



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	KALIPADA GHOSH TARAI MAHAVIDYALAYA
• Name of the Head of the institution	DR. MINAKSHI CHAKRABORTY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09434020400
• Mobile No:	9434020400
• Registered e-mail	prinkgtm@gmail.com
• Alternate e-mail	info@kgtm.in
• Address	Buribalason, Bagdogra
• City/Town	Siliguri
• State/UT	West Bengal
• Pin Code	734014
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	Dr. John Breakmas Tirkey				
• Phone No.	09932979583				
• Alternate phone No.	09932979583				
• Mobile	9932979583				
• IQAC e-mail address	iqackgtm@gmail.com				
• Alternate e-mail address	prinkgtm@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://kgtm.in/userfiles/file/AQA_R1920/KGTM_AQAR_2019_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://kgtm.in/userfiles/file/aqar2021/2020_21_Academic_Calendar.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2006	02/02/2006	01/02/2011
6.Date of Establishment of IQAC			30/11/2006		
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			6		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
To conduct online class lecture and internal evaluation.		
To conduct online submission and evaluation of university examination.		
To conduct webinar by departments.		
Training program for Faculty Members for online evaluation.		
Online Orientation program for students.		
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	
Preparation of online class schedule	All online classes were successfully delivered.	
Motivating and mentoring students during pandemic.	Students were provided with mental support and guidance for classes.	
Conducting and evaluating online examination.	All examinations and evaluations were done as per the guidelines of the affiliating University.	
Conducting webinar by departments	During pandemic all the departments conducted webinar for students.	
13. Whether the AQAR was placed before	Yes	

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	29/03/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	31/03/2022
15. Multidisciplinary / interdisciplinary	
<p>Being an affiliated college of the University of North Bengal we are not given the liberty to design courses but within the present syllabus prescribed the teachers encourage the students to have seminars and discussions on interdisciplinary and multidisciplinary topics. We have invited lecturers on science which are popular talks for the whole college and the humanity & social science students in particular. Courses like green chemistry, pharmaceutical chemistry, and industrial chemistry impart knowledge on toxicity of chemicals and sustainability. This when linked up with the compulsory Environmental Studies course completes the objectives to make students responsible towards environment.</p> <p>Observation of World Environment Day, forming of Nature Clubs, plantation of trees and other energy saving and awareness activities round the year help the students to be aware of the values of saving the Environment. We grow political awareness by observing the Constitution Day, having Youth Parliaments by all students from Arts, Commerce and Science streams and encourage Multidisciplinary holistic education in our institution. The college has signed MoU with Bajaj Finserv and running the course for students of all departments on Finance, Insurance & Banking, gearing up students of all streams together for the future employment.</p>	
16. Academic bank of credits (ABC):	
<p>Within the CBCS framework that we are following, the credit earned by the students in each semester is forwarded whenever a student is transferred to another college.</p>	

17.Skill development:

Career Oriented Programmes have been initiated in the college to develop soft skills like communication skills and computer skills. Students present seminars using ICT and during the pandemic students have learnt to be experts in online form of education and learnt to use the Google platform for their needs. Orientation courses, seminars and talks have been organized for instilling values and knowledge amongst the students. Teachers in their classes always relate syllabus based study with ethics and moral values.

In extension activities carried out, soft skills are taught by our students to the neighbouring villages.

Being a multilingual, multi-religious and multi cultural college, our college has naturally developed fellow feeling, love and respect and peaceful co-existence. MSME personnel provide training and orientation courses for our students and train them for skill development & entrepreneurship.

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

1. In our college subjects like Sanskrit, Philosophy, Bengali, English, Hindi & Nepali, the courses are already framed in such a way that the Indian Knowledge System is integrated in the curriculum. By observing days like Hindi Diwas, celebrating Spring Festival (Basanto Utsav) and Sharad Utsav we incorporate Indian Culture & Knowledge. Encouraging Rajbanshi Language and Literature, Sadri Language, Nepali Language, observing Bhanu Bhakta Jayanti, Rabindra Jayanti, Hindi Diwas, we promote indigenous culture and tradition.
2. We are already using more than bilingual mode in our teaching learning process. As already mentioned we cater to a multi-lingual and multi-cultural student community. So in most of the classes like Political Science, History, Sociology, Geography, Economics, Philosophy, Physics, Chemistry, Mathematics and Commerce - Bengali, English, Hindi and Nepali language are used by teachers to facilitate proper comprehension of the students.

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

The college offers B.A., B.Sc., B.Com. Honours and General degree course. Along with these courses the institution is preparing to

start various career oriented or vocational courses so that the students after completing the general degree course will be equipped to be employed. The institution is planning to open vocational courses like Communicative English, Report Writing and Editing for News Papers, Computer Hardware and Networking, Computer Application, GST, Tax Filing, Data Collection and Analysis and other add-on courses.

20.Distance education/online education:

The institution is planning to start ODL mode of various courses. In this initiative the college is preparing to facilitate and develop technological tools for teaching-learning activities. The college has already signed a MoU with Netaji Subhas Open University and the PG courses are running in the college in Distance Mode.

Extended Profile

1.Programme

1.1	513
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	5106
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1306
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	1143
-----	------

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	55	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	55	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	32	
Total number of Classrooms and Seminar halls		
4.2	5.97706	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	20	
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

1. The disruption caused due to the pandemic posed major challenges in engaging the students. Still, we employed the available tools like Google Classroom, Google Meet, Zoom, Telegram, and WhatsApp to improve our outreach and facilitate the delivery mechanism. The

academic calendar was prepared and the online classes were notified on the college website along with the WhatsApp group for the respective semester.

2. A department-wise orientation program was organized for the newly enrolled students along with the existing students so that the mechanism for online classes along with the internal evaluation system could be explained and the students could be apprised of the new mode of teaching and learning system.

3. The routine committee prepared the master routine and the number of classes was given, keeping in view the internet data constraint with the students.

4. Since there was a truncated syllabus during the session, the number of classes was suitably given to the teachers, with the main focus being made to connect with the students regularly using the accessible social platform.

5. To cope with the students coming from the villages and tea garden where there were network difficulties, greater focus was given to conducting remedial sessions along with the sharing of study materials and YouTube videos link in the whatsapp group.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://kgtm.in/userfiles/file/aqar2021/2020_21_Curriculum%20Delivery.pdf

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

1. The academic calendar is based on notifications and circulars published by the affiliating university, the University of North Bengal, as well as the West Bengal government holiday list.

2. The internal assessment system is implemented by the various departments using Google Forms, Google Classroom, and Google Meet. Throughout the semester, each department plays an important role in administering quizzes, assignments, and vivas.

3. The internal assessment exam is graded, and the results are instantly shared with the students.

4. Students who do not consistently do well within the internal assessment system are required to take remedial classes.

5. Teachers complete the syllabus by the due date specified in the academic calendar.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://kgtm.in/userfiles/file/agar2021/2020_21_Academic_Calendar.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

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

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	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 UG course curriculum of BA, BCom, BSc integrates crosscutting issues related to professional ethics, human values, gender related

issues, and environment. The course on Environmental Studies offer to first sem students of all programs. This course creates awareness about the importance of environment and sustainability. It also creates awareness among students about causes of environmental degradation and need for protection of the same. The department of chemistry also offers various courses on environmental and pollution control measures. The causes on Sociology provides extensively on human values, social values, gender related issues and awareness and protective measures for women. The departments of Philosophy, Economics, Politicals Science, History, English, Bengali, Nepali and Sanskrit also offer courses relating to some issues of gender, human values, ethical values, empowerment of women, human rights.

File Description	Documents
Any additional information	No File Uploaded
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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

107

File Description	Documents
Any additional information	No File Uploaded
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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://kgtm.in/userfiles/file/agar2021/2020_21_Feedback Link.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 sanctioned seats during the year

2877

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

1492

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

Most of the students are first-generation learners and require special care to grow up in higher education. Keeping this in mind, all faculties strive to give their full effort and support to them. We aim to assess their level of knowledge right from the beginning of the session and fill up any gaps. With time, their degree of knowledge becomes evident leading to the identification of the slow and advanced learners.

Advanced learners are encouraged to read more beyond the syllabus. However, to assess their levels of learning we organize debates, students-seminars around the issues and topics enumerated in the syllabus. We aim to make them more curious and desire to open up their ideas. If students demonstrate an interest in learning more, we provide journals, books, and other study materials from personal collections.

