YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Kashipur Michael Madhusudan Mahavidyalaya**
• Name of the Head of the institution	**Dr. Bibhas Kanti Mandal**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03251246500**
• Mobile No:	**7001078092**
• Registered e-mail	**kashipur_mmm@yahoo.in**
• Alternate e-mail	**bibhas.kanti@gmail.com**
• Address	**Kashipur, P.O. Panchakote Raj, Dist. Purulia**
• City/Town	**Adra**
• State/UT	**West Bengal**
• Pin Code	**723132**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Grants-in aid**

• Name of the Affiliating University	**Sidho-Kanho-Birsha University, Purulia**
• Name of the IQAC Coordinator	**Dr. Suvranshu Pan**
• Phone No.	**03251246500**
• Alternate phone No.	**9064239937**
• Mobile	**9007953860**
• IQAC e-mail address	**iqackmmm@gmail.com**
• Alternate e-mail address	**suvranshupan@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://kashipurmmm.org/images/uploads/AQAR%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.kashipurmmm.org/images/uploads/KMMM_AC%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.06**	**2016**	**16/12/2016**	**15/12/2021**

6.Date of Establishment of IQAC	**21/02/2012**

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
NA	**NA**	**NA**	**2020**	**0**
NA	**NA**	**NA**	**2021**	**0**

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	04	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Contributions of IQAC (2020-21): 1. Online Class: Due to Corona outbreak, state government of West Bengal has been announced to close down all educational institutions from 16.03.2020. IQAC takes the initiatives to continue the classes in online mode since then. College website, email, WhatsApp, Google Meet are the platforms used for online classes and study materials. 2. Students' Feedback: Students Feedback is taken via Google Forms and comments of Students have been discussed in the Meeting of Teachers' Council and IQAC. 3. COVID Help Desk: COVID Help Desk has been formed to support the corona infected college staffs and their family members at the beginning on 23.07.2020. Also works for people of Kashipur in COVID situation. 4. KMMM Relief Fund: NSS of the College worked for help of people of two adopted villages with this KMMM Relief Fund A part of the fund has been proposed to send to Chief Minister's Relief Fund of West Bengal. 5. Webinar / Special Lecture: Webinar organized by the IQAC of the college with collaborations with various departments 27 Webinars have been organized during 2020-21 Academic Session. Organized 34 Special Lectures during the Session Experts from various wings participated and delivered lectures on topics related to UG Syllabus. 08 Mentor-Mentee Programs have been organized. Economics (02), Geography (02), Sociology (02), History (01), Bengali (01) departments organized this program.

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
Online Class	(i) Due to Corona outbreak, state government of West Bengal has been announced to close down all educational institutions from 16.03.2020. (ii) IQAC takes the initiatives to continue the classes in online mode since then. (iii) College website, email, WhatsApp, Google Meet are the platforms used for online classes and study materials.
Students' Feedback	(ii) Students Feedback was taken via Google Forms and comments of Students have been discussed in the Meeting of Teachers' Council and IQAC.
COVID Help Desk	(i) COVID Help Desk has been formed to support the corona infected college staffs and their family members at the beginning on 23.07.2020. (ii) Also works for people of Kashipur in COVID situation.
KMMM Relief Fund	(i) NSS of the College worked for help of people of two adopted villages with this KMMM Relief Fund. (ii) A part of the fund has been proposed to send to Chief Minister's Relief Fund of West Bengal.
Webinar	(i) Webinar organized by the IQAC of the college with collaborations with various departments. (ii) 27 Webinars have been organized during 2020-21 Academic Session.
Mentor-Mentee Program	(i) 08 Mentor-Mentee Programs have been organized. (ii) Economics (02), Geography (02), Sociology (02), History (01), Bengali (01) departments

	organized this program.
Special Lectures	(i) Organized 34 Special Lectures during the Session. (ii) Experts from various wings participated and delivered lectures on topics related to UG Syllabus.

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

- Name of the statutory body

Name	Date of meeting(s)
Teachers' Council	11/12/2020

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	23/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	03

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1777

File Description	Documents
Data Template	View File

2.2	**334**
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	**400**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**16**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**17**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**22**
Total number of Classrooms and Seminar halls	

4.2	**79.07840**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**31**
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

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Planned and Documented Curriculum System (2020-21):

1. The College Admission Committee ensures online admission
following the HS (10+2) result and prepared a Merit List published
in the college website. Admission is done on the basis of seat
availability in each subject following the West Bengal government's
reservation rules and criteria at Sidho-Kanho-Birsha University.

2. There is a Teachers' Council for conveying the Academic
activities of the college by preparing Time Table for 2020-21 (for
Odd Semester: July -December 2020 and for Even Semester: January-
June 2021).

3. Each Department distributes the syllabus at the beginning of each
semester among teachers of that particular department and makes a
resolution in their departmental meeting countersigned by IQAC
Coordinator and Principal.

4. IQAC coordinated the entire academic activities throughout the
year which includes: (a) Students' Orientation Program, (b) Workshop
on CBCS for teaching and non-teaching staff, (c) Departmental
Meeting with IQAC, (d) Review Meeting on results of each semester,
(e) Parents-teachers meeting, (f) Feedback taken and analysis, (g)
Research Activities among faculties, (h) Organization of Webinars /
Special Lectures / Mentor-Mentee Programs etc.

5. For this year (2020-21), all the academic activities have been
done via online mode as the college has been closed since March 2020
for COVID-19.
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File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.kashipurmmm.org/images/uploads/Prospectus_2020-2021.pdf

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

Continuous Internal Evaluation (CIE):

1. The institution has prepared an Academic Calendar for the session 2020-21.

2. All academic activities have been done through online mode as college is closed since March 2020.

3. IQAC takes initiative to conduct a continuous internal evaluation with the help of each department separately. Departments have prepared routinesfor online classes, taken online classes, and suppliedstudy materials through the college website, emails, and WhatsApp groups for students.

4. Internal Assessment has been taken via Google Forms and through Mentor-Mentee Programs. Final examinations are also held in online mode through Open Book System (OBS) following SKBU Guidelines.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.kashipurmmm.org/images/uploads/Prospectus_2020-2021.pdf

1.1.3 - Teachers of the Institution participate in A. All 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	View File
Institutional data in prescribed format (Data Template)	View File

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

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

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

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

50

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

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

1.3 - Curriculum Enrichment

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

Professional Ethics into the Curriculum:

1. Professional Ethics: The College has prepared a Prospectus where professional ethics have been mentioned for all the teaching staff, non-teaching staff, and students.

2. Gender: Gender issues have been included in the syllabus of Sociology, Geography, and Economics as a part of the UG Curriculum.

3. Human Values: Human Values are also discussed in the college prospectus for all. In particular, human values are a part of the syllabus of the Education department and Philosophy departments.

4. Environment: For environmental aspects, the college authority has taken various steps to make the campus environment friendly. There is NSS Unit I and II who can take care of the campus by cleaning it regularly. In the syllabus also, students of Environmental Studies, Botany, Zoology, Geography, Economics, and History have learned about the topic in their syllabus. Tree plantation is a regular practicein the college.

5. Sustainability: As per sustainability is concerned, the college authority is planning for some activities for future convenience. Regular tree plantation, making the campus clean, green auditare the part of our daily routine. Besides this, courses on sustainability is a part of the Economics and Geography syllabus. prepared teams of college students in cultural and sports activities also a part of our sustaibility goals.

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

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

08

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

246

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

**from the following stakeholders Students
Teachers Employers Alumni**

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)	[View File]()

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

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

File Description	Documents
Upload any additional information	[View File]()
URL for feedback report	http://www.kashipurmmm.org/images/uploads/Feedback%20Report%202020-21.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

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

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

Catering to Student Diversity (2020-21):

1. Kashipur M. M. Mahavidyalaya is strictly following the governmental norms of reservation in students admission. The Admission committee distributed the total seats according to the percentage of reservation of Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC-A for minorities and OBC-B for local backward classes) and Physical Handicapped (PH) for every subject.

2. Merit List has been published according to the category. Admission is also done following SKBU Guidelines and Norms of the Government of West Bengal. If areserved student came in the general merit list according to his/her marks, then he/she got a chance first as per merit. For this, his/her name is lying omitted from the reserved list and the next reserved student got the benefit of that.

3. Teachers also take care of the slow learners in the classes by repeating the topic for better learning. Mentor-Mentee programs have been organized by various departments to help different students to improve their skills in the subjects.

File Description	Documents
Link for additional Information	http://www.kashipurmmm.org
Upload any additional information	View File

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

Number of Students	Number of Teachers
Nil	Nil

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

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

Student Centric Learning (2020-21):

1. There is 16 Full Time Teachers and 1777 Students enroled in the 2020-21 academic session. The Teacher-Student Ratio is 1: 111 for this academic year.

2. Teachers of various departments are engaged in teaching with utmost care for every students. Starting from Syllabus sharing to each students and discussed about the sub-sections of each syllabus, teachers tries to find the students interest about the subject. Then they proceed accordingly.

3. There are various types of learners in the class. For fast learners, teachers do their normal duties, but for slow learners, they take utmost care and help them to understand the topic taught day today. Sometimes with the chalk-and-talk method, sometimes with experimental work like regular homework corrections, corrections of writings on a particular question and help them to speak and write properly as per the requirement of the topic they asked for.

4. Since the 2020-21 academic session, departments have introduced Mentor-Mentee Program. Here students can present their views on a topic they have selected for presentation. Teachers help them to prepare and present the same. During and after their presentation Mentor teachers discussed the topic to encourage Mentee students for their improvement.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[http://www.kashipurmmm.org/images/uploads/IQAC (15.02.2021).pdf]()

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

ICT in Teaching-Learning Process (2020-21):

1. There are 16 Full-time and 26 West Bengal Government-approved SACT (State Aided College Teachers) teachers engaged in teaching-learning process in this college.

2. Out of the 42 teachers 04 teachers have Ph.D., 04 teachers have M.Phil. and 08 teachers have B.Ed. degrees. Most of them are handful with ICT enabled technologies in their daily teaching.

3. As the entire 2020-21 academic session was under lockdown in campus learning, online classes have been organized on a regular basis by every department and every teacher for daily teaching-learning activities. Daily classes have been taken by using Google Meet, WhatsApp and sometimes by using audio on the phone also.

4. Attendance and Examination have been taken and conducted by using Google Forms on regular basis.

5. Online Webinars, workshops, Special Lectures have been organized for the students during this academic year on a regular basis.

6. 04 Teachers also acted as resource persons and delivered lectures for students of other colleges also.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.kashipurmmm.org/seminar_workshop.php

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

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

16

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

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

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

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

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

Mechanism of Internal Assessment (2020-21):

(a) In the Pre-Pandemic Phase: The College has planned Internal and Theory Examination Schedule following the SKBU Guidelines:

(Examination Time Planning)

Semester (Commencement of Courses) Internal Assessment (End Sem Exam)

I 1st week of October 2nd week of January Mid-February

II 1st week of March 3rd week of July 2nd week of August III 1st week of September 3rd week of January Mid-February

IV 1st week of March 4th week of June 3rd week of July

V 1st week of September 2nd week of February Mid-March

VI 1st week of March 2nd week of June 1st week of July

These dates are tentative and are finalized according to the notification of the Higher Education Department, Government of West Bengal. S.K.B. University may change the schedule as per their requirement.

(b) During the Pandemic:

Since College was closed due to the Pandemic situation, as per the order of the Govt. of WB, from 16.03.2020, and continued for this 2020-21 academic session also, scheduled Odd Semester Internal Assessment tests were postponed. Later the Internal Evaluation system was conducted online by the different Departments within

December 2020 for the odd semester and within June 2021 for the even semester.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[https://kashipurmmm.org/examination.php](#)

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

Dealing with Grievances on Internal Examination (2020-21):

1. The College was following online classes due to the Pandemic situation, as per the order of the Govt. of WB, from 16.03.2020, online classes and examinations were continued for the 2020-21 academic session also, scheduled Odd Semester Internal Assessment tests were conducted within January 2021 and the Internal Evaluation for even semester was conducted online by the different Departments within June 2021.

2. As this college is a rural college, many students don't have the facilities of Mobile phones and internet facilities.

3. These students were not able to attend regular online classes and they also failed to appear in the online examination also.

4. A few students also joined the job for family survival and were not timely maintained to follow the time schedule of the SKBU provided for examination.

5. Timely form fills up for examination was also not done by everyone. College authority was trying to find out those students and help them to appear for the examination with due permission from the University.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[http://www.kashipurmmm.org/images/uploads/Prospectus_2020-2021.pdf](#)

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.

