



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Kashipur Michael Maddhusudan 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.	03251246556
• Mobile No:	7001078092
• Registered e-mail	kashipur_mmm@yahoo.in
• Alternate e-mail	bibhaskanti@gmail.com
• Address	Kashipur, P.O. Panchakote Raj, Dist. Purulia
• City/Town	Kashipur, Adra
• State/UT	West Bengal
• Pin Code	723132
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Sidho-Kanho-Birsha University				
• Name of the IQAC Coordinator	Dr. Suvranshu Pan				
• Phone No.	03251246556				
• Alternate phone No.	03251246500				
• 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))	http://www.kashipurmmm.org/images/uploads/AQAR%202020-21.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/KMM_AC_2021-22.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	2021-22	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		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Contributions by IQAC (2021-22):</p> <ol style="list-style-type: none"> 1. Online Classes: IQAC helps to conduct online classes on a regular basis as the lockdown due to the COVID pandemic is going on during the 2021-22 session also. 2. Webinar: Regular Webinars on different subjects and different topics have been organized in collaboration with IQAC. 3. Lecture Series: IQAC encouraged various different to organize lecture series on the UG syllabus of the SKBU of different subj. Eminent scholars from different Universities and Colleges have acted as resource persons. Through these lectures students and teachers of the respective departments have benefitted and upgraded themselves. 4. Training in Excel and SPSS: A six days training on "MS Excel and SPSS" has been organized by the Department of Geography under the aegis of IQAC for the college teachers from 04.04.2022 to 09.04.2022. A total of 21 teachers participated in the training program and hand-to-hand practicals classes helped them to learn MS Excel and SPSS software. 5. Promotion of Staff: Six teachers were promoted to the next level of Associate Professor and Assistant Professor. Four teachers have been upgraded to SACT -1. Five NTS have been promoted to 10 years of benefit and one NTS promoted to 20 years of benefit. 		
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
Hybrid Classes	?Odd semester classes conducted online due to 3rd wave of Corona outbreak (July to December 2021). Offline classes organized from January 2022 for the even semester.
Feedback	?Feedback of students taken via Google Forms and comments of Students discussed in the Teachers' Council and IQAC meetings. Feedback of teachers analyzed during the departmental meetings with the IQAC.
Teachers and NTS Training	?The Department of Geography organized a training course on "MS Excel and SPSS" for the Teaching and Non-teaching staff of the College during 04.04.2022-09.04.2022. Workshop on SKBU Examination 2022 for the even semester organized by the Examination Sub-committee on 01.06.2022 and 22.06.2022
Webinars	?Webinar organized by the IQAC of the College in collaboration with various departments 02 Webinars have been organized during 2021-22 Academic Session: 01 by the NSS on Youth Day (12.01.2022) and 01 by the Economics department on IPR (08.11.2021)
Special Lectures	?03 Special Lectures organized during the Session by the Department of Geography Experts from Sociology and Botany delivered Lectures on Multidisciplinary topics related to Geography UG syllabus.
Mentor-Mentee Programme	01 Mentor-Mentee Program has been organized by the Department

	of Economics (03.06.2022)
Students' Week Programme	?Student's Week observed by the college during 01.01.2022 to 07.01.2022, as per direction of the Government of West Bengal ?Discussions held on drug addiction, online classes and fees structure of college education with the students ?Students' feedback collected Feedback from parents also taken
Opening New Courses	?Resolutions taken to open Honours Course in Education, Sanskrit, Santali, Music, Botany and Zoology Opening of B.P.Ed. Course in Physical Education is under consideration
New Class Rooms	?05 New classrooms added Restructured departmental rooms to conduct maximum classes as per Routine at a time
Staff Promotion	?01 Teacher promoted to Associate Professor (Stage IV) ?02 Teachers promoted to Assistant Professor (Stage III) ?03 Teachers promoted to Assistant Professor (Stage II) ?04 teachers promoted to SACT-1 from SACT-2 ?01 NTS ensured 20 years benefit 05 NTS ensured 10 years benefit
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Teachers' Council	02/12/2022
14. Whether institutional data submitted to AISHE	

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

15. Multidisciplinary / interdisciplinary

Multidisciplinary:

1. The College is a multidisciplinary institution that offers undergraduate courses in *Arts and Science streams*. The Faculty of Arts provides Honours and Programme courses in Bengali, Economics, English, Geography, History, Philosophy, Political Science and Sociology. Apart from these, the College also provides Programme courses in Music, Physical Education, Education, Sanskrit and Santali. Under the Faculty of Science, Programme courses are offered in Botany, Chemistry & Zoology (Bio-Science Group) and Physics, Chemistry & Mathematics (Pure science Group).
2. To implement the multidisciplinary aspect in a students' curricula, the College follows the Choice-Based Credit System (CBCS) and offers each student to select subjects of their choice as Generic Elective from both the streams. Programme Course students of Arts Stream can choose any two subjects of their choice from any three group of subjects as prescribed by the University (details provided in the College Prospectus).
3. All the students of Honours Course and Programme Course take up Environmental Studies as Ability Enhancement Compulsory Course (AECC) in their first and second semester, respectively.
4. In the UG Syllabus of SKBU, there is a provision for multidisciplinary content in most of social science. The same is also effective for science subjects also.

16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC):

1. As per New Education Policy (NEP), there is a provision for Academic Bank of Credit (ABC) for students. Whenever a student moves to another place, he/she will continue his/her previous study with credit banked in previous examinations.
2. Following this norm Kashipur M. M. Mahavidyalaya also gave the opportunity to the students to carry forward their education. 01

student of the Bengali department is continuing her study with this ABC policy.

3. There are also 02 more students who were admitted to other colleges in the last academic session (2021-22) and are now students of this college.

17.Skill development:

Skill Development:

1. The College has introduced the Pradhan Mantri Kaushal Vikash Yojana (PMKVY) Centre for a short-term (duration of three months) Certificate Course on Nursing for Women.

2. Lectures/ seminars/ webinars are conducted by the IQAC or different Committees or departments to observe days of international and national importance like Environment Day, Mother Language Day, Women's Day, Science Day, etc. which help students develop a holistic view of their nature as well as social environment, and also develop their faculty of understanding beyond the purview of the syllabus. Days of the historical and cultural importance of the region where the College is located, are also observed, like Hool Diwas, Bhadu Utsav, etc. that help students connect to their roots.

3. Sessions on moral education are organized in collaboration with the Ramkrishna Mission to inculcate "universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa)" in students as well as faculty members. Yoga sessions are also conducted to develop a sense of self-discipline and maintain the good physical and mental health of all members of the College.

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

Integration of Indian Knowledge System:

1. Honours and Programme Courses are offered in Bengali Language; Programme Courses are offered in Sanskrit and Santali Languages in the college. Students who have opted for other Honours or Programme Course subjects are free to opt for any of the above-mentioned three Indian languages, as their Generic Elective subject.

2. Classroom delivery is done in bilingual mode; lectures are

delivered by the teachers in both Bengali and English languages. Question papers are provided in both languages, and the students can answer in either Bengali or English or both languages. In the case of Courses in Sanskrit and Santali, lectures are delivered in the respective languages as well; students can write their answers in the respective scripts as well.

3. The College conducts One Year Diploma Course in "Manbhumer Lokogan O Bhadu (Manbhum Folksong with Emphasis on Bhadu) from 2018-19.

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

Outcome-Based Education (OBE):

1. College has focused on producing good academically efficient students so that they can compete with their future assignments.
2. Members of the UG Board of Studies (BoS) from different subjects (currently the College has six teachers members of the mother university SKBU) prescribed suggestions for the syllabus on outcome-based education in the UG courses.
3. There is a Career Counselling Cell in the college to guide basic information to the students in their future job markets.
4. Students are encouraged to participate in the Satyendranath Tagore Civil Service Coaching Centre at the SKBU to prepare themselves for the civil services.
5. There is a provision for Students' Credit Card provided by the West Bengal Government for higher study and for preparation for competitive examinations.
6. College is running one Certificate Course in Nursing for women students with 25 seats in collaboration with Pradhan Mantri Kaushal Vikash Yojana (PMKVY) with a duration of three months.
7. The College is pursuing a Diploma Course in "Bhadu and Bhadra Culture" with 25 seats of three months duration under the aegis of SKBU.

20.Distance education/online education:

A) Distance Education:

The college does not have the facility for distance education.

B) Online Education:

(i) Since March 2020, the college is providing Online Classes to the students. Following SKBU Syllabus, various departments have prepared a routine with the permission of the Teachers' Council for their own and taken substantive classes to complete the syllabus. Though there are some problems as many students do not have their own laptop/desktop or even android phones, they have managed the classes by using their family phones or collecting the study materials from their friends.

(ii) Teachers have prepared class notes and uploaded these to the college website (www.kashipurmmm.org). Sometimes they provided the materials to their WhatsApp group and to their personal emails also.

