of camaraderie & collective effort)
- NSS Foundation Day (Swachata Abhiyan and aid to slum children)
- Ashiana Home Outreach (essentials for needy children)
- Parakram Diwas
- Republic Day
- Voter Awareness Campaign
- Red Ribbon Club (AIDS awareness), and
- JALASATRA (serving refreshments).
- Gender sensitization workshops & International Women's Day celebration by ICC.

Outcome: Student participation in these activities

- Promote environmental consciousness, social responsibility, and national unity.
- Fosters a bond with the community, enhances self-confidence and self-esteem,
- Creates networking opportunities, strengthens compassion and personal efficacy,
- Improves social responsibility and citizenship, and
- Develop interpersonal, leadership, and communication skills.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=309&Itemid=0
Upload any additional information	View File

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

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

03

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

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

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

20

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

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

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

421

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

3.5 - Collaboration

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

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

24

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****27**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

1. The college has a three storied building, 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 existing ones to cater to the class-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. A separate SERB-funded research Laboratory established by Physics in 2023-2024.
5. A Central instrument Room funded by DBT-BOOST equipped with sophisticated instruments and another well-equipped laboratory funded by UGC used for research.
6. 15 classrooms with ICT facility. Movable-projectors used as required.
7. Large rooms used for organizing seminars/conferences, University-examinations etc.
8. Attendance of staffs maintained through the Biometric System.

9. Canteen, boys and girls common room for students.
10. Departments have seminar libraries with books of regular need.
11. ICT enabled Conference Room for holding meetings.
12. Backup-generator facilities.
13. Solar panels (15 KWP) maintained in the Roof-top
14. A medicinal garden near the Janaki Ammal Sacred Grove.
15. A functional Sanitary Napkin vending machine.
16. A Rainwater harvest Unit and a Vermicomposting pit.
17. Separate rooms for Career counselling cell and IIC.
18. Incubation facility for Mushroom Culture and a "Biodiversity-Museum" displaying flora and fauna of our college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/NAAC/criteria_4/2023-24/Metric_4.1.1_2023-24_final.pdf

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 has been used organizing MLA cup, 2023.

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. Basanta Utsav is organized in the college ground.

5. The NSS observes special days like Republic Day, Independence Day, Birth Anniversary of Netaji Subhash Chandra Bose and Swami

Vivekananda, Kargil Diwas to mention a few in the college campus.

6. Saraswati Puja is being organized by the students in grandeur.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/home.php#gsc.tab=0

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	View File
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=330&Itemid=0
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

9.54701

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- In the academic year 2023-2024, total 1470 books were processed through KOHA Software (Version: 3.14.06.000).
- From this year decision was taken to incorporate the library ID barcode into college ID card of the students to facilitate automated circulation.
- N-List subscription was renewed for the period of 2023-2024 for access to e-journals and e-books.
- In this period library subscribed three peer reviewed journals Current Science, International Journal of History & Anustup and newspapers to cater the needs of faculty and students.
- Books were purchased from the bookfair organized by our Library and PCM Mahavidyalaya in collaboration with Paschimbanga Itihas Sansad held in May 2023.
- For speedy access to internet, central library's Router had been replaced to Router TPLINK. Moreover regular maintenance of computer and accessories were done.
- Partition work, re-arrangement of books in library have been done for providing better library services.
- A Library Induction Program was held on 10-08-2023 for Semester-I students.
- A Hands-on training program on e-attendance and web OPAC for the students of semester II and all teaching staff was organized on 16-05-2024.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>View File</td></tr> <tr> <td>Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	View File								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File								
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)									
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)									
0.64435									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Audited statements of accounts</td><td>View File</td></tr> <tr> <td>Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Audited statements of accounts	View File	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Audited statements of accounts	View File								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File								
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)									
4.2.4.1 - Number of teachers and students using library per day over last one year									
8									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of library usage by teachers and students</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	View File								
Details of library usage by teachers and students	View File								
4.3 - IT Infrastructure									
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi									

The college periodically upgrades its IT facilities:

1. Learning Management system (LMS) has been introduced in the current academic session.
2. 1 desktop and 1 printer was purchased by the department of Physics under the SERB project.
3. The AMC services of different computers and their accessories were renewed. Computers were repaired and upgraded.
4. The Wi-Fi services were upgraded. For speedy access to internet, central library's Router had been replaced to Router TPLINK
5. Subscription to INFLIBNET renewed.
6. 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.
7. The accounts of the College are maintained by Tally Prime. AMC for the same had been renewed annually.
8. 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	View File
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=281&Itemid=0

4.3.2 - Number of Computers

66

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

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****22.80073**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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 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.