Slow learners need much more attention from the teachers, specifically one-to-one communication. To assess their learning levels, we frequently arrange class tests, topic-based discussions and interviews with them. Apart from one-to-one interaction, we

arrange doubts clearing classes for them throughout the session. They are always encouraged to group study. The faculties make every effort to keep in touch with them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
5106	55

File Description	Documents
Any additional information	No File Uploaded

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

Every student is a star on the earth and the education system is shifting from the teacher-centric to student-centric despite the restrictions of quantitative and universal approach of education policy. The teachers are teaching as well as guiding, mentoring and supporting the students as our learners come from multiple socio-economic classes. We are serving the students coming from Bangla, English and Hindi medium schools. Our teachers and library support them in all three languages.

Learning by doing makes understanding easier. Not only the science students who attain the experiential learning in the labs but the students of social sciences are also given experiential learning opportunities, such as the Geography, History, Sociology students go to the open classroom/ field for conceptualizing the abstract gained in the closed class rooms. We encourage participative learning by Group discussion, Quiz, extempore etc. which engage them among themselves and groom the leaders.

Students are given opportunities to be more sociable by organizing community oriented programmes. NSS and NCC volunteers are made more companionable and communicable with society. Our students visit the

Blood Banks, Old Age Home, Divyang Home which strengthen the passion, humanity, empathy and other virtues which enhance the value of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college invariably uses ICT enabled tools to impart quality education thereby making the teaching-learning process wholesome. Teachers have been using ICT in facilitating uninterrupted education throughout the Pandemic. Keeping in line with global technological enhancement, the institution has adhered to digital literacy by adopting ICT approaches to teaching-learning. Online classes have been conducted through Google meet by all the departments. Study materials are being uploaded on regular intervals in Google classroom. Online assignments, exams and quiz are being conducted as part of internal evaluation and regular feedback of students is generated through Google forms. A list of e-reading materials have been shared amongst the teachers and students for their reading motivation and catering to greater enthusiasm for learning by accessing limitless e-books and e-journals.

The college has uninterrupted Wi-Fi and a dedicated Projector room and smart board enabling power-point presentations, where Seminars are held offline. The Institution has initiated Webinars organized by all the departments in order to enhance the skill of the Teachers as well as the students. The college has also collaborated with various Commercial organizations to conduct Certification in vocational courses online, thereby, imparting the students with greater exposure to vocational and professional skills.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

55

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

19

File Description	Documents
Any additional information	No File Uploaded
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

479

File Description	Documents
Any additional information	No File Uploaded
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.

- Assessment of performance is an integral part of teaching learning process. The college conducts Continuous Internal Evaluation (CIE) to assess all aspects of a student's development throughout the semester.
- The students are made aware of Continuous Internal Evaluation in the orientation programme conducted at the beginning of the semester in each Department by the Principal, Head of the Departments and the faculties through public address.
- Evaluation procedures and tentative dates are discussed and finalized in the Departmental meetings and made public through departmental notice board and college website.
- CIE exam dates are also mentioned in the academic calendar. The college conducts class tests, midterm tests per course/paper in each semester.
- It also promotes the students to participate in powerpoint presentation, class seminars, group discussion, debates, etc.
- CIE components also include MCQs, Quiz competition, assignment, viva voce, field survey, lab exercises and practical examination.
- Covid-19 pandemic threat has forced to change the dynamic of classroom mode of teaching-learning to virtual classroom. Departments have adopted digital platforms to increase the outreach

to all the students.

Class test, assignment, quiz test, MCQs, debates, viva voce are being conducted through online mode using Google classroom, Google meet, whatsapp group and other online apps.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

A transparent, time-bound and efficient method is being followed in terms of dealing with internal examination related grievances.

- As because of Covid Pandemic related closure of the institutions this year, all the assessments were conducted in online mode.
- At the beginning of the semester, each department created WhatsApp groups where we provided all the information regarding internal assessments.
- We conducted online meetings with students to resolve all the queries regarding internal assessments.
- We took assignments, class-tests etc. through different online mode such as email, google classroom, google forms, WhatsApp as per the convenience of students.
- The evaluated answer sheets are shown to students and the concerned faculty clarified their grievances and guided them about their mistakes.
- The Exam Committee also took initiatives and conducted online meetings for the clarification regarding various issues about internal tests.
- The Examination Help Desk operated for students to provide quick solutions to their queries regarding internal examination. The students could also post their queries in the respective departmental WhatsApp groups.
- Those students who are not technically sound and faced technical

issues in attempting online internal examinations took the support of "The Technical Team" of the college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme and Course outcomes of all the courses are displayed in the college website and students are made aware of these outcomes by the faculty members at the beginning of every course.

Sample COs:

Department of English:

1: Understanding the origin of English language and the various influences

that shaped the language.

2: get to know about Classical European Literature.

3: Learn about Indian Classical Literature and Modern Writing in English.

4: Understanding British poetry and drama from the 14th -17th Century.

Department of Commerce:

Students will be able to learn practical skills related to Accounting and Tax. Students will have diverse knowledge and understanding of basics related to management and finance.

Department of Physics:

Students will be able

1: To acquire core knowledge of the subject with conceptual understanding of different major topics such as Classical Mechanics, Electricity and Magnetism, Modern Physics etc.

2: To find a suitable methodology for solving a physical/numerical problem using their theoretical knowledge and skills.

3: To apply the knowledge of Physics to practical problems of regular life

4: To perform laboratory experiments, make circuits, record data, plot graphs, analyze them and draw valid conclusions from them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution offers continuous Internal evaluation as a part of attainment of programme and course outcome through a wide range of evaluation and assessment methods such as Class tests, Assignments, Seminars, Debates, Group discussions, Quiz, different experiential learning methods such as field work, laboratory works etc.

Remedial coaching is offered to students from all the streams on the basis of internal assessment and regular student's feedback is attained. Due to Pandemic, all doubt clearing classes and internal assessments have been conducted online.

Outcome of the course has been assessed keeping in line with the recent changes in the teaching and evaluation method i.e. adopting online mode of teaching. Students have been assisted by providing study materials and practical classes and tests have been conducted through virtual laboratories hence assuring effective delivery of Program Outcome and Course Outcome of all the streams.

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

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

1004

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	Nil

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)

http://kgtm.in/userfiles/file/agar2021/2020_21_SSS_Report.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)

0

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

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

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

1

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

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

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

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

the year

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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

In this season most of the extension activities have been done with a special focus on the impact of COVID and lockdown on our society, especially through the FIT INDIA MOVEMENT, WORLD TOBACCO DAY celebrations. During every activity, we have taken special care of social distancing and masking. Such activities are primarily helping our students to enrich their awareness about the social responsibility and importance of their kindness towards neighbors. The ongoing situations are significantly shaking our daily life with a lot of new challenges and indicating us to be more responsive to our own life and social life. Therefore, we have planted a lot of trees in our institutional premises and surroundings through the drive of 'tree plantation'. We have celebrated 'VIJAY DIWAS' to acknowledge our freedom fighters and motivate our students to join the Indian Army and any other defense forces to serve our nation.

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

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

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

4

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

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

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

23

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5007

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

Classrooms: Our College has 36 Classrooms and special dedicated spaces/rooms like the dark rooms (Physics Department) and equipment like projection facilities in the classrooms and smart classroom. Regular maintenance of computer equipment is done by concerned teachers, lab-assistants and lab attendants.

Laboratory: The College has several laboratory facilities for lab based subjects such as Physics, Chemistry, Geography etc. The laboratory is managed by the respective Laboratory Attendant under the supervision of the Head of the Departments.

Library: The Library is adequately equipped with text and reference books. All library information about books is available online. Library resources are automated with ILMS, though partial automation is done, efforts for full-automation are in progress. Library is equipped with the CCTV cameras for overall monitoring and surveillance. All the Staff Members can access the Library facilities and can borrow books, Magazines, periodicals, inflibnet facility and other materials as per the rules for each category. Annual physical verification of Stock is conducted through Library audit.

IT Infrastructure: The College is gradually moving towards complete online facilities in e-governance such as Admission, Accounts, and Fee Collection etc. During the pandemic entire teaching-learning and internal assessment has been done online. The Under Graduate Semester End Examinations have been conducted online. Classes were held online with the help of Google Meet and Google Classroom.