(iii) Class Tests, Internal assessments, and Final Examinations have also been held via online mode following SKBU guidelines. Home Assignments and Projects have also been given to the students and assessed online.

(iv) During Lockdown, both students and teachers are benefitted from the online classes. As the college is situated in the rural area of West Bengal, many students are unable to attend regular offline classes. But they have attended most of the online classes which benefitted them. Teachers also provide more time for lectures and classes whenever they feel free to any batches.

(v) Some teachers were not free with online gadgets before the online classes started, but during lockdown they learned how to handle and used so many apps for their activities related to teaching, evaluation, training, project submission, taking attendance, and upgraded themselves with many online pieces of training and webinars.

(vi) Students and teachers also participated in online Mentor-Mentee Programs and presented their papers in various national and international Webinars. Some teachers are acted as Resource Persons during the last two years via online mode.

(vi) Online education will be conducted in future alongwith offline education.

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	2672
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	502
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	515
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	16
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 Total number of Classrooms and Seminar halls	31
4.2 Total expenditure excluding salary during the year (INR in lakhs)	40.40285
4.3 Total number of computers on campus for academic purposes	21
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Effective Curriculum through Documentation:</p> <p>1. College Governing Body (GB) appointed the College Admission Committee to ensure online admission following the HS (10+2) result and preparing a Merit List published on 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.</p> <p>2. Teachers' Council conveying the Academic activities of the college by preparing Time Table for 2021-22 (for Odd Semester: July -December 2021 and for Even Semester: January-June 2022).</p> <p>3. Individual Departments also distribute the UG Syllabus at the beginning of each semester among teachers of that particular department and make a resolution in their departmental meeting countersigned by IQAC Coordinator and Principal.</p> <p>4. IQAC coordinated the entire academic activities throughout the year which includes: (a) Students' Orientation Program, (b) Workshop</p>	

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 the odd semester (July-December 2021) of this academic year (2021-22), all the academic activities have been done via online mode as the college has been closed since March 2020 for COVID-19. In the even semester (January-June 2022), the college has conducted classes in hybrid mode following both online and offline classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.kashipurmmm.org/images/uploads/Prospectus%20(2021-2022).pdf

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

Continuous Internal Evaluation (CIE) (2021-22):

1. The institution has prepared an Academic Calendar for the session 2021-22 and uploaded it to the college website. Academic Calendar was also distributed to the students in hard copies.

2. Departments constructed WhatsApp groups with students. All academic activities have been done through online mode as offline classes have been closed for the period March 2020 to December 2021. From January 2022, there were classes in hybrid mode (both offline and online).

3. Following SKBU guidelines, IQAC and Examination Monitoring Cell of the college takes initiative to conduct a continuous internal evaluation with the help of each department separately. Departments have prepared routines for online and offline classes, taken classes in hybrid mode, and supplied study materials through the college website, emails, and WhatsApp groups for students.

4. Continuous evaluation and Internal Assessment have 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	http://www.kashipurmmm.org/images/uploads/Prospectus%20(2021-2022).pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

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

College Integrates Crosscutting Issues into the Curriculum (2021-22) :

1. **Professional Ethics:** For professional ethics, the College used to follow the UGC Guidelines for Higher Education, the Statute of Sidho-Kanho-Birsha University, and Guidelines from the Education Directorate, Government of West Bengal (DPI).

2. **Gender:** There is a Women Cell and Committee for Sexual Harassment in the college to look into gender-related issues. 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. There is an Anti-Ragging and Grievance Cell at the College to face the challenges of ragging on campus.

4. **Environment:** For environmental aspects, the college authority has taken various steps to make the campus environment-friendly. National Service Scheme (Units I and II) can take care of the campus by cleaning it regularly. In the syllabus also, students of various departments have learned about the topic their syllabus.

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

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

Nil

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

Nil

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
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.kashipurmmm.org/images/uploads/Feedback%20Report%202021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of 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 Facilities for Student Diversity (2021-22):

1. Kashipur M. M. Mahavidyalaya strictly follows the West Bengal government's norms for reservation in student admission. College Admission Committee distributed the total intake capacity (2021-22) 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. There was a Common Merit List published according to the category and a Merit List on each Reserved Category also published. Admission was done following SKBU Guidelines and Norms of the Government of West Bengal. If a reserved 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.