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

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkcc.ac.in/home.php#gsc.tab=0

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**

90

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

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

8

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://www.bkcc.ac.in/NAAC/criteria_5/2023-24/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

310

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

310

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

16

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

1

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

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

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)	View File

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

A student member is present in all meeting of the various subcommittees (Academic, Magazine, Cultural, Sports, Career and Placement Cell among other sub-committees) held regularly in the

College. Student representation is present in the Governing Body of the College and IQAC. The student representative at all such meetings voices his/her opinions/ideas about various issues keeping in mind the interests of the students. Student representatives are present in various Organizing Committees that work towards organizing Seminar/Symposia/Workshops in the College. 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, among others. They are closely involved in all NSS activities and help in coordinating various awareness programmes, outreach programmes, Blood donation camps. Regularly tree plantation programmes are undertaken by students in association with NSS. Students are actively involved in sports and cultural activities held in the College They organize the Annual College Social, Freshers' Welcome, Annual College Sports, Saraswati Puja, Rabindra Jayanti, among others.

File Description	Documents
Paste link for additional information	https://www.bkcc.ac.in/NAAC/criteria_5/2023-24/5.3.2.pdf
Upload any additional information	View File

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

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

22

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

5.4 - Alumni Engagement

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

Brahmananda Keshab Chandra College takes pride of a huge number of successful former students, who shine in different spheres of life. Since the establishment, former students of Brahmananda Keshab Chandra College have been extending the hands of support to their Alma Mater.

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, Zoology Honours, Mathematics Honours, Bengali Honours at the University Final Examination. The highest scorer in B.Sc. Honours is also awarded a prize by the Alumni Association. The association expends Rs. 30,000 on the prizes mentioned above. In the Annual General Body meeting, new Executive Committee of the Association is elected at regular interval.

The Association celebrates the college foundation day(27thJuly) every year. The B.K.C. College Alumni Association assembled at college on 18.02.2024 on the occasion of 24th reunion of the association.

The Alumni Association aims to establish a healthy and fruitful relationship between the existing and the former students to strengthen the existence of the College.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Brahmananda Keshab Chandra College, Government sponsored college, established in 1956 under affiliation of the University of Calcutta and from 2008 onwards, it has affiliation with West Bengal State University. The college has recognition under section 2(f) and 12 (b) of the UGC Act. The leadership and governance of the college ensured an environment conducive for attaining the vision and the mission of the college based on policies of participative management in decision making & implementation by the Governing Body, Principal and the IQAC. This is also reflected in various institutional activities and practices, which immensely help for sustained institutional growth with decentralization & participation of stakeholders to achieve Institutional perspective plans. Presently, the college has a fully wi-fi enabled campus and use of ICT in teaching-learning-examination and administrative affairs of 3-PG & 19-UG-departments. 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 fulfil the vision & mission of our college.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=53&Itemid=0
Upload any additional information	View File

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

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 Institute Innovation Council.

The Institute Innovation Council of Brahmananda Keshab Chandra was officially recognised by the Ministry of HRD initiative in the academic year 2023-24. We have undertaken various self driven activities following the IIC calendar of events and observed the World Entrepreneurs? Day. We took active participation in the Adamas innovation & Entrepreneurship Conclave 2023 held at Adamas University during 17th -18th August 2023. Our students demonstrated the fish food product which was a part of their project funded by BIRAC. The IIC Regional meet was attended in January 2024. The faculty and the student group working under BIRAC project was granted a design patent for the "Formulation of Organic Fish Food for live-bearer ornamental fishes." Vide patent office journal no. 12/2024 dated 22/03/24. Highlight Achievements are (1) National Seminar on "Scope of Intellectual Property Rights" (6.10.23), (2)poster making competition on 5.1.24 on "An Innovative Idea".

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=325&Itemid=0
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has rapidly developed expertise in organic mushroom cultivation. This expertise is shared with student groups, collaborating institutes, panchayat-level initiatives, and NGOs through training and consultancy, promoting sustainable agricultural practices. • Students are trained and empowered to become entrepreneurs by starting small mushroom cultivation businesses or supplying their own needs.

- The Mushroom Cultivation Unit, currently housed within the IIC's incubation center established in 2023.