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

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

Sports facility: The College has indoor and outdoor sports

facilities for students. Indoor games including table tennis, carrom, chess are available on campus. Outdoor games like football, volleyball, kho-kho, kabaddi, badminton, and other athletic sports like shot put, javelin, high jump, long jump, running race are regularly conducted throughout the year. The maintenance of sports ground and equipment at the college is carried out by Sports-in-Charge and the Sports Committee. Regular inspection is done by sports-in-charge to check the ground/sports related equipment and take appropriate measures.

Cultural activities: In order to inculcate fondness for varied culture and heritage various Cultural activities are organized such as College Foundation Day, Rabindra Jayanti, Bhanu Bhakta Jayanti, World Environmental Day, International Women's Day, Teachers' Day, Gandhi jayanti, Childrens' Day, Sarat Utsav, Christmas Celebration, Basant panchami, Basant Utsav etc. Apart from this, regular community activities are conducted by NSS in the college campus like Tree plantation, cleanliness drive, Blood donation camp, preparation of flower bed and extension activities for the welfare of the neighbourhood.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- Name of ILMS software: SOUL
- Nature of automation (fully or partially): Partially
- Version: 2.0
- Year of Automation: 2019

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
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)

0.071

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

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

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

File Description	Documents
Any additional information	No File Uploaded
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 website (www.kgtm.in) has been upgraded to improve user friendliness and incorporate more features. The upgraded site was launched on June 29, 2021. During the admission period semester and subject WhatsApp groups are created for corresponding with students easily. SMSs were sent to the newly enrolled students for joining in

their respective WhatsApp Groups from November 21, 2020. Google Classrooms were created for the newly enrolled students and sent the invitation link via WhatsApp groups. There is an option included in Online Admission System for verification of uploaded testimonials of students by the faculties after admission. The college purchased Google Drive Space 2 TB (Google One) for preserving the Answer Scripts submitted during Online Semester End Examinations on July 22, 2021. Google Forms were created for uploading the Answer Scripts of students in PDF format. Sharing the links of Google Forms is started from July 25, 2021 as per the examination schedule. With the overall upgradation of IT facilities, the College has been able to successfully conduct classes and examinations.

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

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

6.21198

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

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

The college caters to the educational needs of the large number of students hailing from Tea Garden and Rural areas. The infrastructure facilities such as classrooms, laboratories, library, and common room facilities for both boys and girls are provided. There are also facilities for indoor and outdoor games. The college has a systematic mechanism of maintenance and upgrade of physical, academic, and support facilities. The departmental heads place academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops demands along with the approximate budgets to the Principal. The Principal places the requisition in the meetings of the Governing Body, Finance Committee, Library Committee, or any other relevant committee. Financial rules of the government are strictly followed for all purchases. The conditions of the classrooms and the furniture provided for the student in the classrooms are regularly monitored. The office maintains a register for complaints, repair etc. of all facilities like furniture, electrical work, generator, building infrastructure etc. Repair work is done according to the rules. The campus is protected under CCTV surveillance. Water purification machines, sanitary pad vending machines, the CCTV are routinely maintained under Annual Maintenance Contracts. Sports amenities are maintained by the support staff.

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

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

2329

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
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

19

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
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

148

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

148

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

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

A. All of the above

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

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

92

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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	No File Uploaded

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)

The Students' Union played an active role in conducting cultural activities such as Republic day, Independence day, Saraswati Puja, Christmas Celebration. They helped in maintaining discipline and proper conduct of various cultural activities. The Students' Union circulates notices for upcoming events in various social media platforms. They also provide guidance for the online admission process. They also played an active role in COVID-19 awareness programmes for the students. However, the election of the Student Union has not been held for five years yet the Union continues to provide their support in various cultural and activities of the

college.

Student of NCC and NSS were actively supported by Students' Council representative in their extension activities.

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

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

2054

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

5.4 - Alumni Engagement

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

We have an alumni association and students belong to a whatsapp group and they meet in college during Saraswati Pujo and other cultural activities of the college. Their suggestions are always encouraged for the good of the college. The alumni association is yet to be registered.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: The Institution endeavours to facilitate opportunities for educational empowerment and capacity building through promotion of quality education and promote moral, social and human values to become catalyst of social transformation and justice.

Mission: The College was established with a mission of spreading higher education among the under privileged class and rural community. The college provides undergraduate programmes in Arts, Commerce and Science. These streams enable students for competitive examinations and nurture the cultural heritage. The college aims to provide the following values:

- To promote academic excellence.
- To include a civic sense with ethical, moral and social values in students and help them to grow into good citizen.
- To empower students to lead productive lives and become agents of social economic change of the community.
- To provide education among students of lower economic strata.
- To provide quality and value based higher education irrespective of caste and community.
- To provide the supports for the excellence in sports and cultural activities.
- To make the campus eco-friendly and also to make the community aware of preservation of natural resources.
- To provide community service through an active NSS unit.

- To make the campus ragging free.

File Description	Documents
Paste link for additional information	http://www.kgtm.in/the-college.html
Upload any additional information	No File Uploaded

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

The institution maintains transparent mechanism of decentralization and participative management. The college believes in the values of collective decision making. These six bodies include the following:

1. Governing Body highest policy making body,
2. At administrative levels the Principal is the head,
3. Internal Quality Assurance Cell (IQAC),
4. Teachers' Council at faculty level,
5. Level of Non -Teaching staff and
6. Students' Union at student level

The general administration, academic planning and curriculum development and delivery are done in a planned way after consultation with the concerned bodies. The major proposals and policies are placed before the Governing Body for approval. Different sub-committees are formed by the Teachers' Council which helped in the general administration of the college. The IQAC takes the major initiatives for academic planning, curriculum delivery and other academic related activities. The students' representatives place their demands and grievances to the authority which tries to look into the issues for early measures.

File Description	Documents
Paste link for additional information	http://kgtm.in/institutional-organogram.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In accordance with the guidelines provided by the university, the college successfully held the university examinations in June 2021,

completely in the online mode. Being a new venture, great care and planning went into this novel undertaking.

First, the requirements were analysed and all necessary data were collected from the university. Google Forms were created according to the course and paper and notices were given accordingly regarding answer scripts submission. The answer script folders were shared according to the departments and all submission related problems were handled by the examination committee. This committee also provided prompt technical support to all evaluators when required. All evaluation was conducted online and marks foils, caging sheets were submitted on time to the university.

In order to successfully conduct this mammoth process online, the college purchased Google Storage (Space) of 2TB for one year. Being a new experience for all teachers and students, all expected emergencies were thought of and dealt with and as a result, the whole process was conducted smoothly and successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

Organogram of the Institution

This organogram visually conveys the internal decentralised structure of the college by detailing the roles and relationships between the different individuals working here and shows the interrelationship of the various positions. At the apex of the organisation chart stands the Governing Body of the college. The Principal, as head of the institution, supervises the IQAC, the various committees, councils, departments, cells as well as the various students' bodies and study centres. The different committees formed to look after the various aspects of administration are the Academic Council, Routine Committee, Research and Publication Committee, Campus Development Committee etc. The Statutory Committees-Finance, Provident Fund, Purchase, and Anti Ragging take care of vital aspects of the college. Under the aegis of the

Teachers' Council are present different committees, related to admission, examination, culture, career advancement, NCC, NSS, canteen, library and so on. The Principal looks after (supervises) all departmental official and library related issues as well as issues pertaining to all categories of teaching and non teaching staff. Different cells formed like the RTI/Public Relation Cell, Minority Cell, Internal Complaints Cell etc. also work under the observation of the Principal. The Alumni Association and Students Union, along with the coordinator of the study centre also function as inherent units of the institution under the Principal. The college administration is a cooperative effort with the support of all stakeholders in pursuit of a common objective i.e. the smooth and efficient functioning of the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://kgtm.in/institutional-organogram.html
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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

The Institution takes necessary measures and steps for the welfare of the teaching, non-teaching and the students as a part of the

responsibility for the interest of the college.