4. There was a provision of Tutorial Class in the Routine every day for the slow learners.

File Description	Documents
Link for additional Information	http://www.kashipurmmm.org/images/uploads/Prospectus%20(2021-2022).pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
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 (2021-22):

1. There were 16 Full-Time and 26 SACT (Government approved) Teachers in the College and 2672 Students enrolled in the 2021-22 academic session. The Teacher-Student Ratio is 1: 64 for this academic year.
2. A total of 42 teachers of various departments are engaged in teaching with utmost care for every student. Following UG Syllabus, teachers have tried to engage students through participatory, experimental, and problem-solving approaches.
3. As there were various types of learners in the classes, teachers have taken different approaches to them. For fast learners, teachers do their normal duties, but for slow learners, they take utmost care and help them to understand the topic taught. 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. From 2020-21 onwards, departments have introduced Mentor-Mentee Program. Students presented their views on the topic they have selected for presentation. Teachers help them to prepare and present. 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/Teacher-Student%20Ratio.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 (2021-22):

1. Out of the 42 teachers, 07 teachers have Ph.D., 05 teachers have M.Phil. and 08 teachers have B.Ed. degrees. Most of them are a handful with ICT-enabled technologies in their daily teaching,

especially during online classes.

2. As the entire 2020-21 academic session and part of 2021-22 session was under lockdown for 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.

3. Attendance and Internal Assessments have been taken and conducted by using Google Forms on regular basis. Semester Examination of University also completed through online mode. Teachers uploaded the marks of both IA and Semester examinations through university-provided links for the same.

4. Webinars and Special Lectures have been organized during this academic year on a regular basis. Teachers also benefited from those activities.

5. 04 Teachers of the college acted as resource persons and delivered online lectures for students of other colleges also.

6. Teachers participate in online FDP, RC, and OP conducted by various institutions and HRDC of the universities.

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/images/uploads/ICT%20in%20Teaching-Learning.pdf

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

17

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 (2021-22):

(a) Pandemic Phase (July-December 2021) and Post-Pandemic Phase (January-June 2022):

The College has planned Internal and Theory Examination Schedule following the SKBU Guidelines in the following manners:

Semester (Commencement of Courses) Internal Assessment (End Sem Exam) I 2nd week of September 3rd week of December End-January II 1st week of February 2nd week of June 3rd week of July

III 1st week of August 1st week of January End-January IV 1st week of February 3rd week of June 3rd week of July V 1st week of August 2nd week of December Mid-January VI 1st week of February 2nd week of May 3rd week of June

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

(b) During the Pandemic: College was closed for the Odd Semester due to the Pandemic, Internal examination was held online for the first half of the 2021-22 academic session. In the second half of even semester, the Internal Evaluation system was conducted offline mode by the Departments within the stipulated time provided by the SKBU.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.kashipurmmm.org/index.php#

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

Dealing with Grievances on Internal Examination (2021-22):

1. During Odd Semester (July-December 2021), the College was following online classes and examinations. Internal Assessment tests were conducted within December 2021 and the Internal Evaluation for Even Semester (January-June 2022) was conducted offline within May 2022.

2. The College is situated in a rural area, and many students don't have the facilities of Android Mobile phones with internet facilities. These students were not able to attend regular online classes and they also failed to appear in the online examination also. The Examination Monitoring Cell (EMC) of the college has tried to identify those students and make necessary arrangements for their examinations.

3. Some students have joined jobs for family survival and were not able to follow the time schedule of the SKBU examination. Timely form fills-up for examinations were also not done by everyone. The college authority and EMC had tried to find out those students and help them to appear in the examination with due permission from the University.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.kashipurmmm.org/grievance_redressal_cell.php

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.

The outcome of the Student's Performance (2021-22):

(A) Students Mentoring System: 1. Mentoring from Department: Teachers have taken the initiative to know every student of their respective departments as the session goes on. The departments engaged themselves to find out the slow-medium-fast learners and teach them accordingly. Departments also recommend the list of the students for merit-cum-means freship provided by the college and by the government from time to time. 2. Mentoring from IQAC: At the

beginning of each semester, IQAC introduces Orientation Class for all students and teachers. IQAC encourages each department to organize Mentor-Mentee Program. 3. Teachers Council: In the meeting of the Teachers' Council, discussions have been made for the students starting from their Admission, to classes, to libraries, to laboratories, into their examinations and their results with feedback provided by them.

4. Discussion on Result: Outcomes of the student's performance have been analyzed in the meeting 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 results 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/result.php
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 (2021-22):

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 evaluation process taken by the respective department for each subject of Core Course (CC), Discipline Specific Courses (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. 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.