- This unit, overseen by the Department of Botany, plays a vital role in promoting sustainable agriculture by training students (both from the college and collaborating institutions) through its popular "Grow Your Own Mushroom" certificate course. Grow Your Own Mushroom – Certificate Course 2 was conducted in 2023-24 session from 16.01.24-12.02.24.

LIST OF TRAINING PROGRAMS / LECTURES CONDUCTED in 2023-24 session

Sl.No

Duration

Name of the Institution/ NGO/ govt Organisation

Venue

1.

15.12.23

Basirhat College

Basirhat

2.

15.01.2024 – 04.02.2024

Rishi Bankim College for Women

B.K.C College

- Furthermore, two students from a previous cohort are currently receiving guidance as they work towards establishing their own mushroom production businesses.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bkcc.ac.in/NAAC/criteria_6/2023-24/6.2.1mushroom%20cultivation%20unit.pdf
Upload any additional information	View File

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

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

Service rules and procedures are guided by WBSU statute and WB Govt. rules. Which are amended updated with time to time.

The College has no autonomy to appoint any teacher on substantive basis. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission. Our college conducts PG courses in Botany, 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	https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf
Link to Organogram of the institution webpage	https://bkcc.ac.in/index.php?option=com_content&view=article&id=343&Itemid=0
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

- **Benefits in the form of leave, retirement, medical facilities and cooperative loans were provided as per the guidelines of the Government of West Bengal, West Bengal State University and West Bengal Cooperative Society.**
- **The BKCC Staff availed casual leaves, child care leaves and pay leaves as per the provisions of West Bengal State University.**
- **Procedural support was extended to teachers in the form of study leave, duty leave and post-doctoral leave.**
- **Health cards were provided to the teaching staff that**

enabled the availability of health facilities and reimbursement/reduction of medical bills as per West Bengal Health Scheme.

- The College is fully maintained with facilities like first aid kit, and blood pressure machine.
- College ensured that none of the contractual employees lost their jobs.
- IQAC Cell also arranges offline and online training programs for the teaching and non-teaching staff to make them acquainted with different e- governance systems running in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

3

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

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

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

12

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

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

Teachers' Appraisal: College collects information about the academic achievements of the faculty members such as publications, conferences attended, papers presented and functioning as resource persons/chairing sessions, etc. through self-appraisal report. All

the teachers are also provided information on their achievements with respect to research projects undertaken by them. The Principal provided opportunities to each faculty member to demonstrate organizational and leadership skills in their role as convenors of various committees and societies. Every Department sought students' feedback through Google forms / hard-copy to ensure improvements and effective functioning. Feedbacks were analysed and reported by IQAC. Every department regularly conducted Departmental Meetings among departmental faculties where agenda were framed as per students' views about all academic matters.

To reinforce the teaching learning process to be more effective our College has introduced tutorial classes in the Routine. The College authority has introduced the practice of filling self-appraisal forms for teachers to reflect on their contributions to teaching and other college responsibilities.

Non-Teaching Appraisal: The College followed the performance appraisal procedure as per W.B. Government rules. Constructive suggestion was given to each staff member, providing insights on ways in which they can enhance their productivity and performance level.

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/index.php?option=com_content&view=article&id=61&Itemid=0
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Usually, External audit is conducted on a regular basis every year by the appointed auditor of the Higher Education Department of Government of West Bengal. Every year, the auditor submits his Audit Report, where he includes his observations and suggestions. This report is placed in the Governing Body meeting for discussion and follow-up financial planning. Last audit was done for the financial year 2019-20.

Presently , External audit is going on by appointed auditor by

HED, WB. The college has prepared the necessary documents and files for external audit.

It is a continuous process in which a government registered Chartered Accountant is appointed by the institution to conduct regular audit of all college accounts and certifies its Annual Financial Statements. All utilization certificates of various grant giving agencies are also counter signed by the CA. All financial statements up to current year 2022-2023 have been certified by the CA for the purpose of internal audit .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

.03

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

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

Effort for the effective and efficient use of available resources of the college the institutional mechanism is as follows:

In the Governing Body meeting the report of the Finance sub-committee is placed there by appraising every member of the Governing Body about the trends of college finance. For internal finance management Tally has been introduced for maintaining the financial account system. The college has tried its best to mobilize internal resources through austerity measures. Most of

the purchasing and maintenance are done according to the decision of purchase committee. Prior to Purchase committee meeting tenders inviting quotations are uploaded in college website. Decisions are taken comparing price and quality of requisite items mentioned in received quotations in usual manner.