Various welfare measures provided by the institutions are listed below:

TEACHING STAFF

NON-TEACHING STAFF

STUDENTS

- Provident Fund
- Group Insurance
- Festival Advance
- Loan against Provident Fund
- Child care & Maternity Leave for Lady teacher
- Special Leave and Study Leave to pursue research work and other educational activities and training
- Advance Salary to newly recruited teachers till Pay-Fixation by the Government.
- Leave Encashment after retirement

- Provident Fund
- Group Life Insurance
- Festival Advance
- Loan against Provident Fund
- Annual Bonus
- Ex-gratia payment for festival to casual and temporary staff
- Maternity Leave to permanent and temporary staff
- Swastha Sathi Prakalpa by Government of West Bengal

- Concession in admission fee to the children of needy non-teaching staff
- Leave Encashment after retirement
- Student aid Fund
- Special concession for BPL students.
- 'Kanyashree Prakalpa' for girls students
- Tea Garden Labour Welfare Scholarship
- Financial help out of College Fund to the needy students on medical ground
- Free medical treatment through 'Student Health Home'
- Samajik Suraksha Yojona
- Mass Education and Extension Directorate Scholarship for Handicaped
- Chief Ministers' Scholarship
- OASIS Scholarship

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

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

2

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

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

The performance appraisal system for teaching staff is formed and regulated by the UGC and followed in concurrence with the State Government Orders but the college put additional effort for the qualitative improvement.

Appraisal of the Teaching Staff

a) Performance Based Appraisal System (PBAS) is a self-assessment system which is calculated by each faculty member to locate the strength and weakness and the Departmental Committee, IQAC, Teachers' Council etc suggest to improve the performance and potentiality of each teacher.

b) Teachers are assigned additional duties and responsibilities and the weightage is given to such performance in promotion as designed in the Career Advance System (CAS).

c) The Academic Performance Indicators (API) score is evaluated by the screening-cum-selection committee formed by the Directorate of Education and the University.

Appraisal of the Non-Teaching Staff

a) All non-teaching staff fill a self-assessment proforma annually which is evaluated by a committee to suggest improvement of the performance.

b) The interpersonal relationship among the staff, with students and the ability to perform the assigned duties are appraised by the

college.

c) As per the government regulations, the Upper Division and Lower Division Clerks are evaluated for promotion after continuous service of 10 and 20 years.

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

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

Internal Audit: The chartered accountant as internal auditor is appointed by the Governing Body of the college who makes regular internal audits of all accounts. The suggestion of the internal auditor is implemented.

External Audit: The institution being a Grant-in-aid college from the Government of West Bengal, the financial audit is conducted every year by the auditor appointed by the Department of Higher Education, Government of West Bengal. The observations and suggestions made by the external auditor are considered and implemented for more efficient and transparent accounts.

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

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

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

0

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

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

Mobilization of Funds:

- The major source of income for the college is fees collected from Students during admission.
- Since the college is State Aided, it receives grant from the Government of West Bengal

Utilization of Funds:

- Funds received from the Government for salary are used for the payment of salaries of the Teaching and Non-teaching staff.
- Funds are utilized for the purchase for books, magazines etc for the library, equipments for the laboratory, maintenance work and infrastructural development of the college.
- The College has different committees like Finance, Purchase and other Statutory Committee and the general expenses like electricity bills, and other routine expenses are presented to the appropriate Statutory Committee and after the approval only such expenses are met and recorded.

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

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

Significant contributions by IQAC in the current academic session:

1. Due to pandemic the IQAC prepared the online class schedule for all classes. The classes were taken in Google Meet. For internal assessment online mode was adapted by uploading assignments and appearing for viva-voce test.
2. It was a big challenge to conduct online examination as per the notification of the university. For submission of answer scripts subject and paper wise Google Forms were created and the links were uploaded in the college website. The various departments monitored the process of online examination so that no student face any problem during submission. The teachers evaluated the answer scripts fully online.
3. Various departments conducted webinars and invited lectures. The resource persons were invited from various colleges and universities.
4. The teaching and non-teaching faculties were provided training regarding online process of examination and admission process. The college successfully completed the examination and admission process.
5. The students were given orientation program about the new mode of classes.

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

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 recommendation of the NAAC peer team, we are considered for further improvement of the institution. As per the suggestion of NAAC additional infrastructure has been developed for additional classrooms and opening of new subjects and departments. After the

NAAC visita new building has been constructed. Two Lab Based science departments, mainly physics and chemistry departments, have been introduced as program courses. The course on Mathematics Honours has been added. In BA course Sanskrit subject as program course has been introduced.

The college sent the requisition for substantive teachers against the sanctioned post in various departments to the higher education department, Government of West Bengal. Accordingly, substantive faculty members have been recommended by the government and appointed by the college authority.

Besides the introduction of new subjects and infrastructure upgradation after the last NAAC visit the college has been evaluating the teaching learning process regularly. Specially during the pandemic the change into the online mode was very challenging for a rural college like ours. Initially we began with WhatsApp groups for different subjects and students and teachers interacted. Google Classrooms and Google Meet were the main modes of teaching-learning and evaluation.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Co-curricular activities such as sports or other awareness programmes are organised maintaining gender equity, sensitization and equal participation.

NSS celebrated International Women's Day on 08/03/2021 through a webinar on Women's Health and Hygiene. The target audience was kept aligned to the concept of gender equity. The objective was to cater the safety and security of women in the field of Health. The webinar was organised in a manner of counselling the youths on basic health and hygiene.

Department of English organised a lecture for 6th Semester on 'World in COVID-19 and How Shall We Prepare Ourselves' (19/06/2021) on the awareness of health. It was also aimed as a counselling session in career pertaining to gender discrimination in Covid19 world.

Department of Commerce organised 'Career Awareness Programme' on 22/05/2021 and 'Investor Awareness and Role of Regulator' on 29/06/2021, keeping in mind the equal gender opportunities in career advanced programmes and the outcome shows that participation of female students outnumbered the participation of the male students.

CCTV cameras have been installed in the entire campus which help in monitoring the safety and security of the girls students.

There is a separate common room for girl students.

Sanitary napkin vending machine has been installed.

Lady attendant attends to the needs of girl students.

File Description	Documents
Annual gender sensitization action plan	Nil
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	http://kgtm.in/userfiles/file/agar2021/202021 Facilities for Girls Students.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

D. Any 1 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 waste: We are using different coloured dustbins for collecting dry and liquid waste. We are trying to work with minimum papers, mostly working with the soft copies and PDF. Thenon biodegradable wastes like rugged board markers and ink bottles are packed and put into non biodegradable waste bins. Solid canteen waste (mainly food stuff) is decomposed and the compost is used for gardening inside the campus.

Liquid waste:Separate dustbins are installed to collect liquid waste. Teachers always encouragethe students to use separate bins for liquid waste and solid waste.

E-waste: E-wastes generated are sold off as scrap or buy back in some cases. The working fraction is identified and if possible reused. The college electrician takes care of the reusability of batteries by recharging, and repairing wherever possible. The

institute believes in using the existing rather than buying until absolutely required and maintaining the "Reduce-Reuse- Recycle" strategy wherever possible.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

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

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

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

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

E. None of the above

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

C. Any 2 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

diversities (within 200 words).

The institution makes an effort in providing an inclusive environment. Harmony is maintained throughout the institution by maintaining tolerance towards cultural, regional, linguistic, communal and other diversities. For the awareness of women's sanitation and health NSS organized an International Women's Day through an online special lecture on Women's Health on 8th March 2021. Cultural events like Saraswati Puja, Christmas Celebration, Rabindra Jayanti, Bhanu Jayanti and Hindi Diwas are all observed. Rabindra Jayanti was celebrated from 9th May till 19th May. Short videos were prepared and uploaded on YouTube where departmental participation of students from diverse socio-economic and cultural backgrounds was witnessed. Linguistic tolerance is maintained by providing class lectures in both regional as well as English language. World Translation Day was observed by the Department of English on 6th October 2021 by organizing a session on Translation with an effort to emphasize the importance of multilingualism. All diverse students are given the equal opportunity in curricular and co-curricular activities such as sports and other competitions.

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

National festivals such as Republic Day and Independence Day are celebrated in the college, inculcating the values for a responsible citizen. Both duties and responsibilities as a citizen are being counselled to both the faculty and students. College website also projects the importance of inculcating values. NSS and NCC also responsibly makes an effort to inculcate values for being responsible citizens. NCC through programmes like World Nature Conservation Day (28th July 2021), World No Tobacco Day (31st May 2021) and in collaboration, NCC and NSS, organised World Environment Day (5th June 2021) to put an effort to sensitise the eco-consciousness and eco-values in the campus. NSS celebrated the 125th birth anniversary of Netaji Subhash Chandra Bose on 23rd of January 2021 as a reminiscence of Netaji's contribution in the struggle for

India's freedom as well as a renowned figure who is taken as an epitome of values as a responsible citizen. In a similar way, Rabindra Jayanti was organised, to not only remember Tagore as a literary figure but also as a man of great values. Students participate in mock parliaments in inter college competitions.