4. After the result is published, Teachers discussed students'

outcomes in the Teachers' Council and IQAC Meeting and review the details of the result. On the basis of the result, IQAC individually interacts with each department and asks them to give feedback on their departmental result.

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

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	http://www.kashipurmmm.org/images/uploads/Result%202022.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)

<http://www.kashipurmmm.org/images/uploads/Feedback%20Report%202021-2022.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	http://www.kashipurmmm.org/index.php

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 (2021-22):

1. The two NSS Units of the college have adopted two villages:

Rangiladih and Gopalchowk. NSS surveyed each and every family of the said two villages, prepare a list of their requirements, and presented the list to the College authority. During the COVID period, the college helps the village members via NSS.

2. NSS works for the two villages throughout the year. An awareness camp in these villages have conducted on SBCC (Social and Behaviour Change Communication) in collaboration with Purulia District SBCC Cell and UNICEF on 07.06.2022

3. In the guidance of IQAC, the College authority is able to create KMMM Relief Fund from one day's salary from the staff (willing) of the college. With this amount, NSS distributed sanitizers, masks, medicine, and essential food items.

4. COVID Help Desk was formed for the college staff and local people in surrounding areas for any kind of medical requirements of the local people suffering from COVID-related issues. For this, the College has supplied Thermoguns, Oxymeters, Sanitizers, etc to the local Kolloli Hospital as a part of the community work and social responsibility of the college.

File Description	Documents
Paste link for additional information	https://www.kashipurmmm.org/images/uploads/Extension%20Activities%20(2021-22).pdf
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

18

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 (2021-22):

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

(a) Main Building comprises 11 Classrooms, 02 Halls and 05 Laboratories used for classes. (b) Library Building comprises 05 Classrooms, 01 Seminar Room, 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 and 01 Departmental Room. (d) Bhadu Bhaban is under construction with 04 Classrooms and 02 Departmental Rooms.

2. Laboratories: There are 06 Laboratories in the college and 02 Practical Rooms. There is also 01 Track and Field for Athletics and Football Ground, 01 Badminton Court and one Volleyball Court.

3. Computing Equipments: There is 01 UGC-NRC Room used as Computer Kiosk with 02 Computers and internet facilities; 08 computers at the GIS Laboratories; 01 each in Bengali, Economics, Botany, Chemistry, and Physics Rooms; 02 in the Meeting Room; 01 in Principal's Room; 02 in Central Library, 07 in College Office; 02 in Teachers' Room. All computers are connected to the internet.

4. Youtube Channel: Teachers of Geography and other departments have used YouTube Channels for classes during Lockdown. The link to one of the channels is

<https://www.youtube.com/channel/UHAZESTEQuujMfzqVKKNIG>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/channel/UHAZESTEQuujMfzqVKKNIG

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

Facilities for Students and Faculties (2021-22):

1. Cultural Activities: College Cultural Committee organized (a) Annual Cultural Competition (Quiz, 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. There is also Feshers' Welcome, Annual Social, Farewell of Outgoing students organized by Students' Union incorporation with the college cultural committee.

2. Sports Activities: College Annual Sports was due to held in December 2021. This year, due to corona, annual sports were not held.

3. Games (Indoor and Outdoor): Football, Cricket, Volleyball, Badminton, Kho-Kho and Kabaddi are outdoor team games organized by the sports committee and Physical Education Department jointly. Sujan Murmu, Sarat Kisku and Subrata Mahato (SKBU Football Team) and Debasish Bouri (SKBU Kabaddi Team) have been selected in the East Zone Inter University Meet during 25-29.12.2021. College Women Kabadi Team was the Runner up in Inter-College competition in 2021-22.

4. Gymnasium: There is a multi-gym for college students and staff (both boys and girls). Physical Education Departments maintain a routine to use the gymnasium.

5. Yoga: Physical Education Department celebrated International Yoga Day on 21.06.2022 in the college campus.

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

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

07

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://www.kashipurmmm.org/images/uploads/ICT%20in%20Teaching-Learning%20(2021-22).pdf
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 2021-22 academic session, there are 13320 Books and 606 Journals in use for the students and staff with a worth of Rupees 2258181.50.
5. The Librarian seeks and is provided with a book list from each department at the 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	http://www.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

IT Facilities in the College (2021-22):

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

17

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

4.3.3 - Bandwidth of internet connection in the

A. ? 50MBPS

Institution	
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.