For funding time to time College has appealed to Government following notice from Higher Education Department and also to MP for MPLAD. The institution does not indulge in extravagance and curtails unnecessary expenditures. The motto of the institution in this regard is "One rupee saved means one rupee earned."

File Description	Documents
Paste link for additional information	https://bkcc.ac.in/#gsc.tab=0
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

- Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes Academic Calendar, Academic Planning and Structured Routine preparation: IQAC takes initiatives to finalise a concrete Academic Calendar at the beginning of the academic session with the help of a group of teachers. Thereafter, it is shared with the head of the departments and website committee for publication and sharing among stake holders. This makes everyone aware about the various activities that need to be undertaken. Academic Plan is prepared by the departments on the basis of Academic Calendar. A consolidated and Structured Routine is prepared for each semester by the routine committee under the supervision of IQAC. Mentor, mentees for each classes are set to guide the students properly.

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

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

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

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	https://bkcc.ac.in/index.php?option=com_content&view=article&id=412&Itemid=0
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bkcc.ac.in/index.php?option=com_content&view=article&id=119&Itemid=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- The institution has a robust atmosphere of gender equanimity in the campus which is reflected in the girls and boys student ratio. College has an Internal Complaints Committee (ICC) to look 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.

- For the session 2023-24, ? No cases of sexual harassment were reported in this session. ? The Internal Complaints Committee (ICC) in collaboration with Internal Quality Assurance Cell (IQAC) organized a one day Seminar and Awareness Programme on 8th December, 2023 on topic entitled "Breaking Stereotypes-Understanding Gender".delivering an impactful session that benefitted around 40 students. ?An Open Platform Discussion on "Laws and Rights" was organized jointly by Baranagar Udyog, , ICC and NSS unit of B.K.C College on 27th January, 2024 ? On March 15, 2024, in collaboration with IQAC, the Internal Complaints Committee observed International Women's Day with a focus on women's empowerment, awareness of gender equality, and women's rights. To celebrate this day, a one day Seminar and Awareness Programme in the form of folklore on "Patachitra Kathay : Narir Adhikar" was organized by the Committee.

File Description	Documents
Annual gender sensitization action plan	https://bkcc.ac.in/images/stories/icc/icc_report_23_24.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bkcc.ac.in/NAAC/criteria_7/2020-21/7-1-1-Support%20facility.pdf

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

B. Any 3 of the above

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

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

Hazardous chemicals and radioactive waste management

Solid & Liquid Waste Management:

- 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.
- Chemical Waste water from labs is processed through a watertreatment unit and used to ground water recharge.
- 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.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photographs / videos of the facilities</td><td>View File</td></tr> <tr> <td>Any other relevant information</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Any other relevant information	View File			
File Description	Documents								
Geo tagged photographs / videos of the facilities	View File								
Any other relevant information	View File								
7.1.5 - Green campus initiatives include									
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	A. Any 4 or All of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photos / videos of the facilities</td><td>View File</td></tr> <tr> <td>Various policy documents / decisions circulated for implementation</td><td>View File</td></tr> <tr> <td>Any other relevant documents</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Various policy documents / decisions circulated for implementation	View File	Any other relevant documents	No File Uploaded	
File Description	Documents								
Geo tagged photos / videos of the facilities	View File								
Various policy documents / decisions circulated for implementation	View File								
Any other relevant documents	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									

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

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	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 on the occasions of Rabindra Jayanti, Nazrul Jayanti, Vasanta Utsav, 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.

The Cultural Committee celebrated Basanta Utsav, 2024 on the 22 nd of March in the College.

On 16 th October, 2023 the Department of Fishery Science organized a cultural event to celebrate Durga Puja.

The NSS Unit of the College organized Amrit Kalash Diwas as a tribute to our Motherland, Freedom Fighters and Defense Personnel on the 17 th of October 2023.

The NSS Unit of the College commemorated Children's Day by distributing cake and biscuit packets among the children of the Dunlop area Slum on 18 th November 2023.

The Cultural committee observed and celebrated the Students' Week, 2024 on 6 th January 2024. Students from different departments participated in cultural events like recitation and singing competitions for the program.

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

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

Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words.

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.

Programmes on Intellectual Property Rights, National Education Policy, Gendre issues, Laws and rights, women Rights, AIDS awareness, media literacy, Cleanliness, Healthcare et. were organised by the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.bkcc.ac.in/NAAC/criteria_7/2023-24/7.1.9%20%282023-2024%29.pdf
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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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.