Outcome of the Student's Performance (2020-21):

(A) Students Mentoring System:

1. Mentoring from Department: Each of the eighteen departments of the college has taken the initiative to know every student of their department. Teachers of the departments are engaged themselves to find out the slow-medium-fast learners and teaches them accordingly. Departments also recommend merit-cum-means freeship provided by the college and by the government from time to time.

2. Mentoring from IQAC: IQAC encourages each department to organize Mentor-Mentee Program. Through this, students can present their views on selective topics suggested by the teachers of the department. Teachers are prepared them for the presentation and after their presentation, good and constructive comments encourage students to improve in their studies.

3. Teachers Council: During the meeting of the Teachers' Council, various types of discussions have been made for the students starting from their Admission, to classes, to libraries, to laboratories, into their examinations and their results. Discussion on results brings the necessities for future progress to the students.

4. Committees:On the first day of college they come, a welcome address has been delivered by the Principals and Students Orientation Classes have been taken by the Teachers who are in charge of various committees related to students' activities. These committees include Anti-Ragging and Grievance Cell, Career Counseling Cell, Sports and Cultural Committee, Freeship, and Scholarship Committee. Students take the benefit from each committee during their education in college.

5. Discussion on Result: Outcomes of the students'performance have been analyzed in the meeting of teachers in the forum of the Teachers' Council and IQAC. Teachers also discussed the performance of the students in the classrooms during Departmental Meetings. They also inform the students about their result and help them to understand their mistakes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.kashipurmmm.org
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.

Attainment of Programme Outcomes (2020-21):

1. The college has taken all the Internal and Theory Examination as per the schedule prepared by the University.

2. Internal Assessment is a continuous process and taken by the respective department for each subject of Core Course (CC), Discipline Specific Cources (DSC), Generic Elective (GE) and Discipline Specific Electives (DSE) papers. Departments hold these examinations through written examination via e-mail, WhatsApp, Google Forms and/or via Mentor-Mentee presentations.

3. University centrally set question papers for the Skill Enhancement Courses (SEC), Language Core Courses (LCC), and Ability Enhancement Core Courses (AECC). College helps the university by conducting these examinations as per their instruction.

4. Examination of Theory papers is conducted via OBS (Open Book System). Students got questions from the University website just before the examination time provided by the university and after writing answers, students have to submit their answer papers to the college within one hour of completion of the examination for that date. Students can send their papers to the college authority by mail also.

5. After the result is published, Teachers discussed students' outcomes in the Teachers' Council Meeting and IQAC Meeting and review the details of the result.

6. On the basis of the result, IQAC individually interacts with each department and ask them to give feedback of their departmental result.

7. Departments also discussed their departmental result in their

departmental meeting and take necessary steps to better in the next academic session.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kashipurmmm.org/images/uploads/Result_2020.pdf

2.6.3 - Pass percentage of Students during the year

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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://kashipurmmm.org/images/uploads/Result_2020.pdf

2.7 - Student Satisfaction Survey

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

https://www.kashipurmmm.org/images/uploads/Feedback%20Report%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

3.1.2 - Number of 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

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://banglaruchchashiksha.wb.gov.in/

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

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

3.2 - 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

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

3.2.2 - 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

File Description	Documents
Any additional information	View File
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

Extension Activities (2020-21):

1. Kashipur M. M. Mahavidyalaya has two NSS Units: NSS Unit-1 and NSS Unit-2. These two NSS Units have adopted two villages: Rangiladih and Gopalchowk.

2. There are 50 studentvolunteers and one Coordinator in each Unit. They have visited and surveyed each and every family of the said two villages, prepare a list of their requirements, and presented the same to the College authority.

3. NSS works for the two villages throughout the year. But for the 2020-21 session, people are affected by SARS COVID and most of the

rural people lost their jobs and become hopeless. Kashipur College team has done excellent jobs by providing support to them.

4. In the guidance of IQAC of the college, the College authority is able to create a fund from one day's salary from the staff (willing) of the college. With this amount, NSS distributed sanitizers, mask, and medicine in the first round. Then they distributed basic items (pulses, cereals, vegetableoils, soybeans, etc) in the 2nd round.

5. College authority also formed a COVID Help Desk for the college staff and local people in surrounding areas. Any medical requirements for anyone have been provided by KMMM COVID Team.

6. Kashipur College has supplied Thermoguns, Oxymeters, Sanitizers, etc to the local Kolloli Hospital as a part of our community work during this academic session.

7. National and International Webinars in collaboration with other institutions on various topics were organized by all the departments of the College.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.orghttp://www.kashipurmmm.org/nss.php
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

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

3.3.3 - 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

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

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

3.4 - 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

9

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Physical Facilities of Kashipur M. M. Mahavidyalaya (2020-21):

1. Classrooms: There are 4 Buildings for classes in the college.

(a) Main Building comprises 11 Classrooms (R-4, R-5, R-6, R-7, R-8, R-9, R-10, R-11, R-12, R-13, and R-14), 02 Halls (H-I and H-II) and 05 Laboratories (Botany Lab, Zoology Lab, Chemistry Lab, Geography Lab, and GIS Lab) used for classes.

(b) Library Building comprises 05 Classrooms (L-1, L-2, L-3, L-4, and L-5), 01 Seminar Room (SR), 01 Room for IQAC, 01 Store Room, 01 Reading Room for Students, 01 Central Library, 01 Room for

Librarian.

(c) New Building comprises 04 Classrooms (NB-1, NB-2, NB-3, and NB-4) and 01 Departmental Room.

(d) Bhadu Bhaban is under construction with 04 Classrooms (BB-1, BB-2, BB-3, BB-4) and 02 Departmental Rooms.

2. Laboratories: There are 06 Laboratories in the college (02 for Geography, 01 for Chemistry, 01 for Botany, 01 for Zoology, and 01 for Physics), and 02 Practical Rooms (01 for Music, and 01 for Physical Education). Ther is also 01 Track and Filed for Athletics and Football Ground, 01 Badminton Court and on Volleyball Court.

3. Computing Equipments: There is 01 UGC-NRC Room used as Computer Kiosk with 10 Computers and internet facilities; 06 computers at the GIS Laboratories; 01 each in Economics, Botany, Chemistry, Zoology, and Physics Rooms; 02 in Meeting Room (01 for Bursar); 01 in Principal's Room; 02 in Central Library, 07 in College Office; 02 in Teachers' Room and 01 in Bengali Room. All computers are connected by the internet. There is aLaptop in use for the Accountant.

4. Youtube Channel: Teachers of Geography and other departments have used YouTube Channel for classes during Lockdown. The link of one of the channel is https://www.youtube.com/channel/UCHAZESTEQu-ujMfzqVKKNIg

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.youtube.com/channel/UCHAZESTEQu-ujMfzqVKKNIg

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

Facilities for Students and Faculties (2020-21):

1. Cultural Activities: There is a cultural committee that organized (a) Annual Cultural Competition (Quiz Competition, Antakshari, Recitation, Song, Dance, Drama, Extempore Lecture, Seat-n-Draw, Argumental Lecture); (b) Wall Magazine Competition; (c) Publication of Annual College Magazine (Jhalak); (d) Observation of Important Days (International Mother Language Day, Teachers' Day, Hool Divas,

College Foundation Day, and Birthday of Netaji Subha Chandra Bose, Michael Madhusudan Dutt, Sardar Vallabhbhai Patel, Rabindranath Tagore), Purulia Day, etc. There is also Feshers' Welcome, Annual Social, Farewell of Outgoing students organized by Students' Union incorporation with the college cultural committee. For this year most the events are held online.

2. Sports: College Annual Sports is held every December. This year, due to corona, annual sports were not held. (But Sports Committee organized this program with the help of the College Students' Union and KMMM Alumni).

3. Games (Indoor and Outdoor): Football, Cricket, Volleyball, Badminton, Kho-Kho are outdoor team games organized by the sports committee and Physical Education Department jointly.

4. Gymnasium: There is 01 multi-gym for college students and staff. Physical Education Departments maintain a routine to use this gym. This gym comprises instruments for both boys and girls.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kashipurmmm.org/photo_gallery.php

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://docs.google.com/spreadsheets/d/e/2PACX-1vSIO2BrHgV5se1dZ8Oqn4D2C2ANtbXOEjJ0Ag8A6QzBmMeVfU_AMDI9BC_dbUvXEQ-3Lq-GIQ92eo8h/pubhtml
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)

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

4.2 - Library as a Learning Resource

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

Integrated Library Management System (ILMS):

1. The College is in the process of Library Automation. Integrated Library Management System is still not included in the college system.

2. College is renewed for N-LIST Subscription which includes 31,35,000 e-books in use for students and faculties of the college with due permission to the Librarian of the college.

3. College Library is using INFLIB-NET for the students and staff to

use e-books and journals.

4. In the 2020-21 academic session, there are 13314 Books and 606 Journals in use for the students and staff with a worth of Rupees 2256681.50.

5. The Librarian seeks and is provided with a book list from eachdepartment atthe beginning of every session and after a meeting of the Library Committee, purchased the same for the benefit of students and teachers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kashipurmmm.org/library_at_a_glance.php

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   C. Any 2 of the above

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

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

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

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Update of IT Facilities (2020-21):

1. Annual Maintenance is done for all Computers, Printers, Scanners, and LCD Projectors of the college by a reputed company.

2. Requisition is sent to the company by the college authority for any kind of maintenance, replacement, and purchase of any IT products in the college.

3. There is a purchase committee that looks into the annual maintenance of IT equipment and instruments of the college.

4. Bursar of the college prepared a plan at the beginning of the session for new purchases as per the requirements of the departments.

5. IQAC of the college also ensures the IT facility for most of the departments with at least 01 computer and internet/ wifi facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kashipurmmm.org/ict.php

4.3.2 - Number of Computers

31

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	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

Procedures for Maintaining Campus Facilities (2020-21):

1. Laboratories: There are nine laboratories in the College including Botany Laboratory, Chemistry Laboratory, Geography Laboratory, GIS Laboratory, Mathematics Laboratory, Music Rooms, Physical Education Rooms, Physics Laboratory, and Zoology Laboratory. Departments are permitted to engage themselves to maintain the instruments with Stock Register and AMC with specific companies for timely servicing wherever necessary. There are Laboratory Attendants for each department who takes care of the laboratories with sincere effort.

2. Library: There is a Central Library and Eight Departmental Libraries. Besides these, there is a Book Bank facility for Geography Department. Central Library has one Librarian, one Library Peon, and two staff for the daily issues and receiving of Books and Journals. All the staffsincerely maintain the College Library with utmost care. Departments are responsible for Departmental libraries.

3. Sports Complex: A playground with track-and-field, one badminton court, one volleyball court, one multi-gymnasium are available within the College campus. College administrators regularly review playground, courts gym maintenance tips with staff. The Sports Committee of the Department of Physical Education creates an annual maintenance schedule gathering the right equipment and keeping the playground, courts other sports equipment clean and usable.

4. Computers: There are 31 computers and 1 laptop. The Asset Maintenance Committee reviews the status of the equipment on a regular basis. The computers are fixed whenever necessary and software are upgraded regularly.

5. Classrooms: The classrooms and laboratories are cleaned regularly by the three cleaning staff. Physical infrastructure viz. desks benches, blackboards, electric supply, etc. are maintained/repaired/added by the College authority as and when needed.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.kashipurmmm.org

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

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

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

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

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://kashipurmmm.org/annual_programmes.php
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

13

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

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

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg:

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

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

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

Student's Representation (2020-21):

1. Students' Council: There is a Students' Council in the college as per SKBU Statute and guidelines of West Bengal Higher Education Council. In each class with more than 40 students, there are 02 (two) Class Representatives (CR). CR informsabout the needs of that particular class to the College Administration.

2. Governing Body: General Secretary of the Students' Council is a

member of Governing Body of the college. He/She can take part in the decision-making of academic, administrative, infrastructural, and qualitative upliftment of the college.

3. Cultural Committee: From elected class representative, a Cultural Committee is formed who are organized various programs for the students throughout the year like Freshers' Welcome, Annual Social, Farewell to outgoing students, Annual Cultural Competition, Publication of College Annual Magazine, etc. with a consultation to the teacher convenor of this committee.

4. Sports Committee: Sports Committee comprisesclass representatives to organize the College Annual Sports Competition, Track and Field Competition, Badminton, Volleyball, Football, Kho-Kho Competition with a consultation with the respective teachers of the Physical Education Department.

5. Students' Welfare: Students also engaged themselves in Scholarship and Freeship related activities. Any kind of need for any student is reported to the respective authority.

6. Sexual Harassment: Students are also part of sexual harassment and anti-ragging cell. Any kind of ragging and misbehavior with students is reported to the respective cell for immediate action.