Maintaining Campus Facilities (2021-22):

1. **Laboratories:** There are 09 laboratories in the College (Botany, Chemistry, Geography, GIS, Mathematics, Music, Physical Education, Physics, and Zoology). Departments are permitted to engage themselves to maintain the instruments with Stock Register and AMC with specific companies for timely servicing. Attendants who take 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. Library staffs look into the care of Books and Journals.

3. **Sports Complex:** A playground with a track-and-field, one badminton court, one volleyball court, and one multi-gymnasium are available. College administrators regularly review playgrounds and gyms. Sports Committee and the Department of Physical Education prepared a maintenance schedule gathering the right equipment and keeping the playground and 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 the software is upgraded regularly.

5. **Classrooms:** The classrooms and laboratories were cleaned regularly. The physical infrastructure of the classrooms is 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	https://kashipurmmm.org/canteen.php

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**

B. 3 of the above

File Description	Documents
Link to institutional website	http://www.kashipurmmm.org/seminar_workshop.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

150

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 benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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 (2021-22):

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

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

3. **Cultural Committee:** From the elected class representative, a Cultural Committee is formed to organize various programmes with the consultation of the teacher convenor.

4. **Sports Committee:** Students are active members of the Sports Committee of the college along with teachers.

5. **Students' Welfare:** Students also engaged themselves in Scholarship and Freeship related activities by reporting to the respective authority.

6. **Sexual Harassment:** Students are also in against sexual harassment and anti-ragging cell. Any ragging and misbehavior with students are reported to the respective cell for immediate action.

7. IQAC: As per new UGC Guidelines, one student is a member of the IQAC.

8. KMMM Alumni: Students are members of the Alumni Association of the College.

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

Alumni Association of the College (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. KMMM Alumni 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.

5. In 2022, college authority has renewed the committee of office bearers and make sure about the increase of members who have passed out from this institution.

6. KMMM Alumni organized Freshers' Welcome in 2019 and observed online Teachers' Day in 2021. Alumni who got government jobs egar to help current student by helping in mock test and other ways.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/images/uploads/List%20of%20Alumni.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the College:

1. To promote good physical and mental health, development of pupils' attitudes, and inclusion of the discipline of a responsible citizen and to create a class of intellectually, morally sound, and committed individuals, who will become a human resource of high

caliber, to cater to the needs of the society and the country as a whole in accordance with our motto.

2. Motto of the College: "sa vidya ya vimukttaye" (Knowledge Liberates)

The mission of the College:

1. To provide the students of Kashipur and adjacent areas with the opportunity to enhance their educational qualification through receiving higher education and to enable them to build their capacity necessary for being effective and gainfully employed;
2. 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;
3. To humbly attempt to create an atmosphere of learning and awakening through the gradual spread of education and academic culture.

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 the Institutional Practices (2021-22):

1. **Governing Body:** College Governing Body prepares effective institutional practices as per the motto and vision of the college. SKBU Statute is also followed by the GB for smooth functioning of the institutional academic and administrative activities.

2. **IQAC:** 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 which helps faculties and students of the college a lot. IQAC also monitors the academic activities of the college.

3. **Teachers' Council:** College Authority has given autonomy to the

eighteen departments via the Teachers' Council for preparing and distribution of syllabus, class routine, topics for teaching to the students, topics to present to 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.

4. Bursar: Financial audit is regularly checked by the Bursar of the College. With the help of the Finance Committee, the Accountant and the Cashier daily activity has been conducted.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/images/uploads/Effective%20Leadership%20(2021-22).pdf
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 (2021-22):

- 1. Curriculum Development:** Teacher members of the UG Board of Studies (BoS) put their views on curriculum development and tried to implement that in the meeting of Bos.
- 2. Teaching and Learning:** For the 2021-22 Academic Session, all the departments have used ICT and taken both online and offline classes.
- 3. Examination and Evaluation:** In 2021-22 session, the examination is done via OBS (open Book System) and evaluation is done through physical verification.
- 4. Research and Development:** There are 03 departments that are engaged to guide Ph.D. Students as attached with SKBU. Teachers also presented papers in seminars, webinars, conferences, and published papers.
- 5. Library, ICT and Physical Infrastructure / Instrumentation:** College has a Central Library with more than 13500 books. Departments have their own libraries. Teachers also used ICT in their teaching.

6. Human Resource Management: Teachers are skilled in their subjects. They have trained from the HRDC in various universities via Orientation Courses, Refresher Courses, FDP, etc.