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

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

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	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 organises festivals, national and international commemorative days as follows:

- Celebration of Saraswati Puja
- Celebration of Basanto Utsav
- Observance of National Day (Republic Day, Independence Day)

- Constitution Day
- Yoga Programme on International Yoga Day
- Celebration of Christmas, Bhanu Jayanti, Hindi Diwas, Rabindra Jayanti.
- Observance of NCC Day
- Observance of NSS Day
- International Womens' Day Celebration

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	No File Uploaded
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.

The institution was able to reach out to the students for classes on the online mode of teaching learning. It was necessitated by the pandemic situation. The IQAC prepared a lecture schedule for all departments to be imparted through online. For this purpose each department were advised to create whatsapp group for each course separately and published department wise. The students were able to access classes through Google Meet. Apart from classes viva-voce test and assignment were made online but had to face many challenges too. Due to the remoteness the student face difficulties in accessing the online classes. In such cases students were instructed to contact the respective teacher for necessary help.

In order to provide financial help to the students the institution waived three months' tuition fee for all UG BA, BCom, BSc Honours and pass course students so that they could continue their studies without difficulty. It was very essential to give financial support as most of the students in this institution belong to socio-economic backward class and are first generation learners.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Governance and Administration:

The smooth functioning of the college is maintained by all the stakeholders - students, teachers and support staff who work together in sync. Governing Body, the highest authority functions for smooth governance and administration. IQAC provides an academic environment, supporting faculty members, support staff and the students. The Teacher's Council assists the head of the institution in maintaining order in academic activities. Different committees such as Exam sub-committee and Audit committee function to develop the administration system of the institution. Students' Union functions as the backbone of the institution and works in alignment with the institution. Student's representative is also a member of the Governing Body for the smooth functioning of the relation between management and the students. Annual feedback system is practiced to analyze the status of both the faculty and the management. The extension activities of the college tries to upgrade the situation in the neighbour. Institution supports and respects the upgradation of all faculty and support staff.

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

1. The disruption caused due to the pandemic posed major challenges in engaging the students. Still, we employed the available tools like Google Classroom, Google Meet, Zoom, Telegram, and WhatsApp to improve our outreach and facilitate the delivery mechanism. The academic calendar was prepared and the online classes were notified on the college website along with the WhatsApp group for the respective semester.

2. A department-wise orientation program was organized for the newly enrolled students along with the existing students so that the mechanism for online classes along with the internal evaluation system could be explained and the students could be apprised of the new mode of teaching and learning system.

3. The routine committee prepared the master routine and the number of classes was given, keeping in view the internet data constraint with the students.

4. Since there was a truncated syllabus during the session, the number of classes was suitably given to the teachers, with the main focus being made to connect with the students regularly using the accessible social platform.

5. To cope with the students coming from the villages and tea garden where there were network difficulties, greater focus was given to conducting remedial sessions along with the sharing of study materials and YouTube videos link in the whatsapp group.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://kgtm.in/userfiles/file/aqar2021/2020_21_Curriculum%20Delivery.pdf

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

1. The academic calendar is based on notifications and circulars published by the affiliating university, the University of North Bengal, as well as the West Bengal government holiday list.
2. The internal assessment system is implemented by the various departments using Google Forms, Google Classroom, and Google Meet. Throughout the semester, each department plays an important role in administering quizzes, assignments, and vivas.
3. The internal assessment exam is graded, and the results are instantly shared with the students.
4. Students who do not consistently do well within the internal assessment system are required to take remedial classes.
5. Teachers complete the syllabus by the due date specified in the academic calendar.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://kgtm.in/userfiles/file/aqar2021/2020_21_Academic_Calendar.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
26	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
0	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	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 UG course curriculum of BA, BCom, BSc integrates crosscutting issues related to professional ethics, human values, gender related issues, and environment. The course on Environmental Studies offer to first sem students of all programs. This course creates awareness about the importance of environment and sustainability. It also creates awareness among students about causes of environmental degradation and need for protection of the same. The department of chemistry also offers various courses on environmental and pollution control measures. The courses on Sociology provides extensively on human values, social values, gender related issues and awareness and protective measures for women. The departments of Philosophy, Economics, Politicals Science, History, English, Bengali, Nepali and Sanskrit also offer courses relating to some issues of gender, human values , ethical values, empowerment of women, human rights.

File Description	Documents
Any additional information	No File Uploaded
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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

107

File Description	Documents
Any additional information	No File Uploaded
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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://kgtm.in/userfiles/file/aqar2021/2020_21_Feedback_Link.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 sanctioned seats during the year

2877

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

1492

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

Most of the students are first-generation learners and require special care to grow up in higher education. Keeping this in mind, all faculties strive to give their full effort and support to them. We aim to assess their level of knowledge right from the beginning of the session and fill up any gaps. With time, their degree of knowledge becomes evident leading to the identification of the slow and advanced learners.

Advanced learners are encouraged to read more beyond the syllabus. However, to assess their levels of learning we organize debates, students-seminars around the issues and topics enumerated in the syllabus. We aim to make them more curious and desire to open up their ideas. If students demonstrate an interest in learning more, we provide journals, books, and other study materials from personal collections.

Slow learners need much more attention from the teachers, specifically one-to-one communication. To assess their learning levels, we frequently arrange class tests, topic-based discussions and interviews with them. Apart from one-to-one interaction, we arrange doubts clearing classes for them throughout the session. They are always encouraged to group study. The faculties make every effort to keep in touch with them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
5106	55

File Description	Documents
Any additional information	No File Uploaded

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

Every student is a star on the earth and the education system is shifting from the teacher-centric to student-centric despite the restrictions of quantitative and universal approach of education policy. The teachers are teaching as well as guiding, mentoring and supporting the students as our learners come from multiple socio-economic classes. We are serving the students coming from Bangla, English and Hindi medium schools. Our teachers and library support them in all three languages.

Learning by doing makes understanding easier. Not only the science students who attain the experiential learning in the labs but the students of social sciences are also given experiential learning opportunities, such as the Geography, History, Sociology students go to the open classroom/ field for conceptualizing the abstract gained in the closed class rooms. We encourage participative learning by Group discussion, Quiz, extempore etc. which engage them among themselves and groom the leaders.

Students are given opportunities to be more sociable by organizing community oriented programmes. NSS and NCC volunteers are made more companionable and communicable with society. Our students visit the Blood Banks, Old Age Home, Divyang Home which strengthen the passion, humanity, empathy and other virtues which enhance the value of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college invariably uses ICT enabled tools to impart quality education thereby making the teaching-learning process wholesome. Teachers have been using ICT in facilitating uninterrupted education throughout the Pandemic. Keeping in line with global technological enhancement, the institution has adhered to digital literacy by adopting ICT approaches to teaching-learning. Online classes have been conducted through Google meet by all the departments. Study materials are being uploaded on regular intervals in Google classroom. Online assignments, exams and quiz are being conducted as part of internal evaluation and regular feedback of students is generated through Google forms. A list of e-reading materials have been shared amongst the teachers and students for their reading motivation and catering to greater enthusiasm for learning by accessing limitless e-books and e-journals.

The college has uninterrupted Wi-Fi and a dedicated Projector room and smart board enabling power-point presentations, where Seminars are held offline. The Institution has initiated Webinars organized by all the departments in order to enhance the skill of the Teachers as well as the students. The college has also collaborated with various Commercial organizations to conduct Certification in vocational courses online, thereby, imparting the students with greater exposure to vocational and professional skills.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

55

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

19

File Description	Documents
Any additional information	No File Uploaded
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

479	
File Description	Documents
Any additional information	No File Uploaded
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.

- Assessment of performance is an integral part of teaching learning process. The college conducts Continuous Internal Evaluation (CIE) to assess all aspects of a student's development throughout the semester.

- The students are made aware of Continuous Internal Evaluation in the orientation programme conducted at the beginning of the semester in each Department by the Principal, Head of the Departments and the faculties through public address.

- Evaluation procedures and tentative dates are discussed and finalized in the Departmental meetings and made public through departmental notice board and college website.