(N.B.: Currently election of the Students' Council is due as per the order of the Government of West Bengal and for the same there is no representation of the Students' Member or Class Representative in various sub-committees of the college. Meanwhile, Teachers are organizing all such above-mentioned activities.)

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Upload any additional information	View File

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

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

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

5.4 - Alumni Engagement

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

KMMM Alumni:

1. The Alumni Association of Kashipur Michael Madhusudan Mahavidyalaya is known as KMMM Alumni. This association was formed in 2018 but the association is yet to be registered.

2. Kashipur Michael Madhusudan Mahavidyalaya Alumni Association was formed taking the approval of the College Governing Body on 24th February 2018 with the vision of enhancing the standard and also working towards the betterment of the college.

3. It started with the view of encompassing various issues at social and cultural levels and organizing awareness camps and other activities that would help in the betterment the society at large.

4. The Alumni association also focuses on sharpening the students and providing help in building the future of the students. With these aims, a committee was formed to function for maintaining and regulating for the benefit of the college.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year   **E. <1Lakhs**

(INR in Lakhs)

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the College (2020-21):

The steady urge made by the people of Kashipur for the establishment of a College was fulfilled and the cherished Mahavidyalaya came into being on 26th September 2000. The opening of the College at Kashipur at once offered invaluable service in regard to the spread of educational opportunity for a large number of prospective students of a comparatively backward district. Their opportunities constitute our aims. The opportunities are:

i) To provide the students of Kashipur and adjacent area with the opportunity to enhance their educational qualification through receiving higher education and to enable them to build their capacity necessary for being effectively and gainfully employed;

ii) To bring the local people living around in touch with various educational and social welfare services undertaken by the College through NSS or other extension activities; and

iii) To humbly attempt to create an atmosphere of learning and awakening through the gradual spread of education and academic culture.

iv) To reach each and every students online and offline as this academic session is hampered with Corona Pandemic.

v) To prepare students online-friendly through Mentor-Mentee programs and through Webinars and Special Lectures.

The College has always been receiving generous help and cooperation from the people associated with it and also from the people and well-wishers at large as well as eminent personalities of the locality. We hope and believe that this cooperation will go on increasing.

We always remember with due respect those people who have touched our College with their dedicated works. They did their novel works, now it's the right time for us to continue what they left for us.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/about_us.php
Upload any additional information	View File

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

Effective Leadership in Decentralized and Perspective Management (2020-21):

1. College Authority gave the freedom to the IQAC to organize International, National, and State Level Webinars with the collaboration of various departments of the college during the entire academic session. Through these programs, Resource Persons from various academic institutions have been presented their ideas and thinking which help faculties and students of the college a lot.

2. College Authority has given autonomy to the eighteen departments for preparing and distribution of syllabus, class routine, topics for teaching to the students, topics to present for students in the Mentor-Mentee Program, selection of theme for seminar/conference/webinar/workshop they want to organize, selecting a place for a venue for the field survey, and any other matter related to improving the result of the department.

3. The College has always been receiving generous help and cooperation from the people associated with it and also from the people and well-wishers at large as well as eminent personalities of the locality. We hope and believe that this cooperation will go on increasing.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/about_us.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Development and Deployment (2020-21):

1. Curriculum Development: College is giving preference to uplifting all faculties to upgrade themselves. Teachers are allowed to attend Refreshers Course, Orientation Program, Faculty Development Program and other UGC approved programs.

2. Teaching and Learning: College teaching is done mainly withthe chalk-and-talk method. Some departments also used ICT in their teaching. For the 2020-21 Academic Session, all the departments have used ICT and taken online classes following a centrally produced Time-Table approved by the University. Students also learn via the online method. They have supposed to attend online classes via Google Meet and WhatsApp groups. But some students failed to attain the same due to the non-availability of mobiles and internet facilities to them.

3. Examination and Evaluation: Students' admission is done on a purely online basis following Sidho-Kanho-Birsha University guidelines and the Government of West Bengal Guidelines. An online merit list is published and admission is done following that list. If requires permission from BCWD has been taken to fill up the caste-wise vacant seats.

4. Research and Development: There are three such departments that are engaged to guide Ph.D. and M.Phil Students as attached with SKBU. Individual teachers have also presentedpapers in various seminars and conferences. Most of the teachers are engaged with research activities and published papers in journals, book chapters on a regular basis.

5. Library, ICTand Physical Infrastructure / Instrumentation: College has a Central Library with Text Books, Reference Books, Journals, e-Journals, etc. Besides this, each department has its own Departmental Library for students and teachers. Teachers also used ICT in their teaching. There is one Smart Class and eight classes with computer facilities with internet connections.

6. Human Resource Management: Teachers are skilled in their subjects. They have trained from the HRDC in various universities via Orientation Course, Refresher Course, FDP etc. Mostly Chalk-and-Talk methods are used for teaching. Nowadays, teachers are following

ICT and ppt presentations for teaching. Slow learners are given special attention. Some teachers are honorable members of the University Board of Studies. They are trying to upgrade the syllabus from time to time. Demand from the colleges is also placed to the university via the Board of Studies meeting. Teachers Council also suggests taking initiatives for curriculum development for the betterment of the students.

7. Admission of Students:The admission process has been started since the HS (10+2) Examinations of the West Bengal Council of Higher Education has started. Online software selection, training, and software preparation are the next part for students' admission. Then Online application is received and a merit list has been published on the basis of the marks of the students in their 10+2 examination. They have been asked for documents verification after the class started on the basis of their admission in a particular course.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.kashipurmmm.org
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.

Effective Functioning of the Institutional Bodies (2020-21):

1. Governing Body: There is a Governing Body to govern the college for planning and development. GB creates many committees at the beginning of the session to look into the various matter related to students learning and evaluation. Bursar is panning for Financial Budget, Purchase Committee is planned for purchasing, and Finance Committee gives the approval for purchase. Other academic activities are taken by the Teachers Council in consultation with IQAC of the College.

2. Principal: Principal is the Head of the Institution. Regular Principal has been appointed on 01.08.2018. He is also the Secretary of the Governing Body and DDO of the College. Various committees under Governing Body have been formed to support daily activities of the college (e.g. Construction Committee, Finance Committee,

Purchase Committee, etc.).

3. IQAC: The College has an Internal Quality Assurance Cell formed on 21.02.2012. One senior teacher has been appointed as Coordinator and the Cell is formed as per new guidelines of the NAAC. IQAC looks into the internal quality of the college and prepare the institution for accreditation.

3. ICT in Administration: College Administration and Management Software (CAMS) are used for administrative work. Governing Body, IQAC, Teachers Council and other academic bodies used ICT and other methods for the daily activities of the colleges.

4. Finance and Accounts: College is under the Indian Financial Management System (IFMS) provided by the Government of West Bengal. All finance-related matters are done by using this system. College accounts are also done by using CAMS and IFMS. Regular audits are also done with Auditors recommended by the Government of West Bengal.

5. Admission and Support for Students: Central Admission is done online. An online merit list is published and admission is done following merit and caste rules of the government and university. Government Fellowship, College Scholarship etc also done following government instruction through online mode from time to time.

6. Examination: Examination work is also done through online modelike question paper collection, seat arrangement Descriptive roll preparation, and marks submission. Link is provided to teachers whenever necessary. The examination has two steps: Internal Assessment is done by the college itself following SKBU guidelines. Then there is a Final examination conducted by the university in every six months. As the semester system has been introduced by the university since the 2017-18 Academic Session, Examination and evaluation is done as per university norms. Teachers are engaged in paper Setting, invigilation, evaluation throughout the year. For this 2020-21 academic session, the examination is taken following the OBS method.

6. Teachers' Council: There is a Teachers' Council with all full-time permanent teachers and Librarian are the members. There is one Secretary of the TC who with support from the other teachers look the academic activities of the college and suggest the administration to improve the quality of the insttution.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Link to Organogram of the Institution webpage	https://kashipurmmm.org/about_us.php
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching and Non-Teaching Staff (2020-21):

1. KMMM ECCS Cooperative Limited for Teaching Staff: There is a Cooperative of the Permanent teaching staff of the college which includes 16 teaching members. Teachers could be members with a minimum fee and they can benefit by receiving personal loans with minimum interest. This loan can be returned in EMI from the very next month of receiving the loan.

2. KMMM ECCS Cooperative Limited for Non-Teaching Staff: 11 NTS of the college are members of KMMM ECCS. They also can easily access the personal loan whenever they needed. EMI was also applicable to them too.

3. Salary Savings with LIC: There is a scheme of Salary Savings for every permanent Teaching and Non-teaching staff with Life Insurance

Corporation (India). The net salary will be payable to each full-time staff of the college who bought the Insurance scheme from LICI.

4. Personal Loan Option from PF Account: Governing Body of the college allows 100% Personal Loan (without return and no benefit of continuation) and 75% Personal Loan (with EMI and continuous benefit) for every PF account holder of the college. This loan is also easily accessible.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Upload any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
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

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

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

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

Institutional Performance Appraisal System (2020-21):

1. IQAC takes the performance appraisals of teachers following the Guidelines for Career Advancement Scheme (CAS) provided by UGC and supported by the Higher Education Council of the Government of West Bengal (Memo No. ED- 103/2013 Dated, 18 February 2013 and Memo No.

1373-Edn (CS)/5P-52/98 Date: 07.12.2017). Following these two Memos, CAS of Teachers is done.

2. There is a provision of Promotion for Non-teaching staff also from Group D to Group C posts. There are three Group C posts that exist in the college. NTS also benefitted every 10 years following West Bengal Government rules. For Laboratory Attendants, firstbenefit they received was after seven (07) years.

3. There is the provision of appraisals for both teachers and NTS following the Feedback taken by IQAC from students every year. IQAC reported the feedback to the college authority and suggest them to

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/iqac_meeting.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institutional Audit (2020-21):

1. West Bengal Government recommended enlisted Auditors for college audits every year. A team of auditors examines details of papers starting from admission to result of students, Fund or Grants details (source and expenditure), construction and maintenance work, scholarship and freeship related documents, Books and Equipment purchase, stocks and assets, liabilities, bank details and interests and give certificate.

2. College has a Financial Sub Committee and a Bursar for internal audit. Starting from the financial session in April 2020 to March 2021, planning of income and expenditure is done by the Bursar and sent it to the Financial Sub-Committee. Then these details will check by the Governing Body and approved.

3. Governing Body has the final say about the internal and external audits and financial management of the college. The Principal is the DDO of the college and takes the necessary steps smooth the functioning of the financial matters.

File Description	Documents
Paste link for additional information	https://www.kashipurmmm.org/images/uploads/AISHE%202020-21.pdf
Upload any additional information	View File

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

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

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

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

Institutional Strategies for Fund Mobilization (2020-21):

1. The college applied to the University Grants Commission for developmental grants and an audited report of the fund has been sent to the ERO, UGC. By scoring high in the NAAC, the college is eying for RUSA Grants also (which the college did not receive after the first cycle accreditation of NAAC).

2. College also applied to the Directorate of Public Information, Higher Education Department, Government of West Bengal for funds in 31 Head (for new construction) and 35 Head (for maintenance, purchase of Books, extensional activities, etc.).

3. The college is applying to the Local administration like Panchayat Samity, Kashipur, Zilla Parishad, Purulia, MLA Fund, Fund from Paschhimanchal Unnayan Parishad (PUP) etc. for generating funds.

4. Convince local people to donate to college funds. Sri Milan Roy, a renowned veteran of the Panchakote Dynasty donate Rupees to the creation of funds for students' Scholarships.

5. Dr. Bibhas Kanti Mandal, Principal of the college also donate rupees for scholarships to the students.

6. The college is trying to create some funds by selling admission forms and prospectus etc.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Contribution of IQAC for Strategic Decesion Making (2020-21):

A. CLASSROOMS

1.Clean Classrooms:

a) Regular dusting and cleaning of the classrooms are required.

b) Most of the rooms do not have lights and/or fans. If the rooms have lights and fans, they are not in working condition.

c) Windows and doors of the classrooms need renovation.

d) Beehives at or near the windows of some of the classrooms need to be removed.

e) Renovation of classrooms & laboratories. Many rooms are damped and cracked.

2. Opening of Bhadu Bhavan:

Immediate opening of Bhadu Bhavan with an adequate number of desks & benches, lights & fans, proper electric connection, blackboards, etc. such that classes can be conducted there from the next session.

3. Table-Chairs in the Class Rooms:

Purchase desks and benches for classrooms of the New Building. Most of the classes don't have a single pair of table-chair for teachers.