7. Admission of Students: The admission process is done online. After publishing the merit list, they have been asked for document verification after the class started on the basis of their admission to a particular course.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kashipurmmm.org/images/uploads/Strategic%20Plan%20&%20Deployment%20(2021-22).pdf
Upload any additional information	View File

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

Effective and Efficient Functioning of the Institutional Bodies:

1. Governing Body: There is a Governing Body to govern the college for planning and development. GB appointed IQAC Coordinator, Bursar, and Committee for Admission, Purchase, Construction, and Finance.

2. Principal: The principal is the Head of the Institution, Secretary of the GB, and DDO of the College.

3. IQAC: IQAC looks into the internal quality of the college and prepares the institution for accreditation. 4. Finance and Accounts: The college is under the Indian Financial Management System (IFMS) provided by the Government of West Bengal.

5. Admission and Support for Students: An online merit list is published and admission is done following merit and caste rules of the government and university.

6. Teachers' Council: There is a Teachers' Council with all full-time permanent teachers and Librarian as members. There is one Secretary of the TC who with support from the other teachers looks at the academic activities of the college and suggests the administration improve the quality of the institution.

7. Appointment and Service Rule: GB gives appointments to teachers recommended by West Bengal College Service Commission. NTS was also recruited by GB. All appointment is under West Bengal service rules.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/images/uploads/Effective%20Functioning%20of%20the%20Institutional%20Bodies%20(2021-22).pdf
Link to Organogram of the Institution webpage	http://www.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 (2021-22):

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 fulltime staff of the college who bought the Insurance scheme from LIC.

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 (2021-22):

1. CAS of Teachers: 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, the CAS of Teachers is done. In 2021-22, 01 teacher was promoted to Associate Professor, 02 teachers were promoted to Stage III of Assistant Professor, and 03 teachers were promoted to Stage II.

2. Benefit for NTS: There is a provision for 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, the first benefit they received was after seven (07) years. 05 NTS got a promotion in 2021-22.

3. Feedback: There is the provision of appraisals for teachers and NTS following the Feedback taken by IQAC from students every year. IQAC reported the feedback to the college authority and suggest they improve as per recommendations taken in the meeting of the College Authority.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org/faculty_profile.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 (2021-22):

1. Government Audit: West Bengal Government recommended enlisting Auditors for annual college audits. 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, Equipment purchase, stocks and assets, liabilities, bank details and interests and give certificate.

2. Bursar and Finance Committee: College has a Financial Sub Committee and a Bursar for internal audit. Starting from the

financial session in April 2021 to March 2022, the Bursar's planning of income and expenditure is done and sent to the Financial Sub-Committee. Then these details will check by the Governing Body and approved.

3. HRMS and GB: Governing Body has the final say about the college's internal and external audits and financial management. 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://kashipurmmm.org/images/uploads/Institutional%20Audit%20(2021-22).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 (2021-22):

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 Heads (for new construction) and 35 Heads (for maintenance, purchase of Books, extensional activities, etc.).

3. The college is applying to Local administration like Panchayat Samity, Kashipur, Zilla Parishad, Purulia, MLA Fund, Fund from Paschimanchal 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 contribute Rupees to the creation of funds for students' Scholarships.

5. Dr. Bibhas Kanti Mandal, Principal of the college also donates rupees for scholarships.

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

7. Departments send proposals for the organization of Seminars to ICSSR.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/images/uploads/Fund%20Mobilization%20Strategies%20(2021-22).pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Contribution of IQAC to Strategic Decision-Making (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 this session.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/images/uploads/IOAC%20Summary%20Report%20(2021-2022).pdf
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 (2021-21):

1. Parent-Teacher Meeting: (a) Academic Session (2021-22) has begun with the introductory meeting with parents and teachers in early September 2021 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 September to November 2021. 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 2021 and January 2022). 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 (Semesters 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.

File Description	Documents
Paste link for additional information	https://kashipurmmm.org/images/uploads/Review%20Method%20by%20IQAC%20(2021-22).pdf
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
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File Description	Documents
Paste web link of Annual reports of Institution	http://www.kashipurmmm.org/images/uploads/KM MM%20Prospectus%202022-23.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 (2021-22):

- 1. Women Cell:** College has a Women Cell to look into all women-related issues. This Cell frequently organized workshops and poster competitions on various aspects of women in India and abroad.
- 2. Observed International Women's Day:** Women Cell of the college organized a discussion on the theme "Gender Equity today for a Sustainable Tomorrow" on 09.03.2022. Dr. Suvranshu Pan (Economics), Sushil Sarkar (English), Poushali Roy (Geography), and Dr. Subhrajit Chatterjee (Sociology) talked about various aspects of Women's issues. Asha Bauri (Geography) was the Coordinator of the program. A Poster Competition was also organized on that day on the topic of women's issues.
- 3. Anti-Ragging Cell:** College has an Anti-Ragging Cell to look into all the issues of ragging both for male and female students. This

cell also looking for a ragging-free college life for all.