- CIE exam dates are also mentioned in the academic calendar. The college conducts class tests, midterm tests per course/paper in each semester.

- It also promotes the students to participate in powerpoint presentation, class seminars, group discussion, debates, etc.

- CIE components also include MCQs, Quiz competition, assignment, viva voce, field survey, lab exercises and practical examination.

- Covid-19 pandemic threat has forced to change the dynamic of classroom mode of teaching-learning to virtual classroom. Departments have adopted digital platforms to increase the outreach to all the students.

Class test, assignment, quiz test, MCQs, debates, viva voce are being conducted through online mode using Google classroom, Google meet, whatsapp group and other online apps.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

A transparent, time-bound and efficient method is being followed in terms of dealing with internal examination related grievances.

- As because of Covid Pandemic related closure of the institutions this year, all the assessments were conducted in online mode.
- At the beginning of the semester, each department created WhatsApp groups where we provided all the information regarding internal assessments.
- We conducted online meetings with students to resolve all the queries regarding internal assessments.
- We took assignments, class-tests etc. through different online mode such as email, google classroom, google forms, WhatsApp as per the convenience of students.
- The evaluated answer sheets are shown to students and the concerned faculty clarified their grievances and guided them about their mistakes.
- The Exam Committee also took initiatives and conducted online meetings for the clarification regarding various issues about internal tests.
- The Examination Help Desk operated for students to provide quick solutions to their queries regarding internal examination. The students could also post their queries in the respective departmental WhatsApp groups.
- Those students who are not technically sound and faced technical issues in attempting online internal examinations took the support of "The Technical Team" of the college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme and Course outcomes of all the courses are displayed in the college website and students are made aware of these outcomes by the faculty members at the beginning of every course.

Sample COs:

Department of English:

1: Understanding the origin of English language and the various influences

that shaped the language.

2: get to know about Classical European Literature.

3: Learn about Indian Classical Literature and Modern Writing in English.

4: Understanding British poetry and drama from the 14th -17th Century.

Department of Commerce:

Students will be able to learn practical skills related to Accounting and Tax. Students will have diverse knowledge and understanding of basics related to management and finance.

Department of Physics:

Students will be able

1: To acquire core knowledge of the subject with conceptual understanding of different major topics such as Classical

Mechanics, Electricity and Magnetism, Modern Physics etc.

2: To find a suitable methodology for solving a physical/numerical problem using their theoretical knowledge and skills.

3: To apply the knowledge of Physics to practical problems of regular life

4: To perform laboratory experiments, make circuits, record data, plot graphs, analyze them and draw valid conclusions from them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution offers continuous Internal evaluation as a part of attainment of programme and course outcome through a wide range of evaluation and assessment methods such as Class tests, Assignments, Seminars, Debates, Group discussions, Quiz, different experiential learning methods such as field work, laboratory works etc.

Remedial coaching is offered to students from all the streams on the basis of internal assessment and regular student's feedback is attained. Due to Pandemic, all doubt clearing classes and internal assessments have been conducted online.

Outcome of the course has been assessed keeping in line with the recent changes in the teaching and evaluation method i.e. adopting online mode of teaching. Students have been assisted by providing study materials and practical classes and tests have been conducted through virtual laboratories hence assuring effective delivery of Program Outcome and Course Outcome of all the streams.

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

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

1004

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	Nil

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)

http://kgtm.in/userfiles/file/aqar2021/2020_21_SSS_Report.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)

0

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

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

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

1

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

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

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

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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

In this season most of the extension activities have been done with a special focus on the impact of COVID and lockdown on our society, especially through the FIT INDIA MOVEMENT, WORLD TOBACCO DAY celebrations. During every activity, we have taken special care of social distancing and masking. Such activities are primarily helping our students to enrich their awareness about the social responsibility and importance of their kindness towards neighbors. The ongoing situations are significantly shaking our daily life with a lot of new challenges and indicating us to be more responsive to our own life and social life. Therefore, we have planted a lot of trees in our institutional premises and surroundings through the drive of

'tree plantation'. We have celebrated 'VIJAY DIWAS' to acknowledge our freedom fighters and motivate our students to join the Indian Army and any other defense forces to serve our nation.

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

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

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

4

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

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

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

23

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5007

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

Classrooms: Our College has 36 Classrooms and special dedicated spaces/rooms like the dark rooms (Physics Department) and equipment like projection facilities in the classrooms and smart classroom. Regular maintenance of computer equipment is done by concerned teachers, lab-assistants and lab attendants.

Laboratory: The College has several laboratory facilities for lab based subjects such as Physics, Chemistry, Geography etc. The laboratory is managed by the respective Laboratory Attendant under the supervision of the Head of the Departments.

Library: The Library is adequately equipped with text and reference books. All library information about books is available online. Library resources are automated with ILMS, though partial automation is done, efforts for full-automation are in progress. Library is equipped with the CCTV cameras for overall monitoring and surveillance. All the Staff Members can access the Library facilities and can borrow books, Magazines, periodicals, inflibnet facility and other materials as per the rules for each category. Annual physical verification of Stock is conducted through Library audit.

IT Infrastructure: The College is gradually moving towards complete online facilities in e-governance such as Admission,

Accounts, and Fee Collection etc. During the pandemic entire teaching-learning and internal assessment has been done online. The Under Graduate Semester End Examinations have been conducted online. Classes were held online with the help of Google Meet and Google Classroom.

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

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

Sports facility: The College has indoor and outdoor sports facilities for students. Indoor games including table tennis, carrom, chess are available on campus. Outdoor games like football, volleyball, kho-kho, kabaddi, badminton, and other athletic sports like shot put, javelin, high jump, long jump, running race are regularly conducted throughout the year. The maintenance of sports ground and equipment at the college is carried out by Sports-in-Charge and the Sports Committee. Regular inspection is done by sports-in-charge to check the ground/sports related equipment and take appropriate measures.

Cultural activities: In order to inculcate fondness for varied culture and heritage various Cultural activities are organized such as College Foundation Day, Rabindra Jayanti, Bhanu Bhakta Jayanti, World Environmental Day, International Women's Day, Teachers' Day, Gandhi jayanti, Childrens' Day, Sarat Utsav, Christmas Celebration, Basant panchami, Basant Utsav etc. Apart from this, regular community activities are conducted by NSS in the college campus like Tree plantation, cleanliness drive, Blood donation camp, preparation of flower bed and extension activities for the welfare of the neighbourhood.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

NIL

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

4.2 - Library as a Learning Resource

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

- Name of ILMS software: SOUL
- Nature of automation (fully or partially): Partially
- Version: 2.0

- **Year of Automation: 2019**

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
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)

0.071

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

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

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

File Description	Documents
Any additional information	No File Uploaded
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 website (www.kgtm.in) has been upgraded to improve user friendliness and incorporate more features. The upgraded site was launched on June 29, 2021. During the admission period semester and subject WhatsApp groups are created for corresponding with students easily. SMSs were sent to the newly enrolled students for joining in their respective WhatsApp Groups from November 21, 2020. Google Classrooms were created for the newly enrolled students and sent the invitation link via WhatsApp groups. There is an option included in Online Admission System for verification of uploaded testimonials of students by the faculties after admission. The college purchased Google Drive Space 2 TB (Google One) for preserving the Answer Scripts submitted during Online Semester End Examinations on July 22, 2021. Google Forms were created for uploading the Answer Scripts of students in PDF format. Sharing the links of Google Forms is started from July 25, 2021 as per the examination schedule. With the overall upgradation of IT facilities, the College has been able to successfully conduct classes and examinations.

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

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
6.21198	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>The college caters to the educational needs of the large number of students hailing from Tea Garden and Rural areas. The infrastructure facilities such as classrooms, laboratories, library, and common room facilities for both boys and girls are provided. There are also facilities for indoor and outdoor games. The college has a systematic mechanism of maintenance and upgrade of physical, academic, and support facilities. The departmental heads place academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops demands along with the approximate budgets to the Principal. The Principal places the requisition in the meetings of the Governing Body, Finance Committee, Library Committee, or any other relevant committee. Financial rules of the government are strictly</p>	

followed for all purchases. The conditions of the classrooms and the furniture provided for the student in the classrooms are regularly monitored. The office maintains a register for complaints, repair etc. of all facilities like furniture, electrical work, generator, building infrastructure etc. Repair work is done according to the rules. The campus is protected under CCTV surveillance. Water purification machines, sanitary pad vending machines, the CCTV are routinely maintained under Annual Maintenance Contracts. Sports amenities are maintained by the support staff.