B. OTHER ROOMS

a)Separate Departmental rooms with list of Faculties, almirah, computer, and printer.

b)Immediate allotment of a proper Room for IQACin the Main Building, with 02 desktops, 01 scanner-cum-colour printer.

c)Construction of Guard's Room near the Main Gate of the College.

d) Construction of Guest Room.

e) Maintenance and repair of Main Building

f) More chairs for Teachers' Room.

g)Immediate renovation of Seminar Hall.

h) Immediate renovation & reopening of the UGC-NRC rooms Computer Kioskfor students and teachers.

i)Immediate opening of the newly constructed Common Rooms for students.

j) Renovations of Office Room as per requirement.

k) Extension of Meeting Room.

C. TOILETS:

a) All the toilets, for TS & NTS as well as for students, require daily cleaning.

b) Taps need to be checked if they are in good working condition.

c) Adequate water supply, especially in students' toilets, is required.

d) Renovation of toilets of the Teachers' Room.

D. DRINKING WATER

a) Provision of purified drinking water facility (with chillers) for all.

b) Maintenance of Aquaguard at the Teachers' Room.

c) Drinking Water supply at the Library Building.

E. RAMP & PAVEMENTS

a) Construction of ramps at least in the main building for physically challenged students.

b)Pavements connecting Main Building with New Building and Bhadu Bhavan.

c) Guard railing on each stair of Main Building and Library Building.

F. LIBRARY

a)Purchase more books and journals.

b) Books and magazines on competitive exams need to be purchased as per students' demand (as reflected in their feedback).

c) Immediate automation of Central Library & creation of the digital library.

G. SPORTS

a)Immediate leveling of the playground and reconstruction of the track-and-field.

b) Immediate renovation of the Badminton & Volleyball Courts.

c) Upgradation of the multi-gym.

H. MISCELLANEOUS

a) College nameplate at the Main Gate.

b) Completion of the college boundary wall.

c) Plantation of trees, flower gardening, medicinal plants.

d) Provision of sitting spaces in the open within the campus.

f) Financial Grants for teachers for attending seminars/conferences/workshops.

g) Purchase of Laboratoryequipments for all subjects.

h) Purchase of computers and projectors.

i) Proper lighting and provision of fans in the corridor, especially in the ground floor of the Main Building.

h) Labeling of desk, bench, almirah, computers, etc. as part of Stock and Asset Registrar.

I. ADMINISTRATIVE

a) Completion of College Auditfor the session 2018-19, 2019-20, 2020-21.

b) Creation of Teaching Postas per new criterion of the Higher Education Council, Government of West Bengal.

c) Ensure at least 02 Teachers for each subject taught in the college.

d) Emphasis on more Add-on Coursesto be open.

e) Emphasis on the opening of MA Courses for at least one subject.

f) Opening of NCCinto the college.

g) Repairing and Maintenance of TV, Generators, and AC machines.

h) Opening of Honours courses in Botany and Zoology.

i) Update Service Books ofall teaching and non-teaching staff on a regular basis.

j) Tie-up MOU with industries or with any other institutions for faculty exchange and campus interviews for students.

k) Plan for Rain-water harvesting andwaste management asa part of theBest Practices of the college.

l) Training for TS and NTSat least twice-a-year about CAMS, CBCS, and skill enhancement.

m) Registration of KMMM Alumni and ensure their participation in college development.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/iqac_meeting.php
Upload any additional information	[View File](#)

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

Review Method of Teaching-Learning Process by IQAC (2020-21):

1. Parent-Teacher Meeting:

(a) Academic Session (2020-21) has begun with the introductory meeting with parents and teachers in early August 2020 due to the late admission procedure affected by Corona outbreak. During this orientation, Parents can learn about the academic process of the college and about the scholarship and freeship provided by the college authority.

(b) Teachers also ask students to meet them during the form fill up for Students Enrollment and Examinations from August to November 2020. Regarding details of the students is needed for registration and form fill up for examinations.

(c) Students' and parents' feedback has been taken at the end of the session of each semester (December 2020 and January 2021). Parents can comments, complain, and asks about any means related to their sons and daughters about their performance in the process.

2. Students' Feedback:

Online students'feedback is taken via Google Forms. Students from all three semesters (Semester I, III and V) have given their feedback on teaching-learning, regarding study materials, on examination (both IA and theory), on other facilities received from college, and on Office assistance. On the basis of the feedback, IQAC takes a decision in its meeting and informed the college authority about the possible steps to solve students' grievances.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/iqac_feedback.php
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.kashipurmmm.org/images/uploads/Prospectus%20(2021-2022).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measurement Initiated to Promote Gender Equity (2020-21):

1. National Level Webinar was organized on 09.09.2020 by the Department of Economics on "Sustainable Development Goals and COVID-19". In Goal 5 of SDG, Gender Equality was discussed. Three eminent speakers of the Webinar were Professor Jyotish Prakash Basu (West Bengal State University, Barasat), Dr. Nilanjan Ghosh (TERI University, New Delhi), and Dr. Somnath Hazra (Jadavpur University, Kolkata). They have discussed the topic and more than 260 participants actively make the discussion a successful one.

2. On 25.06.2021, Special Lecture on "Gender Stratification" was conducted online by the Department of Sociology. Prof. Moumita Mazumder (Government General Degree College, Mangalkote) was the main speaker and 100 students interact with the resource person about the topic.

3. College NSS has two units: Unit-I and Unit-II. These two units consist of 50 boys and 50 girls volunteers. NSS also organize a special camp for 10 days every year which includes a discussion on "Gender Discrimination". But due to the COVID-19 pandemic, this year's camp was not held.

File Description	Documents
Annual gender sensitization action plan	https://kashipurmmm.org/photo_gallery.php
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kashipurmmm.org/common_room.php

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

C. Any 2 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

Programs for Waste Management by the College (2020-21):

1. The college has been organized a National Level Webinar on "Recycling Waste: Management in Theory and Practice". This program was organized jointly by the IQAC, Department of Botany and the Sachhata Action Plan (SAP Unit of the College) on 01.08.2020. P.

Sudheer Kumar (SAP, Government of India), Professor Subrata Raha and Prasenjit Bandhyopadhyay (SKBU) are the main speakers of the Webinar. Discussion of Solid, Liquid, Biomedical, E-waste, and wastes from hazardous chemicals was the main focus of this webinar. Teachers and Students from all over West Bengal and India take part in the presentation and hands-on knowledge has been shared to manage thesehazardous waste.

2. On 30.09.2020 National Webinar on "Energy Management for Sustainable Future" was conducted. Prof N.K. Mandal (Burdwan University) and Ankita Roy (SAp, GoI) were the main speakers of this webinar. While Prof. Mandaldiscussed theoretical aspects of Energy Management, Miss Roy discussed practical examples of energy management in India. Participants were benefitted from this discussion.

3. College is also taking care of managing waste from Chemicals used in the Chemistry Laboratory and radioactivity occurs in Physics Laboratory.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://kashipurmmm.org/photo_gallery.php
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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

B. Any 3 of the above

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of

B. Any 3 of the above

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	View File
Details of the Software procured for providing the assistance	View File
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).

Institution's Effort for an Inclusive Environment (2020-21):

1. Promoting Culture: The college is trying to promote Bhadu Song and Bhadra-Culture which had been originated in Kashipur, Purulia where the college located. The College has been introduced a "Diploma Course on Bhadu" from the 2019-20 Academic Session with affiliation from Sidho-Kanho-Birsha University, Purulia.

2. Course on Santali: Kashipur M. M. Mahavidyalaya is situated in a rural area of the Purulia district of West Bengal where more than 65% of people belong to OtherBackward Classes (OBC), Scheduled Caste (SC) and Schedule Tribe (ST). For these ST people, Alchiki is the main language of ST Santali people. This college introduced Santali as one of the main subjects from 2015. Since then, students' participation in Santali is increasing in every academic session.

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

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

Sensitization of the Institution to the Constitutional Obligation

(2020-21):

1. Webinar organized by the Department of Political Science on "Pandemic Shock and the New Structural Changes in Global Politics" on 08.11.2020. Dr. Bibhuti Bhusan Biswas of Ranchi University has discussed the role, right, duties and responsibilities of Indian citizens in the current pandemic situation. Teachers and students benefitted from this webinar.

2. Workshop on Mental Health is organized by the IQAC on 05.01.2021. Dr. Aritra Chakraborty of Bankura Sammilani Medical College has suggested some rules and duties, everybodyshould follow strictly to overcome this current situation of a pandemic. Many students and teachers are mentally depressed during this online mode of education. This Workshop helped them and other participants also.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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

A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

Celebration of Days with Importance (2020-21):

1. International Yoga Day Celebration: The College has been organized a Workshop with the collaboration of Yogoda Satsang, Ujjain, Uttar Pradesh to celebrate International Yoga Day on 20.06.2021. Swami Ameyanandaji of Yogoda Satsang (India)instruct the process of Yoga, Dhyan and Meditation and more than 250 participants have followed him.

2. Observation of Hool Divas: Hool Divas was celebrated on 30.06.2021 by the Santali Department. An online Webinar has been organized on that day. Srikanta Soren (Visva-Bharati University), Dr. Sushil Hansda (Vidyasagar University), Sripati Tudu (Sidho-Kanho-Birsha University) and Dr. K.C. Mahato (KMMM) were the main speakers of the event. Dr. Hansda presented live Bhumi Pujan from a tribal village of Purulia. Sri Lakhpati Hembram has been presented a drama on Hool Divas from Manbazar.

3. Death Anniversary of Rabindra Nath Tagore: Observation of the day has been made through an online Webinar namely "Tumi Robe Nirabe" and the day is known to everyone as Baishe Shravan. Song, Dance, Discussion on Tagore's Literature and the impact of all his writings on human society were the main topic of discussion on the very day of 07.08.2020. Dr. Bibhas Kanti Mandal (KMMM), Dr. Suvranshu Pan (KMMM) and other Teachers and students actively participated in the event organized by the Cultural Sub-Committee of the college.

4. Teachers' Day: On 05.09.2020, online Teachers' Day has been observed by the college. This program was organized by the Alumni Association of the college. Dr. Dipak Kumar Kar (Hon'ble VC, SKBU), Dr. Nachiketa Bandhyopadhyay (SKBU), Dr. Subhal Chandra De (SKBU), Dr. TK Hazra, and Dr. S. Gupta (SKBU) are the main speakers in this gala event.

5. World Environment Day: On this very day of 05.06.2021, the Department of Geography has been organized a National Level Webinar on "The Sustenance of Sustainable through Sustained Judiciary in India". Prof. S.G. Venkatasubramanian (Centre for Environmental Studies, Anna University, Chennai) was the main speaker of the event. More than 250 students and teachers actively participated in the program.

6. Observation of Michael's Birthday: On 25.01.2021 Birth Day of the

Bengali Poet Michael Madhusudan Dutta was observed online. This college is named after Michael Madhusudan Dutta who came to this Panchakote Dynasty as a Legal Advisor from Kolkata to help King Nilmoni Sing Deo. The College observes birthday of this famous poet each year.

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

7.2 - Best Practices

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

Best Practices (2020-2021):

1. COVID Help Desk: The College authority has formed a COVID Help Desk with 13 members consisting of teachers and non-teaching staff from the locality. This team is created to help the staff of the college and the local people seeking any kind of help during the corona outbreak.

2. KMMM Relief Fund: IQAC of the college has taken the initiative to create a fund from one day salary of the staff (willing) and named it KMMM Relief Fund. From this fund, members of the COVID Help Desk with the help of NSS Units of the college distributed basic foods and medical facilities to the local people during the lockdown period.

3. Mentor-Mentee Program: Departments have organized 08 (eight) mentor-Mentee programs for the students during this academic session. Economics (02), Sociology (02), Geography (02), Bengali (01) and History (01) departments organized Mentor-Mentee Programs which help students to prepare for online presentation skills and enrich their knowledge from the discussion.

4. Webinar / Special Lecture: 36 Webinars and 57 Special Lectures have been organized during the 2020-21 session for the students and teachers of the college. These programs improved the learning-by-doing knowledge in various topics related to the UG syllabus of the

university.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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

Institutional Distinctiveness (2020-21):

1. COVID Helpdesk: Kashipur M. M. Mahavidyalaya has formed a COVID Helpdesk with local teachers, non-teaching staff and students; all are an active part of this. With the help of NSS (Unit I and Unit II), from COVID Help Desk, the College has helped local people who are suffering from Corona Pandemic dring 2020-21. In two adopted villages of the college, Rangiladih, and Gopalchowk, in Bathanbari, Kalloli is the area of Kashipur Block, COVID Helpdesk work during the pandemic.

2. KMMM Relief Fund: Teachers and NTS donate their one-day salary (optional) to form the KMMM Relief Fund. At the beginning,about Rs. 40,000 have been collected for this purpose and from this fund, daily foods, medicines, sanitizers, etc have been supplied to Rangiladih and Gopalchowk. From this fund,Thermogun, Hand Sanitizers, Pulse Oxymeter, have been supplied to local Kaolloli Hospital to help more and more people affected bycoronavirus.