1. Van Mahotsav Week was organized from 1st July to 7th July 2023 by NSS unit of the College.

2. The NSS Unit of BKC College celebrated Kargil Vijay Diwas on the 26th of July 2023.

3. The Independence Day was celebrated at the College on August 15, 2023 with great enthusiasm and patriotic fervour.

4. On 9th September 2023 students of Department of Fishery Science, celebrated Teachers Day with great enthusiasm.

5. On 2nd October 2023 students of Department of Fishery Science celebrated the birth anniversary of Mahatma Gandhi.

6. The NSS Unit of the College commemorated Children's Day by distributing cake and biscuit packets among the children of the Dunlop area Slum on 18th November 2023.

7. The 165th birth anniversary of Sir Jagadish Chandra Bose was commemorated by the department of Botany on the 5th of December 2023.

8. World AIDS Day was observed by the NSS volunteers on 6th December, 2023

9. The NSS Unit of the College celebrated Swami Vivekananda's Birthday as National Youth Day on 12th January 2024.

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

7.2 - Best Practices

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

7.2.1 BEST PRACTICE -I

Title: STUDENTS' WELFARE FUND OF TEACHERS COUNCIL

Objectives: The Creation of the Teachers Council Welfare Fund for reaching out to students who are underprivileged and belong to financially weak backgrounds.

The context: As part of a social responsibility initiative on the part of the College the idea of having such a fund was mooted from 2020. This programme was continued in the 2023-2024 session.

The Practice: In the financial year 2020-21 and 2021-22 amount of Rs- 58393/- , and in 2021-22 Rs-57,854/- and in 2022-23 and 2023-2024 the amount was Rs-35000/- was disbursed.

Evidence of Success: The activities of Student Welfare Fund were carried till the end of 2023-2024.

Problems encountered and Resource Required: As the amount to be disbursed is very small its a challenge to help more students.

BEST PRACTICE 2:

Title: Sustainability Practices.

Objectives: Swachhta Action Plan Committee of BKC college plays the major role in sustainable practices.

Context: Swachhta Action Plan Committee, Brahmananda Keshab Chandra College started its journey on 9th of January, 2021 During Covid 19 Pandemic.

The practice: All sub teams carried out regular audits on different aspects relevant in the respective fields.

Problems encountered: Shortage of human resource and fund crunch were main obstacles.

File Description	Documents
Best practices in the Institutional website	https://www.bkcc.ac.in/NAAC/criteria_7/2023-24/7.2.1%20%282023-2024%29.pdf
Any other relevant information	https://www.bkcc.ac.in/NAAC/criteria_7/2023-24/7.2.1%20%282023-2024%29.pdf

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

'Janaki Ammal Sacred Grove'- A In Situ Biodiversity Conservation and Maintenance Effort in a Highly Urbanised Area.

- Sacred groves are a traditional approach of biodiversity conservation where undisturbed condition makes it a relic of forest ecosystems and provides a safe haven for wild flora and fauna in the age of concrete jungles.
- Maintaining Biodiversity: College has a Sacred Grove of one hectare which helps to maintain floral and faunal diversity to a great extent. Slashing and burning of invasive plant species is done on a regular basis to maintain the diversity of native plant species.
- This grove has been named after the renowned botanist Edavalath Kakkat Janaki Ammal as 'Janaki Ammal Sacred Grove (JASG)'
- A medicinal plant garden, A museum on Janaki Ammal and floral and faunal diversity of the grove has been established in the sacred Grove.
- A small waterbody has been renovated as a mode for recharging the ground water and also to provide water source to the birds and other species in summer.
- Students and local people are invited to visit the sacred grove and learn about community conservation practices such as the sacred grove that act as carbon sinks and contribute to mitigating global warming and climate change.

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

7.3.2 - Plan of action for the next academic year

Future Plan:

1. Continuing the sustainability practices like- Waste management, Greenery management, Energy management, Sanitation and hygiene, and Water management.
2. Prepare all the audit required to maintain the ISO standards.
3. Introducing proper and definite butterfly garden.
4. Promoting reduction in carbon footprint by carpooling, and using more e- vehicles.
5. Maintaining and promoting the biodiversity of the the Sacred Grove and registration of the Same under Wetbengal Biodiversity Board.
6. Ensuring more barrier free pathways and landscape gardens.
7. Continuing the activities of Student Welfare Fund of Teachers' Council.
8. Promoting woman empowerment and Gender equity.