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

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

2329

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
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

19	
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	D. 1 of the above
File Description	Documents
Link to institutional website	Nil
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	
148	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
148	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
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****20**

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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****92**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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	No File Uploaded

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)

The Students' Union played an active role in conducting cultural activities such as Republic day, Independence day, Saraswati Puja, Christmas Celebration. They helped in maintaining discipline and proper conduct of various cultural activities. The Students' Union circulates notices for upcoming events in various social media platforms. They also provide guidance for the online admission process. They also played an active role in COVID-19 awareness programmes for the students. However, the election of the Student Union has not been held for five years yet the Union continues to provide their support in various cultural and activities of the college.

Student of NCC and NSS were actively supported by Students' Council representative in their extension activities.

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

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

2054

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

5.4 - Alumni Engagement

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

We have an alumni association and students belong to a whatsapp group and they meet in college during Saraswati Pujo and other cultural activities of the college. Their suggestions are always encouraged for the good of the college. The alumni association is yet to be registered.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Vision: The Institution endeavours to facilitate opportunities for educational empowerment and capacity building through promotion of quality education and promote moral, social and human values to become catalyst of social transformation and justice.

Mission: The College was established with a mission of spreading higher education among the under privileged class and rural community. The college provides undergraduate programmes in Arts, Commerce and Science. These streams enable students for competitive examinations and nurture the cultural heritage. The college aims to provide the following values:

- To promote academic excellence.
- To include a civic sense with ethical, moral and social

values in students and help them to grow into good citizen.

- To empower students to lead productive lives and become agents of social economic change of the community.
- To provide education among students of lower economic strata.
- To provide quality and value based higher education irrespective of caste and community.
- To provide the supports for the excellence in sports and cultural activities.
- To make the campus eco-friendly and also to make the community aware of preservation of natural resources.
- To provide community service through an active NSS unit.
- To make the campus ragging free.

File Description	Documents
Paste link for additional information	http://www.kgtm.in/the-college.html
Upload any additional information	No File Uploaded

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

The institution maintains transparent mechanism of decentralization and participative management. The college believes in the values of collective decision making. These six bodies include the following:

1. Governing Body highest policy making body,
2. At administrative levels the Principal is the head,
3. Internal Quality Assurance Cell (IQAC),
4. Teachers' Council at faculty level,
5. Level of Non -Teaching staff and
6. Students' Union at student level

The general administration, academic planning and curriculum development and delivery are done in a planned way after consultation with the concerned bodies. The major proposals and policies are placed before the Governing Body for approval. Different sub-committees are formed by the Teachers' Council which helped in the general administration of the college. The IQAC takes the major initiatives for academic planning, curriculum delivery and other academic related activities. The students' representatives place their demands and grievances to the authority which tries to look into the issues for early

measures.

File Description	Documents
Paste link for additional information	http://kgtm.in/institutional-organogram.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In accordance with the guidelines provided by the university, the college successfully held the university examinations in June 2021, completely in the online mode. Being a new venture, great care and planning went into this novel undertaking.

First, the requirements were analysed and all necessary data were collected from the university. Google Forms were created according to the course and paper and notices were given accordingly regarding answer scripts submission. The answer script folders were shared according to the departments and all submission related problems were handled by the examination committee. This committee also provided prompt technical support to all evaluators when required. All evaluation was conducted online and marks foils, caging sheets were submitted on time to the university.

In order to successfully conduct this mammoth process online, the college purchased Google Storage (Space) of 2TB for one year. Being a new experience for all teachers and students, all expected emergencies were thought of and dealt with and as a result, the whole process was conducted smoothly and successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

Organogram of the Institution

This organogram visually conveys the internal decentralised structure of the college by detailing the roles and relationships between the different individuals working here and shows the interrelationship of the various positions. At the apex of the organisation chart stands the Governing Body of the college. The Principal, as head of the institution, supervises the IQAC, the various committees, councils, departments, cells as well as the various students' bodies and study centres. The different committees formed to look after the various aspects of administration are the Academic Council, Routine Committee, Research and Publication Committee, Campus Development Committee etc. The Statutory Committees-Finance, Provident Fund, Purchase, and Anti Ragging take care of vital aspects of the college. Under the aegis of the Teachers' Council are present different committees, related to admission, examination, culture, career advancement, NCC, NSS, canteen, library and so on. The Principal looks after (supervises) all departmental official and library related issues as well as issues pertaining to all categories of teaching and non teaching staff. Different cells formed like the RTI/Public Relation Cell, Minority Cell, Internal Complaints Cell etc. also work under the observation of the Principal. The Alumni Association and Students Union, along with the coordinator of the study centre also function as inherent units of the institution under the Principal. The college administration is a cooperative effort with the support of all stakeholders in pursuit of a common objective i.e. the smooth and efficient functioning of the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://kgtm.in/institutional-organogram.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance

A. All of the above

and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

The Institution takes necessary measures and steps for the welfare of the teaching, non-teaching and the students as a part of the responsibility for the interest of the college.

Various welfare measures provided by the institutions are listed below:

TEACHING STAFF

NON-TEACHING STAFF

STUDENTS

- Provident Fund
- Group Insurance
- Festival Advance
- Loan against Provident Fund
- Child care & Maternity Leave for Lady teacher
- Special Leave and Study Leave to pursue research work and other educational activities and training
- Advance Salary to newly recruited teachers till Pay-

Fixation by the Government.

- Leave Encashment after retirement
- Provident Fund
- Group Life Insurance
- Festival Advance
- Loan against Provident Fund
- Annual Bonus
- Ex-gratia payment for festival to casual and temporary staff
- Maternity Leave to permanent and temporary staff
- Swastha Sathi Prakalpa by Government of West Bengal
- Concession in admission fee to the children of needy non-teaching staff
- Leave Encashment after retirement
- Student aid Fund
- Special concession for BPL students.
- 'Kanyashree Prakalpa' for girls students
- Tea Garden Labour Welfare Scholarship
- Financial help out of College Fund to the needy students on medical ground
- Free medical treatment through 'Student Health Home'
- Samajik Suraksha Yojana
- Mass Education and Extension Directorate Scholarship for Handicaped

- Chief Ministers' Scholarship
- OASIS Scholarship

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

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

2

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

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

The performance appraisal system for teaching staff is formed and regulated by the UGC and followed in concurrence with the State Government Orders but the college put additional effort for the qualitative improvement.

Appraisal of the Teaching Staff

a) Performance Based Appraisal System (PBAS) is a self-assessment system which is calculated by each faculty member to locate the strength and weakness and the Departmental Committee, IQAC, Teachers' Council etc suggest to improve the performance and potentiality of each teacher.

b) Teachers are assigned additional duties and responsibilities and the weightage is given to such performance in promotion as designed in the Career Advance System (CAS).

c) The Academic Performance Indicators (API) score is evaluated by the screening-cum-selection committee formed by the Directorate of Education and the University.

Appraisal of the Non-Teaching Staff

a) All non-teaching staff fill a self-assessment proforma annually which is evaluated by a committee to suggest improvement of the performance.

b) The interpersonal relationship among the staff, with students and the ability to perform the assigned duties are appraised by the college.

c) As per the government regulations, the Upper Division and Lower Division Clerks are evaluated for promotion after continuous service of 10 and 20 years.

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

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

Internal Audit: The chartered accountant as internal auditor is appointed by the Governing Body of the college who makes regular internal audits of all accounts. The suggestion of the internal

auditor is implemented.

External Audit: The institution being a Grant-in-aid college from the Government of West Bengal, the financial audit is conducted every year by the auditor appointed by the Department of Higher Education, Government of West Bengal. The observations and suggestions made by the external auditor are considered and implemented for more efficient and transparent accounts.

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

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

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

0

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

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

Mobilization of Funds:

- The major source of income for the college is fees collected from Students during admission.
- Since the college is State Aided, it receives grant from the Government of West Bengal

Utilization of Funds:

- Funds received from the Government for salary are used for the payment of salaries of the Teaching and Non-teaching staff.
- Funds are utilized for the purchase for books, magazines etc for the library, equipments for the laboratory, maintenance work and infrastructural development of the college.
- The College has different committees like Finance, Purchase and other Statutory Committee and the general expenses like electricity bills, and other routine expenses are presented to the appropriate Statutory Committee and after the approval only such expenses are met and recorded.