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

Planned and Documented Curriculum System (2020-21):

1. The College Admission Committee ensures online admission following the HS (10+2) result and prepared a Merit List published in the college website. Admission is done on the basis of seat availability in each subject following the West Bengal government's reservation rules and criteria at Sidho-Kanho-Birsha University.

2. There is a Teachers' Council for conveying the Academic activities of the college by preparing Time Table for 2020-21 (for Odd Semester: July -December 2020 and for Even Semester: January-June 2021).

3. Each Department distributes the syllabus at the beginning of each semester among teachers of that particular department and makes a resolution in their departmental meeting countersigned by IQAC Coordinator and Principal.

4. IQAC coordinated the entire academic activities throughout the year which includes: (a) Students' Orientation Program, (b) Workshop on CBCS for teaching and non-teaching staff, (c) Departmental Meeting with IQAC, (d) Review Meeting on results of each semester, (e) Parents-teachers meeting, (f) Feedback taken and analysis, (g) Research Activities among faculties, (h) Organization of Webinars / Special Lectures / Mentor-Mentee Programs etc.

5. For this year (2020-21), all the academic activities have been done via online mode as the college has been closed since March 2020 for COVID-19.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kashipurmmm.org/images/uploads/Prospectus_2020-2021.pdf

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

Continuous Internal Evaluation (CIE):

1. The institution has prepared an Academic Calendar for the session 2020-21.

2. All academic activities have been done through online mode as college is closed since March 2020.

3. IQAC takes initiative to conduct a continuous internal evaluation with the help of each department separately. Departments have prepared routinesfor online classes, taken online classes, and suppliedstudy materials through the college website, emails, and WhatsApp groups for students.

4. Internal Assessment has been taken via Google Forms and through Mentor-Mentee Programs. Final examinations are also held in online mode through Open Book System (OBS) following SKBU Guidelines.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.kashipurmmm.org/images/uploads/Prospectus_2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating	**A. All of the above**

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	View File
Institutional data in prescribed format (Data Template)	View File

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

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

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

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

50

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

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

1.3 - Curriculum Enrichment

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

Professional Ethics into the Curriculum:

1. Professional Ethics: The College has prepared a Prospectus where professional ethics have been mentioned for all the teaching staff, non-teaching staff, and students.

2. Gender: Gender issues have been included in the syllabus of Sociology, Geography, and Economics as a part of the UG Curriculum.

3. Human Values: Human Values are also discussed in the college prospectus for all. In particular, human values are a part of the syllabus of the Education department and Philosophy departments.

4. Environment: For environmental aspects, the college authority has taken various steps to make the campus environment friendly. There is NSS Unit I and II who can take care of the campus by cleaning it regularly. In the syllabus also, students of Environmental Studies, Botany, Zoology, Geography, Economics, and History have learned about the topic in their syllabus. Tree plantation is a regular practicein the college.

5. Sustainability: As per sustainability is concerned, the college authority is planning for some activities for future convenience. Regular tree plantation, making the campus clean, green auditare the part of our daily routine. Besides this,

courses on sustainability is a part of the Economics and Geography syllabus. prepared teams of college students in cultural and sports activities also a part of our sustaibility goals.

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

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

08

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

246

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

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)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://www.kashipurmmm.org/images/uploads/Feedback%20Report%202020-21.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

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

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

Catering to Student Diversity (2020-21):

1. Kashipur M. M. Mahavidyalaya is strictly following the governmental norms of reservation in students admission. The Admission committee distributed the total seats according to the percentage of reservation of Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC-A for minorities and OBC-B for local backward classes) and Physical Handicapped (PH) for every subject.

2. Merit List has been published according to the category. Admission is also done following SKBU Guidelines and Norms of the Government of West Bengal. If areserved student came in the general merit list according to his/her marks, then he/she got a chance first as per merit. For this, his/her name is lying omitted from the reserved list and the next reserved student got the benefit of that.

3. Teachers also take care of the slow learners in the classes by repeating the topic for better learning. Mentor-Mentee programs have been organized by various departments to help different students to improve their skills in the subjects.

File Description	Documents
Link for additional Information	http://www.kashipurmmm.org
Upload any additional information	View File

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

Number of Students	Number of Teachers
Nil	Nil

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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Student Centric Learning (2020-21):

1. There is 16 Full Time Teachers and 1777 Students enroled in
the 2020-21 academic session. The Teacher-Student Ratio is 1: 111
for this academic year.

2. Teachers of various departments are engaged in teaching with
utmost care for every students. Starting from Syllabus sharing to
each students and discussed about the sub-sections of each
syllabus, teachers tries to find the students interest about the
subject. Then they proceed accordingly.

3. There are various types of learners in the class. For fast
learners, teachers do their normal duties, but for slow learners,
they take utmost care and help them to understand the topic
taught day today. Sometimes with the chalk-and-talk method,
sometimes with experimental work like regular homework
corrections, corrections of writings on a particular question and
help them to speak and write properly as per the requirement of
the topic they asked for.

4. Since the 2020-21 academic session, departments have
introduced Mentor-Mentee Program. Here students can present their
views on a topic they have selected for presentation. Teachers
help them to prepare and present the same. During and after their
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presentation Mentor teachers discussed the topic to encourage Mentee students for their improvement.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://www.kashipurmmm.org/images/uploads/ IQAC (15.02.2021).pdf

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

ICT in Teaching-Learning Process (2020-21):

1. There are 16 Full-time and 26 West Bengal Government-approved SACT (State Aided College Teachers) teachers engaged in teaching-learning process in this college.

2. Out of the 42 teachers 04 teachers have Ph.D., 04 teachers have M.Phil. and 08 teachers have B.Ed. degrees. Most of them are handful with ICT enabled technologies in their daily teaching.

3. As the entire 2020-21 academic session was under lockdown in campus learning, online classes have been organized on a regular basis by every department and every teacher for daily teaching-learning activities. Daily classes have been taken by using Google Meet, WhatsApp and sometimes by using audio on the phone also.

4. Attendance and Examination have been taken and conducted by using Google Forms on regular basis.

5. Online Webinars, workshops, Special Lectures have been organized for the students during this academic year on a regular basis.

6. 04 Teachers also acted as resource persons and delivered lectures for students of other colleges also.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.kashipurmmm.org/seminar_workshop.php

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

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

16

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

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

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

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

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

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Mechanism of Internal Assessment (2020-21):

(a) In the Pre-Pandemic Phase: The College has planned Internal
and Theory Examination Schedule following the SKBU Guidelines:

(Examination Time Planning)

Semester (Commencement of Courses) Internal Assessment (End Sem
Exam)

I 1st week of October 2nd week of January Mid-February

II 1st week of March 3rd week of July 2nd week of August III 1st
week of September 3rd week of January Mid-February

IV 1st week of March 4th week of June 3rd week of July
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V 1st week of September 2nd week of February Mid-March

VI 1st week of March 2nd week of June 1st week of July

These dates are tentative and are finalized according to the notification of the Higher Education Department, Government of West Bengal. S.K.B. University may change the schedule as per their requirement.

(b) During the Pandemic:

Since College was closed due to the Pandemic situation, as per the order of the Govt. of WB, from 16.03.2020, and continued for this 2020-21 academic session also, scheduled Odd Semester Internal Assessment tests were postponed. Later the Internal Evaluation system was conducted online by the different Departments within December 2020 for the odd semester and within June 2021 for the even semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://kashipurmmm.org/examination.php

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

Dealing with Grievances on Internal Examination (2020-21):

1. The College was following online classes due to the Pandemic situation, as per the order of the Govt. of WB, from 16.03.2020, online classes and examinations were continued for the 2020-21 academic session also, scheduled Odd Semester Internal Assessment tests were conducted within January 2021 and the Internal Evaluation for even semester was conducted online by the different Departments within June 2021.

2. As this college is a rural college, many students don't have the facilities of Mobile phones and internet facilities.

3. These students were not able to attend regular online classes and they also failed to appear in the online examination also.

4. A few students also joined the job for family survival and were not timely maintained to follow the time schedule of the

SKBU provided for examination.

5. Timely form fills up for examination was also not done by everyone. College authority was trying to find out those students and help them to appear for the examination with due permission from the University.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.kashipurmmm.org/images/uploads/Prospectus_2020-2021.pdf

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.

Outcome of the Student's Performance (2020-21):

(A) Students Mentoring System:

1. Mentoring from Department: Each of the eighteen departments of the college has taken the initiative to know every student of their department. Teachers of the departments are engaged themselves to find out the slow-medium-fast learners and teaches them accordingly. Departments also recommend merit-cum-means freeship provided by the college and by the government from time to time.

2. Mentoring from IQAC: IQAC encourages each department to organize Mentor-Mentee Program. Through this, students can present their views on selective topics suggested by the teachers of the department. Teachers are prepared them for the presentation and after their presentation, good and constructive comments encourage students to improve in their studies.

3. Teachers Council: During the meeting of the Teachers' Council, various types of discussions have been made for the students starting from their Admission, to classes, to libraries, to laboratories, into their examinations and their results. Discussion on results brings the necessities for future progress to the students.

4. Committees:On the first day of college they come, a welcome

address has been delivered by the Principals and Students
Orientation Classes have been taken by the Teachers who are in
charge of various committees related to students' activities.
These committees include Anti-Ragging and Grievance Cell, Career
Counseling Cell, Sports and Cultural Committee, Freeship, and
Scholarship Committee. Students take the benefit from each
committee during their education in college.

5. Discussion on Result: Outcomes of the students'performance
have been analyzed in the meeting of teachers in the forum of the
Teachers' Council and IQAC. Teachers also discussed the
performance of the students in the classrooms during Departmental
Meetings. They also inform the students about their result and
help them to understand their mistakes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.kashipurmmm.org
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.

Attainment of Programme Outcomes (2020-21):

1. The college has taken all the Internal and Theory Examination
as per the schedule prepared by the University.

2. Internal Assessment is a continuous process and taken by the
respective department for each subject of Core Course (CC),
Discipline Specific Cources (DSC), Generic Elective (GE) and
Discipline Specific Electives (DSE) papers. Departments hold
these examinations through written examination via e-mail,
WhatsApp, Google Forms and/or via Mentor-Mentee presentations.

3. University centrally set question papers for the Skill
Enhancement Courses (SEC), Language Core Courses (LCC), and
Ability Enhancement Core Courses (AECC). College helps the
university by conducting these examinations as per their
instruction.

4. Examination of Theory papers is conducted via OBS (Open Book
System). Students got questions from the University website just

before the examination time provided by the university and after writing answers, students have to submit their answer papers to the college within one hour of completion of the examination for that date. Students can send their papers to the college authority by mail also.

5. After the result is published, Teachers discussed students' outcomes in the Teachers' Council Meeting and IQAC Meeting and review the details of the result.

6. On the basis of the result, IQAC individually interacts with each department and ask them to give feedback of their departmental result.

7. Departments also discussed their departmental result in their departmental meeting and take necessary steps to better in the next academic session.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://kashipurmmm.org/images/uploads/Result_2020.pdf

2.6.3 - Pass percentage of Students during the year

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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://kashipurmmm.org/images/uploads/Result_2020.pdf

2.7 - Student Satisfaction Survey

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

https://www.kashipurmmm.org/images/uploads/Feedback%20Report%2020 20-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

3.1.2 - Number of 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

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

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

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

3.2 - 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

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

3.2.2 - 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

File Description	Documents
Any additional information	View File
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

Extension Activities (2020-21):

1. Kashipur M. M. Mahavidyalaya has two NSS Units: NSS Unit-1 and NSS Unit-2. These two NSS Units have adopted two villages: Rangiladih and Gopalchowk.

2. There are 50 studentvolunteers and one Coordinator in each Unit. They have visited and surveyed each and every family of the said two villages, prepare a list of their requirements, and presented the same to the College authority.

3. NSS works for the two villages throughout the year. But for the 2020-21 session, people are affected by SARS COVID and most of the rural people lost their jobs and become hopeless. Kashipur College team has done excellent jobs by providing support to them.

4. In the guidance of IQAC of the college, the College authority is able to create a fund from one day's salary from the staff (willing) of the college. With this amount, NSS distributed sanitizers, mask, and medicine in the first round. Then they distributed basic items (pulses, cereals, vegetableoils, soybeans, etc) in the 2nd round.

5. College authority also formed a COVID Help Desk for the college staff and local people in surrounding areas. Any medical requirements for anyone have been provided by KMMM COVID Team.

6. Kashipur College has supplied Thermoguns, Oxymeters, Sanitizers, etc to the local Kolloli Hospital as a part of our community work during this academic session.

7. National and International Webinars in collaboration with other institutions on various topics were organized by all the departments of the College.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.orghttp://www.kashipurmmm.org/nss.php
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

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

3.3.3 - 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

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

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

3.4 - 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

9

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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Physical Facilities of Kashipur M. M. Mahavidyalaya (2020-21):

1. Classrooms: There are 4 Buildings for classes in the college.

(a) Main Building comprises 11 Classrooms (R-4, R-5, R-6, R-7,
R-8, R-9, R-10, R-11, R-12, R-13, and R-14), 02 Halls (H-I and H-
II) and 05 Laboratories (Botany Lab, Zoology Lab, Chemistry Lab,
Geography Lab, and GIS Lab) used for classes.

(b) Library Building comprises 05 Classrooms (L-1, L-2, L-3, L-4,
and L-5), 01 Seminar Room (SR), 01 Room for IQAC, 01 Store Room,
01 Reading Room for Students, 01 Central Library, 01 Room for
Librarian.

(c) New Building comprises 04 Classrooms (NB-1, NB-2, NB-3, and
NB-4) and 01 Departmental Room.

(d) Bhadu Bhaban is under construction with 04 Classrooms (BB-1,
BB-2, BB-3, BB-4) and 02 Departmental Rooms.

2. Laboratories: There are 06 Laboratories in the college (02 for
Geography, 01 for Chemistry, 01 for Botany, 01 for Zoology, and
01 for Physics), and 02 Practical Rooms (01 for Music, and 01 for
Physical Education). Ther is also 01 Track and Filed for
Athletics and Football Ground, 01 Badminton Court and on
Volleyball Court.

3. Computing Equipments: There is 01 UGC-NRC Room used as
Computer Kiosk with 10 Computers and internet facilities; 06
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computers at the GIS Laboratories; 01 each in Economics, Botany, Chemistry, Zoology, and Physics Rooms; 02 in Meeting Room (01 for Bursar); 01 in Principal's Room; 02 in Central Library, 07 in College Office; 02 in Teachers' Room and 01 in Bengali Room. All computers are connected by the internet. There is aLaptop in use for the Accountant.

4. Youtube Channel: Teachers of Geography and other departments have used YouTube Channel for classes during Lockdown. The link of one of the channel is
https://www.youtube.com/channel/UCHAZESTEQu-ujMfzqVKKNIg

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.youtube.com/channel/UCHAZESTEQu-ujMfzqVKKNIg

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

Facilities for Students and Faculties (2020-21):

1. Cultural Activities: There is a cultural committee that organized (a) Annual Cultural Competition (Quiz Competition, Antakshari, Recitation, Song, Dance, Drama, Extempore Lecture, Seat-n-Draw, Argumental Lecture); (b) Wall Magazine Competition; (c) Publication of Annual College Magazine (Jhalak); (d) Observation of Important Days (International Mother Language Day, Teachers' Day, Hool Divas, College Foundation Day, and Birthday of Netaji Subha Chandra Bose, Michael Madhusudan Dutt, Sardar Vallabhbhai Patel, Rabindranath Tagore), Purulia Day, etc. There is also Feshers' Welcome, Annual Social, Farewell of Outgoing students organized by Students' Union incorporation with the college cultural committee. For this year most of the events are held online.

2. Sports: College Annual Sports is held every December. This year, due to corona, annual sports were not held. (But Sports Committee organized this program with the help of the College Students' Union and KMMM Alumni).

3. Games (Indoor and Outdoor): Football, Cricket, Volleyball, Badminton, Kho-Kho are outdoor team games organized by the sports

committee and Physical Education Department jointly.

4. Gymnasium: There is 01 multi-gym for college students and staff. Physical Education Departments maintain a routine to use this gym. This gym comprises instruments for both boys and girls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kashipurmmm.org/photo_gallery.php

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/spreadsheets/d/e/2PACX-1vSIO2BrHgV5se1dZ8Oqn4D2C2ANtbXOEjJ0Ag8A6QzBmMeVfU_AMDI9BC_dbUvXEQ-3Lq-GIQ92eo8h/pubhtml
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)

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

4.2 - Library as a Learning Resource

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

Integrated Library Management System (ILMS):

1. The College is in the process of Library Automation. Integrated Library Management System is still not included in the college system.

2. College is renewed for N-LIST Subscription which includes 31,35,000 e-books in use for students and faculties of the college with due permission to the Librarian of the college.

3. College Library is using INFLIB-NET for the students and staff to use e-books and journals.

4. In the 2020-21 academic session, there are 13314 Books and 606 Journals in use for the students and staff with a worth of Rupees 2256681.50.

5. The Librarian seeks and is provided with a book list from eachdepartment atthe beginning of every session and after a meeting of the Library Committee, purchased the same for the benefit of students and teachers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://kashipurmmm.org/library_at_a_glance.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-	**C. Any 2 of the above**

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

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

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

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

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Update of IT Facilities (2020-21):

1. Annual Maintenance is done for all Computers, Printers, Scanners, and LCD Projectors of the college by a reputed company.

2. Requisition is sent to the company by the college authority for any kind of maintenance, replacement, and purchase of any IT products in the college.

3. There is a purchase committee that looks into the annual maintenance of IT equipment and instruments of the college.

4. Bursar of the college prepared a plan at the beginning of the session for new purchases as per the requirements of the departments.

5. IQAC of the college also ensures the IT facility for most of the departments with at least 01 computer and internet/ wifi facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kashipurmmm.org/ict.php

4.3.2 - Number of Computers

31

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	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

Procedures for Maintaining Campus Facilities (2020-21):

1. Laboratories: There are nine laboratories in the College including Botany Laboratory, Chemistry Laboratory, Geography Laboratory, GIS Laboratory, Mathematics Laboratory, Music Rooms, Physical Education Rooms, Physics Laboratory, and Zoology Laboratory. Departments are permitted to engage themselves to maintain the instruments with Stock Register and AMC with specific companies for timely servicing wherever necessary. There are Laboratory Attendants for each department who takes care of the laboratories with sincere effort.

2. Library: There is a Central Library and Eight Departmental Libraries. Besides these, there is a Book Bank facility for Geography Department. Central Library has one Librarian, one Library Peon, and two staff for the daily issues and receiving of Books and Journals. All the staffsincerely maintain the College Library with utmost care. Departments are responsible for Departmental libraries.

3. Sports Complex: A playground with track-and-field, one badminton court, one volleyball court, one multi-gymnasium are available within the College campus. College administrators regularly review playground, courts gym maintenance tips with staff. The Sports Committee of the Department of Physical

Education creates an annual maintenance schedule gathering the right equipment and keeping the playground, courts other sports equipment clean and usable.

4. Computers: There are 31 computers and 1 laptop. The Asset Maintenance Committee reviews the status of the equipment on a regular basis. The computers are fixed whenever necessary and software are upgraded regularly.

5. Classrooms: The classrooms and laboratories are cleaned regularly by the three cleaning staff. Physical infrastructure viz. desks benches, blackboards, electric supply, etc. are maintained/repaired/added by the College authority as and when needed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.kashipurmmm.org

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

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

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

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

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to institutional website	https://kashipurmmm.org/annual_programmes.php
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