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

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

Significant contributions by IQAC in the current academic session:

1. Due to pandemic the IQAC prepared the online class schedule for all classes. The classes were taken in Google Meet. For internal assessment online mode was adapted by uploading assignments and appearing for viva-voce test.

2. It was a big challenge to conduct online examination as per the notification of the university. For submission of answer scripts subject and paper wise Google Forms were created and the links were uploaded in the college website. The various departments monitored the process of online examination so that no student face any problem during submission. The teachers evaluated the answer scripts fully online.

3. Various departments conducted webinars and invited lectures. The resource persons were invited from various colleges and universities.

4. The teaching and non-teaching faculties were provided training regarding online process of examination and admission process. The college successfully completed the examination and admission process.

5. The students were given orientation program about the new mode of classes.

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

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 recommendation of the NAAC peer team, we are considered for further improvement of the institution. As per the suggestion of NAAC additional infrastructure has been developed for additional classrooms and opening of new subjects and departments. After the NAAC visita new building has been constructed. Two Lab Based science departments, mainly physics and chemistry departments, have been introduced as program courses. The course on Mathematics Honours has been added. In BA course Sanskrit subject as program course has been introduced.

The college sent the requisition for substantive teachers against the sanctioned post in various departments to the higher education department, Government of West Bengal. Accordingly, substantive faculty members have been recommended by the government and appointed by the college authority.

Besides the introduction of new subjects and infrastructure upgradation after the last NAAC visit the college has been evaluating the teaching learning process regularly. Specially during the pandemic the change into the online mode was very challenging for a rural college like ours. Initially we began with WhatsApp groups for different subjects and students and teachers interacted. Google Classrooms and Google Meet were the

main modes of teaching-learning and evaluation.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

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

Co-curricular activities such as sports or other awareness programmes are organised maintaining gender equity, sensitization and equal participation.

NSS celebrated International Women's Day on 08/03/2021 through a webinar on Women's Health and Hygiene. The target audience was kept aligned to the concept of gender equity. The objective was to cater the safety and security of women in the field of Health.

The webinar was organised in a manner of counselling the youths on basic health and hygiene.

Department of English organised a lecture for 6th Semester on 'World in COVID-19 and How Shall We Prepare Ourselves' (19/06/2021) on the awareness of health. It was also aimed as a counselling session in career pertaining to gender discrimination in Covid19 world.

Department of Commerce organised 'Career Awareness Programme' on 22/05/2021 and 'Investor Awareness and Role of Regulator' on 29/06/2021, keeping in mind the equal gender opportunities in career advanced programmes and the outcome shows that participation of female students outnumbered the participation of the male students.

CCTV cameras have been installed in the entire campus which help in monitoring the safety and security of the girls students.

There is a separate common room for girl students.

Sanitary napkin vending machine has been installed.

Lady attendant attends to the needs of girl students.

File Description	Documents
Annual gender sensitization action plan	Nil
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	http://kgtm.in/userfiles/file/agar2021/2020_21_Facilities_for_Girls_Students.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

D. Any 1 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 waste: We are using different coloured dustbins for collecting dry and liquid waste. We are trying to work with minimum papers, mostly working with the soft copies and PDF. Thenon biodegradable wastes like rugged board markers and ink bottles are packed and put into non biodegradable waste bins. Solid canteen waste (mainly food stuff) is decomposed and the compost is used for gardening inside the campus.

Liquid waste: Separate dustbins are installed to collect liquid waste. Teachers always encourage the students to use separate bins for liquid waste and solid waste.

E-waste: E-wastes generated are sold off as scrap or buy back in some cases. The working fraction is identified and if possible reused. The college electrician takes care of the reusability of batteries by recharging, and repairing wherever possible. The institute believes in using the existing rather than buying until absolutely required and maintaining the "Reduce-Reuse- Recycle" strategy wherever possible.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

E. None of the above

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

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

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

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

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

The institution makes an effort in providing an inclusive environment. Harmony is maintained throughout the institution by maintaining tolerance towards cultural, regional, linguistic, communal and other diversities. For the awareness of women's sanitation and health NSS organized an International Women's Day through an online special lecture on Women's Health on 8th March 2021. Cultural events like Saraswati Puja, Christmas Celebration, Rabindra Jayanti, Bhanu Jayanti and Hindi Diwas are allobserved. Rabindra Jayanti was celebrated from 9th May till 19th May. Short videos were prepared and uploaded on YouTube where departmental participation of students from diverse socio-economic and cultural backgrounds was witnessed. Linguistic tolerance is maintained by providing class lectures in both regional as well as English language. World Translation Day was observed by the Department of English on 6th October 2021 by organizing a session on Translation with an effort to emphasize the importance of multilingualism. All diverse students are given the equal opportunity in curricular and co-curricular activities

such as sports and other competitions.

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

National festivals such as Republic Day and Independence Day are celebrated in the college, inculcating the values for a responsible citizen. Both duties and responsibilities as a citizen are being counselled to both the faculty and students. College website also projects the importance of inculcating values. NSS and NCC also responsibly makes an effort to inculcate values for being responsible citizens. NCC through programmes like World Nature Conservation Day (28th July 2021), World No Tobacco Day (31st May 2021) and in collaboration, NCC and NSS, organised World Environment Day (5th June 2021) to put an effort to sensitise the eco-consciousness and eco-values in the campus. NSS celebrated the 125th birth anniversary of Netaji Subhash Chandra Bose on 23rd of January 2021 as a reminiscence of Netaji's contribution in the struggle for India's freedom as well as a renowned figure who is taken as an epitome of values as a responsible citizen. In a similar way, Rabindra Jayanti was organised, to not only remember Tagore as a literary figure but also as a man of great values. Students participate in mock parliaments in inter college competitions.

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

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

A. All of the above

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

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 organises festivals, national and international commemorative days as follows:

- Celebration of Saraswati Puja
- Celebration of Basanto Utsav
- Observance of National Day (Republic Day, Independence Day)
- Constitution Day
- Yoga Programme on International Yoga Day
- Celebration of Christmas, Bhanu Jayanti, Hindi Diwas, Rabindra Jayanti.
- Observance of NCC Day
- Observance of NSS Day
- International Womens' Day Celebration

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	No File Uploaded
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.

The institution was able to reach out to the students for classes on the online mode of teaching learning. It was necessitated by the pandemic situation. The IQAC prepared a lecture schedule for all departments to be imparted through online. For this purpose each department were advised to create whatsapp group for each course separately and published department wise. The students were able to access classes through Google Meet. Apart from classes viva-voce test and assignment were made online but had to face many challenges too. Due to the remoteness the student face difficulties in accessing the online classes. In such cases students were instructed to contact the respective teacher for necessary help.

In order to provide financial help to the students the institution waived three months' tuition fee for all UG BA, BCom, BSc Honours and pass course students so that they could continue their studies without difficulty. It was very essential to give financial support as most of the students in this institution belong to socio-economic backward class and are first generation learners.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Governance and Administration:

The smooth functioning of the college is maintained by all the stakeholders - students, teachers and support staff who work together in sync. Governing Body, the highest authority functions for smooth governance and administration. IQAC provides an academic environment, supporting faculty members, support staff and the students. The Teacher's Council assists the head of the

institution in maintaining order in academic activities. Different committees such as Exam sub-committee and Audit committee function to develop the administration system of the institution. Students' Union functions as the backbone of the institution and works in alignment with the institution. Student's representative is also a member of the Governing Body for the smooth functioning of the relation between management and the students. Annual feedback system is practiced to analyze the status of both the faculty and the management. The extension activities of the college tries to upgrade the situation in the neighbour. Institution supports and respects the upgradation of all faculty and supportstaff.

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

7.3.2 - Plan of action for the next academic year

- To deploy strategic plan for imparting classes through online.
- Orientation of students for new online mode by various department.
- Introduction of career oriented courses.
- Provision for upgrading drinking water facilities for studens.
- Encouraging publication papers in journals.
- Encouraging faculty members to guide Ph.D. students.
- To strengthen NSS & NCC activities.
- Screening of documents of teachers for CAS.
- Strengthening of student mentoring system.
- To upgrade the library by buying new books as perCBCS curriculum.