13

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

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

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

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

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

```
Student's Representation (2020-21):

1. Students' Council: There is a Students' Council in the college
as per SKBU Statute and guidelines of West Bengal Higher
Education Council. In each class with more than 40 students,
there are 02 (two) Class Representatives (CR). CR informsabout
the needs of that particular class to the College Administration.

2. Governing Body: General Secretary of the Students' Council is
a member of Governing Body of the college. He/She can take part
in the decision-making of academic, administrative,
infrastructural, and qualitative upliftment of the college.

3. Cultural Committee: From elected class representative, a
Cultural Committee is formed who are organized various programs
for the students throughout the year like Freshers' Welcome,
Annual Social, Farewell to outgoing students, Annual Cultural
Competition, Publication of College Annual Magazine, etc. with a
consultation to the teacher convenor of this committee.

4. Sports Committee: Sports Committee comprisesclass
representatives to organize the College Annual Sports
Competition, Track and Field Competition, Badminton, Volleyball,
Football, Kho-Kho Competition with a consultation with the
respective teachers of the Physical Education Department.

5. Students' Welfare: Students also engaged themselves in
Scholarship and Freeship related activities. Any kind of need for
any student is reported to the respective authority.
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6. Sexual Harassment: Students are also part of sexual harassment and anti-ragging cell. Any kind of ragging and misbehavior with students is reported to the respective cell for immediate action.

(N.B.: Currently election of the Students' Council is due as per the order of the Government of West Bengal and for the same there is no representation of the Students' Member or Class Representative in various sub-committees of the college. Meanwhile, Teachers are organizing all such above-mentioned activities.)

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Upload any additional information	View File

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

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

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

5.4 - Alumni Engagement

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

KMMM Alumni:

1. The Alumni Association of Kashipur Michael Madhusudan Mahavidyalaya is known as KMMM Alumni. This association was

formed in 2018 but the association is yet to be registered.

2. Kashipur Michael Madhusudan Mahavidyalaya Alumni Association was formed taking the approval of the College Governing Body on 24th February 2018 with the vision of enhancing the standard and also working towards the betterment of the college.

3. It started with the view of encompassing various issues at social and cultural levels and organizing awareness camps and other activities that would help in the betterment the society at large.

4. The Alumni association also focuses on sharpening the students and providing help in building the future of the students. With these aims, a committee was formed to function for maintaining and regulating for the benefit of the college.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org/alumni.php
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the College (2020-21):

The steady urge made by the people of Kashipur for the establishment of a College was fulfilled and the cherished Mahavidyalaya came into being on 26th September 2000. The opening of the College at Kashipur at once offered invaluable service in regard to the spread of educational opportunity for a large number of prospective students of a comparatively backward district. Their opportunities constitute our aims. The

opportunities are:

i) To provide the students of Kashipur and adjacent area with the opportunity to enhance their educational qualification through receiving higher education and to enable them to build their capacity necessary for being effectively and gainfully employed;

ii) To bring the local people living around in touch with various educational and social welfare services undertaken by the College through NSS or other extension activities; and

iii) To humbly attempt to create an atmosphere of learning and awakening through the gradual spread of education and academic culture.

iv) To reach each and every students online and offline as this academic session is hampered with Corona Pandemic.

v) To prepare students online-friendly through Mentor-Mentee programs and through Webinars and Special Lectures.

The College has always been receiving generous help and cooperation from the people associated with it and also from the people and well-wishers at large as well as eminent personalities of the locality. We hope and believe that this cooperation will go on increasing.

We always remember with due respect those people who have touched our College with their dedicated works. They did their novel works, now it's the right time for us to continue what they left for us.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/about_us.php
Upload any additional information	View File

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

Effective Leadership in Decentralized and Perspective Management (2020-21):

1. College Authority gave the freedom to the IQAC to organize International, National, and State Level Webinars with the collaboration of various departments of the college during the entire academic session. Through these programs, Resource Persons from various academic institutions have been presented their ideas and thinking which help faculties and students of the college a lot.

2. College Authority has given autonomy to the eighteen departments for preparing and distribution of syllabus, class routine, topics for teaching to the students, topics to present for students in the Mentor-Mentee Program, selection of theme for seminar/conference/webinar/workshop they want to organize, selecting a place for a venue for the field survey, and any other matter related to improving the result of the department.

3. The College has always been receiving generous help and cooperation from the people associated with it and also from the people and well-wishers at large as well as eminent personalities of the locality. We hope and believe that this cooperation will go on increasing.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/about_us.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Development and Deployment (2020-21):

1. Curriculum Development: College is giving preference to uplifting all faculties to upgrade themselves. Teachers are allowed to attend Refreshers Course, Orientation Program, Faculty Development Program and other UGC approved programs.

2. Teaching and Learning: College teaching is done mainly with the chalk-and-talk method. Some departments also used ICT in their teaching. For the 2020-21 Academic Session, all the departments have used ICT and taken online classes following a centrally produced Time-Table approved by the University. Students also learn via the online method. They have supposed to attend online classes via Google Meet and WhatsApp groups. But some students

failed to attain the same due to the non-availability of mobiles and internet facilities to them.

3. Examination and Evaluation: Students' admission is done on a purely online basis following Sidho-Kanho-Birsha University guidelines and the Government of West Bengal Guidelines. An online merit list is published and admission is done following that list. If requires permission from BCWD has been taken to fill up the caste-wise vacant seats.

4. Research and Development: There are three such departments that are engaged to guide Ph.D. and M.Phil Students as attached with SKBU. Individual teachers have also presentedpapers in various seminars and conferences. Most of the teachers are engaged with research activities and published papers in journals, book chapters on a regular basis.

5. Library, ICTand Physical Infrastructure / Instrumentation: College has a Central Library with Text Books, Reference Books, Journals, e-Journals, etc. Besides this, each department has its own Departmental Library for students and teachers. Teachers also used ICT in their teaching. There is one Smart Class and eight classes with computer facilities with internet connections.

6. Human Resource Management: Teachers are skilled in their subjects. They have trained from the HRDC in various universities via Orientation Course, Refresher Course, FDP etc. Mostly Chalk-and-Talk methods are used for teaching. Nowadays, teachers are following ICT and ppt presentations for teaching. Slow learners are given special attention. Some teachers are honorable members of the University Board of Studies. They are trying to upgrade the syllabus from time to time. Demand from the colleges is also placed to the university via the Board of Studies meeting. Teachers Council also suggests taking initiatives for curriculum development for the betterment of the students.

7. Admission of Students:The admission process has been started since the HS (10+2) Examinations of the West Bengal Council of Higher Education has started. Online software selection, training, and software preparation are the next part for students' admission. Then Online application is received and a merit list has been published on the basis of the marks of the students in their 10+2 examination. They have been asked for documents verification after the class started on the basis of their admission in a particular course.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.kashipurmmm.org
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.

Effective Functioning of the Institutional Bodies (2020-21):

1. Governing Body: There is a Governing Body to govern the college for planning and development. GB creates many committees at the beginning of the session to look into the various matter related to students learning and evaluation. Bursar is panning for Financial Budget, Purchase Committee is planned for purchasing, and Finance Committee gives the approval for purchase. Other academic activities are taken by the Teachers Council in consultation with IQAC of the College.

2. Principal: Principal is the Head of the Institution. Regular Principal has been appointed on 01.08.2018. He is also the Secretary of the Governing Body and DDO of the College. Various committees under Governing Body have been formed to support daily activities of the college (e.g. Construction Committee, Finance Committee, Purchase Committee, etc.).

3. IQAC: The College has an Internal Quality Assurance Cell formed on 21.02.2012. One senior teacher has been appointed as Coordinator and the Cell is formed as per new guidelines of the NAAC. IQAC looks into the internal quality of the college and prepare the institution for accreditation.

3. ICT in Administration: College Administration and Management Software (CAMS) are used for administrative work. Governing Body, IQAC, Teachers Council and other academic bodies used ICT and other methods for the daily activities of the colleges.

4. Finance and Accounts: College is under the Indian Financial Management System (IFMS) provided by the Government of West Bengal. All finance-related matters are done by using this system. College accounts are also done by using CAMS and IFMS.

Regular audits are also done with Auditors recommended by the Government of West Bengal.

5. Admission and Support for Students: Central Admission is done online. An online merit list is published and admission is done following merit and caste rules of the government and university. Government Fellowship, College Scholarship etc also done following government instruction through online mode from time to time.

6. Examination: Examination work is also done through online modelike question paper collection, seat arrangement Descriptive roll preparation, and marks submission. Link is provided to teachers whenever necessary. The examination has two steps: Internal Assessment is done by the college itself following SKBU guidelines. Then there is a Final examination conducted by the university in every six months. As the semester system has been introduced by the university since the 2017-18 Academic Session, Examination and evaluation is done as per university norms. Teachers are engaged in paper Setting, invigilation, evaluation throughout the year. For this 2020-21 academic session, the examination is taken following the OBS method.

6. Teachers' Council: There is a Teachers' Council with all full-time permanent teachers and Librarian are the members. There is one Secretary of the TC who with support from the other teachers look the academic activities of the college and suggest the administration to improve the quality of the insttution.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Link to Organogram of the Institution webpage	https://kashipurmmm.org/about_us.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching and Non-Teaching Staff (2020-21):

1. KMMM ECCS Cooperative Limited for Teaching Staff: There is a Cooperative of the Permanent teaching staff of the college which includes 16 teaching members. Teachers could be members with a minimum fee and they can benefit by receiving personal loans with minimum interest. This loan can be returned in EMI from the very next month of receiving the loan.

2. KMMM ECCS Cooperative Limited for Non-Teaching Staff: 11 NTS of the college are members of KMMM ECCS. They also can easily access the personal loan whenever they needed. EMI was also applicable to them too.

3. Salary Savings with LIC: There is a scheme of Salary Savings for every permanent Teaching and Non-teaching staff with Life Insurance Corporation (India). The net salary will be payable to each full-time staff of the college who bought the Insurance scheme from LICI.

4. Personal Loan Option from PF Account: Governing Body of the college allows 100% Personal Loan (without return and no benefit of continuation) and 75% Personal Loan (with EMI and continuous benefit) for every PF account holder of the college. This loan is also easily accessible.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Upload any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
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

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

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

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

Institutional Performance Appraisal System (2020-21):

1. IQAC takes the performance appraisals of teachers following the Guidelines for Career Advancement Scheme (CAS) provided by

UGC and supported by the Higher Education Council of the Government of West Bengal (Memo No. ED- 103/2013 Dated, 18 February 2013 and Memo No. 1373-Edn (CS)/5P-52/98 Date: 07.12.2017). Following these two Memos, CAS of Teachers is done.

2. There is a provision of Promotion for Non-teaching staff also from Group D to Group C posts. There are three Group C posts that exist in the college. NTS also benefitted every 10 years following West Bengal Government rules. For Laboratory Attendants, firstbenefit they received was after seven (07) years.

3. There is the provision of appraisals for both teachers and NTS following the Feedback taken by IQAC from students every year. IQAC reported the feedback to the college authority and suggest them to

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/iqac_meeting.php
Upload any additional information	[View File](View%20File)

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

Institutional Audit (2020-21):

1. West Bengal Government recommended enlisted Auditors for college audits every year. A team of auditors examines details of papers starting from admission to result of students, Fund or Grants details (source and expenditure), construction and maintenance work, scholarship and freeship related documents, Books and Equipment purchase, stocks and assets, liabilities, bank details and interests and give certificate.

2. College has a Financial Sub Committee and a Bursar for internal audit. Starting from the financial session in April 2020 to March 2021, planning of income and expenditure is done by the Bursar and sent it to the Financial Sub-Committee. Then these details will check by the Governing Body and approved.

3. Governing Body has the final say about the internal and

external audits and financial management of the college. The Principal is the DDO of the college and takes the necessary steps smooth the functioning of the financial matters.

File Description	Documents
Paste link for additional information	https://www.kashipurmmm.org/images/uploads/AISHE%202020-21.pdf
Upload any additional information	View File

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

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

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

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

Institutional Strategies for Fund Mobilization (2020-21):

1. The college applied to the University Grants Commission for developmental grants and an audited report of the fund has been sent to the ERO, UGC. By scoring high in the NAAC, the college is eying for RUSA Grants also (which the college did not receive after the first cycle accreditation of NAAC).

2. College also applied to the Directorate of Public Information, Higher Education Department, Government of West Bengal for funds in 31 Head (for new construction) and 35 Head (for maintenance, purchase of Books, extensional activities, etc.).

3. The college is applying to the Local administration like Panchayat Samity, Kashipur, Zilla Parishad, Purulia, MLA Fund,

Fund from Paschhimanchal Unnayan Parishad (PUP) etc. for generating funds.

4. Convince local people to donate to college funds. Sri Milan Roy, a renowned veteran of the Panchakote Dynasty donate Rupees to the creation of funds for students' Scholarships.

5. Dr. Bibhas Kanti Mandal, Principal of the college also donate rupees for scholarships to the students.

6. The college is trying to create some funds by selling admission forms and prospectus etc.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Contribution of IQAC for Strategic Decesion Making (2020-21):

A. CLASSROOMS

1.Clean Classrooms:

a) Regular dusting and cleaning of the classrooms are required.

b) Most of the rooms do not have lights and/or fans. If the rooms have lights and fans, they are not in working condition.

c) Windows and doors of the classrooms need renovation.

d) Beehives at or near the windows of some of the classrooms need to be removed.

e) Renovation of classrooms & laboratories. Many rooms are damped and cracked.

2. Opening of Bhadu Bhavan:

Immediate opening of Bhadu Bhavan with an adequate number of

desks & benches, lights & fans, proper electric connection, blackboards, etc. such that classes can be conducted there from the next session.

3. Table-Chairs in the Class Rooms:

Purchase desks and benches for classrooms of the New Building. Most of the classes don't have a single pair of table-chair for teachers.

B. OTHER ROOMS

a)Separate Departmental rooms with list of Faculties, almirah, computer, and printer.

b)Immediate allotment of a proper Room for IQACin the Main Building, with 02 desktops, 01 scanner-cum-colour printer.

c)Construction of Guard's Room near the Main Gate of the College.

d) Construction of Guest Room.

e) Maintenance and repair of Main Building

f) More chairs for Teachers' Room.

g)Immediate renovation of Seminar Hall.

h) Immediate renovation & reopening of the UGC-NRC rooms Computer Kioskfor students and teachers.

i)Immediate opening of the newly constructed Common Rooms for students.

j) Renovations of Office Room as per requirement.

k) Extension of Meeting Room.

C. TOILETS:

a) All the toilets, for TS & NTS as well as for students, require daily cleaning.

b) Taps need to be checked if they are in good working condition.

c) Adequate water supply, especially in students' toilets, is

required.

d) Renovation of toilets of the Teachers' Room.

D. DRINKING WATER

a) Provision of purified drinking water facility (with chillers) for all.

b) Maintenance of Aquaguard at the Teachers' Room.

c) Drinking Water supply at the Library Building.

E. RAMP & PAVEMENTS

a) Construction of ramps at least in the main building for physically challenged students.

b)Pavements connecting Main Building with New Building and Bhadu Bhavan.

c) Guard railing on each stair of Main Building and Library Building.

F. LIBRARY

a)Purchase more books and journals.

b) Books and magazines on competitive exams need to be purchased as per students' demand (as reflected in their feedback).

c) Immediate automation of Central Library & creation of the digital library.

G. SPORTS

a)Immediate leveling of the playground and reconstruction of the track-and-field.

b) Immediate renovation of the Badminton & Volleyball Courts.

c) Upgradation of the multi-gym.

H. MISCELLANEOUS

a) College nameplate at the Main Gate.

b) Completion of the college boundary wall.

c) Plantation of trees, flower gardening, medicinal plants.

d) Provision of sitting spaces in the open within the campus.

f) Financial Grants for teachers for attending seminars/conferences/workshops.

g) Purchase of Laboratoryequipments for all subjects.

h) Purchase of computers and projectors.

i) Proper lighting and provision of fans in the corridor, especially in the ground floor of the Main Building.

h) Labeling of desk, bench, almirah, computers, etc. as part of Stock and Asset Registrar.

I. ADMINISTRATIVE

a) Completion of College Auditfor the session 2018-19, 2019-20, 2020-21.

b) Creation of Teaching Postas per new criterion of the Higher Education Council, Government of West Bengal.

c) Ensure at least 02 Teachers for each subject taught in the college.

d) Emphasis on more Add-on Coursesto be open.

e) Emphasis on the opening of MA Courses for at least one subject.

f) Opening of NCCinto the college.

g) Repairing and Maintenance of TV, Generators, and AC machines.

h) Opening of Honours courses in Botany and Zoology.

i) Update Service Books ofall teaching and non-teaching staff on a regular basis.

j) Tie-up MOU with industries or with any other institutions for faculty exchange and campus interviews for students.

k) Plan for Rain-water harvesting andwaste management asa part of theBest Practices of the college.

l) Training for TS and NTSat least twice-a-year about CAMS, CBCS, and skill enhancement.

m) Registration of KMMM Alumni and ensure their participation in college development.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/iqac_meeting.php
Upload any additional information	View File

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

Review Method of Teaching-Learning Process by IQAC (2020-21):

1. Parent-Teacher Meeting:

(a) Academic Session (2020-21) has begun with the introductory meeting with parents and teachers in early August 2020 due to the late admission procedure affected by Corona outbreak. During this orientation, Parents can learn about the academic process of the college and about the scholarship and freeship provided by the college authority.

(b) Teachers also ask students to meet them during the form fill up for Students Enrollment and Examinations from August to November 2020. Regarding details of the students is needed for registration and form fill up for examinations.

(c) Students' and parents' feedback has been taken at the end of the session of each semester (December 2020 and January 2021). Parents can comments, complain, and asks about any means related to their sons and daughters about their performance in the process.

2. Students' Feedback:

Online students'feedback is taken via Google Forms. Students from all three semesters (Semester I, III and V) have given their

feedback on teaching-learning, regarding study materials, on examination (both IA and theory), on other facilities received from college, and on Office assistance. On the basis of the feedback, IQAC takes a decision in its meeting and informed the college authority about the possible steps to solve students' grievances.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/iqac_feedback.php
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.kashipurmmm.org/images/uploads/Prospectus%20(2021-2022).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measurement Initiated to Promote Gender Equity (2020-21):

1. National Level Webinar was organized on 09.09.2020 by the Department of Economics on "Sustainable Development Goals and COVID-19". In Goal 5 of SDG, Gender Equality was discussed. Three eminent speakers of the Webinar were Professor Jyotish Prakash Basu (West Bengal State University, Barasat), Dr. Nilanjan Ghosh (TERI University, New Delhi), and Dr. Somnath Hazra (Jadavpur University, Kolkata). They have discussed the topic and more than 260 participants actively make the discussion a successful one.

2. On 25.06.2021, Special Lecture on "Gender Stratification" was conducted online by the Department of Sociology. Prof. Moumita Mazumder (Government General Degree College, Mangalkote) was the main speaker and 100 students interact with the resource person about the topic.

3. College NSS has two units: Unit-I and Unit-II. These two units consist of 50 boys and 50 girls volunteers. NSS also organize a special camp for 10 days every year which includes a discussion on "Gender Discrimination". But due to the COVID-19 pandemic, this year's camp was not held.

File Description	Documents
Annual gender sensitization action plan	https://kashipurmmm.org/photo_gallery.php
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kashipurmmm.org/common_room.php

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	**C. Any 2 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

Programs for Waste Management by the College (2020-21):

1. The college has been organized a National Level Webinar on "Recycling Waste: Management in Theory and Practice". This program was organized jointly by the IQAC, Department of Botany and the Sachhata Action Plan (SAP Unit of the College) on 01.08.2020. P. Sudheer Kumar (SAP, Government of India), Professor Subrata Raha and Prasenjit Bandhyopadhyay (SKBU) are the main speakers of the Webinar. Discussion of Solid, Liquid, Biomedical, E-waste, and wastes from hazardous chemicals was the main focus of this webinar. Teachers and Students from all over West Bengal and India take part in the presentation and hands-on knowledge has been shared to manage thesehazardous waste.

2. On 30.09.2020 National Webinar on "Energy Management for Sustainable Future" was conducted. Prof N.K. Mandal (Burdwan University) and Ankita Roy (SAp, GoI) were the main speakers of this webinar. While Prof. Mandaldiscussed theoretical aspects of Energy Management, Miss Roy discussed practical examples of energy management in India. Participants were benefitted from this discussion.

3. College is also taking care of managing waste from Chemicals used in the Chemistry Laboratory and radioactivity occurs in Physics Laboratory.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	[https://kashipurmmm.org/photo_gallery.php]()
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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

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

7.1.7 - The Institution has disabled-friendly,	**B. Any 3 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	View File
Details of the Software procured for providing the assistance	View File
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).

Institution's Effort for an Inclusive Environment (2020-21):

1. Promoting Culture: The college is trying to promote Bhadu Song and Bhadra-Culture which had been originated in Kashipur, Purulia where the college located. The College has been introduced a "Diploma Course on Bhadu" from the 2019-20 Academic Session with affiliation from Sidho-Kanho-Birsha University, Purulia.

2. Course on Santali: Kashipur M. M. Mahavidyalaya is situated in a rural area of the Purulia district of West Bengal where more than 65% of people belong to OtherBackward Classes (OBC), Scheduled Caste (SC) and Schedule Tribe (ST). For these ST people, Alchiki is the main language of ST Santali people. This college introduced Santali as one of the main subjects from 2015. Since then, students' participation in Santali is increasing in every academic session.

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

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

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Sensitization of the Institution to the Constitutional Obligation
(2020-21):

1. Webinar organized by the Department of Political Science on
"Pandemic Shock and the New Structural Changes in Global
Politics" on 08.11.2020. Dr. Bibhuti Bhusan Biswas of Ranchi
University has discussed the role, right, duties and
responsibilities of Indian citizens in the current pandemic
situation. Teachers and students benefitted from this webinar.

2. Workshop on Mental Health is organized by the IQAC on
05.01.2021. Dr. Aritra Chakraborty of Bankura Sammilani Medical
College has suggested some rules and duties, everybodyshould
follow strictly to overcome this current situation of a pandemic.
Many students and teachers are mentally depressed during this
online mode of education. This Workshop helped them and other
participants also.
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File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	A. All of the above

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	View File

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

Celebration of Days with Importance (2020-21):

1. International Yoga Day Celebration: The College has been organized a Workshop with the collaboration of Yogoda Satsang, Ujjain, Uttar Pradesh to celebrate International Yoga Day on 20.06.2021. Swami Ameyanandaji of Yogoda Satsang (India) instruct the process of Yoga, Dhyan and Meditation and more than 250 participants have followed him.

2. Observation of Hool Divas: Hool Divas was celebrated on 30.06.2021 by the Santali Department. An online Webinar has been organized on that day. Srikanta Soren (Visva-Bharati University), Dr. Sushil Hansda (Vidyasagar University), Sripati Tudu (Sidho-Kanho-Birsha University) and Dr. K.C. Mahato (KMMM) were the main speakers of the event. Dr. Hansda presented live Bhumi Pujan from a tribal village of Purulia. Sri Lakhpati Hembram has been presented a drama on Hool Divas from Manbazar.

3. Death Anniversary of Rabindra Nath Tagore: Observation of the day has been made through an online Webinar namely "Tumi Robe Nirabe" and the day is known to everyone as Baishe Shravan. Song, Dance, Discussion on Tagore's Literature and the impact of all his writings on human society were the main topic of discussion on the very day of 07.08.2020. Dr. Bibhas Kanti Mandal (KMMM), Dr. Suvranshu Pan (KMMM) and other Teachers and students actively participated in the event organized by the Cultural Sub-Committee of the college.

4. Teachers' Day: On 05.09.2020, online Teachers' Day has been observed by the college. This program was organized by the Alumni Association of the college. Dr. Dipak Kumar Kar (Hon'ble VC, SKBU), Dr. Nachiketa Bandhyopadhyay (SKBU), Dr. Subhal Chandra De (SKBU), Dr. TK Hazra, and Dr. S. Gupta (SKBU) are the main speakers in this gala event.

5. World Environment Day: On this very day of 05.06.2021, the Department of Geography has been organized a National Level Webinar on "The Sustenance of Sustainable through Sustained Judiciary in India". Prof. S.G. Venkatasubramanian (Centre for Environmental Studies, Anna University, Chennai) was the main speaker of the event. More than 250 students and teachers actively participated in the program.

6. Observation of Michael's Birthday: On 25.01.2021 Birth Day of the Bengali Poet Michael Madhusudan Dutta was observed online. This college is named after Michael Madhusudan Dutta who came to this Panchakote Dynasty as a Legal Advisor from Kolkata to help King Nilmoni Sing Deo. The College observes birthday of this famous poet each year.

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

7.2 - Best Practices

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

Best Practices (2020-2021):

1. COVID Help Desk: The College authority has formed a COVID Help Desk with 13 members consisting of teachers and non-teaching staff from the locality. This team is created to help the staff of the college and the local people seeking any kind of help during the corona outbreak.

2. KMMM Relief Fund: IQAC of the college has taken the initiative

to create a fund from one day salary of the staff (willing) and named it KMMM Relief Fund. From this fund, members of the COVID Help Desk with the help of NSS Units of the college distributed basic foods and medical facilities to the local people during the lockdown period.

3. Mentor-Mentee Program: Departments have organized 08 (eight) mentor-Mentee programs for the students during this academic session. Economics (02), Sociology (02), Geography (02), Bengali (01) and History (01) departments organized Mentor-Mentee Programs which help students to prepare for online presentation skills and enrich their knowledge from the discussion.

4. Webinar / Special Lecture: 36 Webinars and 57 Special Lectures have been organized during the 2020-21 session for the students and teachers of the college. These programs improved the learning-by-doing knowledge in various topics related to the UG syllabus of the university.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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

Institutional Distinctiveness (2020-21):

1. COVID Helpdesk: Kashipur M. M. Mahavidyalaya has formed a COVID Helpdesk with local teachers, non-teaching staff and students; all are an active part of this. With the help of NSS (Unit I and Unit II), from COVID Help Desk, the College has helped local people who are suffering from Corona Pandemic dring 2020-21. In two adopted villages of the college, Rangiladih, and Gopalchowk, in Bathanbari, Kalloli is the area of Kashipur Block, COVID Helpdesk work during the pandemic.

2. KMMM Relief Fund: Teachers and NTS donate their one-day salary (optional) to form the KMMM Relief Fund. At the beginning,about Rs. 40,000 have been collected for this purpose and from this fund, daily foods, medicines, sanitizers, etc have been supplied to Rangiladih and Gopalchowk. From this fund,Thermogun, Hand Sanitizers, Pulse Oxymeter, have been supplied to local Kaolloli

Hospital to help more and more people affected bycoronavirus.

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

7.3.2 - Plan of action for the next academic year

(Plan of Action for the Session 2021-22)

(A) CLASSROOMS

1.Clean Classrooms:

a) Regular dusting and cleaning of the classrooms are required.

b) Most of the rooms do not have lights and/or fans. If the rooms have lights and fans, they are not in working condition.

c) Windows and doors of the classrooms need renovation.

d) Beehives at or near the windows of some of the classrooms need to be removed.

e) Renovation of classrooms & laboratories. Many rooms are damped and cracked.

2. Opening of Bhadu Bhavan:

Immediate opening of Bhadu Bhavan with an adequate number of desks & benches, lights & fans, proper electric connection, blackboards, etc. such that classes can be conducted there from the next session.

3. Table-Chairs in the Class Rooms:

Purchase desks and benches for classrooms of the New Building. Most of the classes don't have a single pair of table-chair for teachers.

(B) OTHER ROOMS

a)Separate Departmental rooms with list of Faculties, almirah, computer, and printer.

b)Immediate allotment of a proper Room for IQACin the Main Building, with 02 desktops, 01 scanner-cum-colour printer.

c)Construction of Guard's Room near the Main Gate of the College.

d) Construction of Guest Room.

e) Maintenance and repair of Main Building

f) More chairs for Teachers' Room.

g)Immediate renovation of Seminar Hall.

h) Immediate renovation & reopening of the UGC-NRC room as Computer Kioskfor students and teachers.

i)Immediate opening of the newly constructed Common Rooms for students.

j) Renovations of Office Room asper requirement.

k) Extension of Meeting Room.

(C) TOILETS

a) All the toilets, for TS & NTS as well as for students, require daily cleaning.

b) Taps need to be checked if they are in good working condition.

c) Adequate water supply, especially in students' toilets, is required.

d) Renovation of toilets of the Teachers' Room.

(D) DRINKING WATER

a) Provision of purified drinking water facility (with chillers) for all.

b) Maintenance of Aquaguard at the Teachers' Room.

c) Drinking Water supply at the Library Building.

(E) RAMP & PAVEMENTS

a) Construction of ramps at least in the main building for physically challenged students.

b) Pavements connecting Main Building with New Building and Bhadu Bhavan.

c) Guard railing on each stair of Main Building and Library Building.

(F) LIBRARY

a) Purchase more books and journals.

b) Books and magazines for competitive exams need to be purchased as per students' demand (as reflected in their feedback).

c) Immediate automation of Central Library & creation of the digital library.

(G)SPORTS

a) Immediate leveling of the playground and reconstruction of the track-and-field.

b) Immediate renovation of the Badminton & Volleyball Courts.

c) Upgradation of the multi-gym.

(H) MISCELLANEOUS

a) College nameplate at the Main Gate.

b) Completion of the college boundary wall.

c) Plantation of trees, flower gardening, medicinal plants.

d) Provision of sitting spaces in the open within the campus.

f) Financial Grants for teachers for attending seminars/conferences/workshops.

g) Purchase of Laboratoryequipments for all subjects.

h) Purchase of computers and projectors.

i) Proper lighting and provision of fans in the corridor, especially in the ground floor of the Main Building.

h) Labeling of desk, bench, almirah, computers, etc. as part of Stock and Asset Registrar.

(I) ADMINISTRATIVE

a) Completion of College Audit forthe session 2018-19, 2019-20, 2020-21.

b) Creation of Teaching Postsper the new criterion of the Higher Education Council, Government of West Bengal.

c) Ensure at least 02 Teachers for each subject taught in the college.

d) Emphasis on more Add-on Coursesto be open.

e) Emphasis on opening of MA Courses for at least one subject.

f) Opening of NCCinto the college.

g) Repairing and Maintenance of TV, Generators and AC machines.

h) Opening of Honours courses in Botany and Zoology.

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