4. NSS Awareness Camp: NSS Units of the College in collaboration with SBCC Cell, Purulia, and UNICEF organized a workshop on "Social Behaviour Change Communication (SBCC)" on 19.04.2022. They also campaign in adopted villages on 07.06.2022 on the same issue of SBCC. 100 students, 2 Coordinators, and the Resource Persons form SBCC Cell participated in this program.

File Description	Documents
Annual gender sensitization action plan	<p><u>Gender Sensitization Action Plan (2021-22)</u> <u>The College has taken various plans related to gender sensitization and tried to execute that plans by observing different activities throughout the year. Some of the important gender sensitization plans executed during the year are as follows: 1.NSS Activities: The College NSS has two units - Unit-I and Unit-II. These two units consist 50 boys and 50 girls volunteers. Proposal for another units for girls only will be plans to open in the coming academic session. NSS has been organized special camp for 10 days in every year which include a discussion on</u></p>
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	<p><u>Facilities Provided for Women (2021-22)</u> <u>The College has been provided facilities for the Women students of the college. Some of the facilities offered by the college for the women are as follows: 1.Women Cell: Women Cell of the College has been observed International Women Day on 09.03.2022. Students had participated in poster presentation on the topic of gender sensitization. Teachers also discussed on various aspects of current status of women in India. 2.Safety & Security: The college has four Security Guards and one Lady Attendant to look after the safety and security of the girls students inside the campus. Visakha Guidelines have been followed for the security of the girls</u></p>

students. 3.Counseling: Counseling has been done from the initial day of the college as a part of admission into various courses and choice of subjects. 4.Common Room: College has one Girls' Common Room. Students have used this room for their own. 5.Change Room: There is one change room for girls students and six toilets for women inside the college campus of which one is allotted for women teachers. 6.Anti-Ragging Cell: There is an Anti-Ragging Cell in the college to look after the ragging related issues. The Cell meet on the basis of any grievances noted by any students inside the campus and try to solve that at the earliest. 7.Committee Against Sexual Harassment: There is a Committee against Sexual Harassment in the college. Any kind of harassment are taken seriously and defaulters have been punished as per the Visakha Guidelines inside the campus of the college. 8.Nursing Training: A six-month Diploma Course has been offered by the college for the women students only.

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 (2021-22):

1. Webinar on IPR: The Department of Economics has organized a National Level Webinar on "Intellectual Property Rights and Traditional Knowledge" on 11.08.2021. Dr. Anindya Bhukta (Netaji

Mahavidyalaya, Arambag, Hooghly) and Dr. Rupam Mandal (UNDP, UNEP) are the two speakers who delivered their lectures on the topic. Dr. Bhukta highlighted on the traditional knowledge and Dr. Mandal mentioned the legal aspects of IPR. Patent Rights were also the topic of discussion. Reverse engineering, and waste management were another two topics they touched on in their analysis.

2. Departmental Responsibilities: The college is also managing waste from Chemicals used in the Chemistry Laboratory and radioactivity occurs in Physics Laboratory. Departments have taken initiatives to reduce this wastage.

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

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 reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	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 (2021-22):

1. **Promoting Culture:** The college is trying to promote Bhadu Song and Bhadra-Culture which had been originated in Kashipur, Purulia where the college is located. The College has introduced a "Diploma Course on Manbhumer Lokogan O 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 Other Backward Classes (OBC), Scheduled Caste (SC), and Schedule Tribe (ST). For these ST people, Alchiki is the main language of the ST Santali people. This college introduced Santali as one of the main subjects in 2015. Since then, students' participation in Santali is increasing in every academic session.

3. **Special Lecture:** A special lecture was organized on "Manbhumer Swadhinata sangrame Nibaran Chandra Dasgupta and Ananda Kumar Chakraborty: Fire Dekha" by the department of History on 03.07.2021. Prof. Alaka Mahato was the main speaker.

4. **Hool Divas:** Hool Divas has been observed every year to give importance to the Santali people of the region on 30th June. This program was observed in this academic year also.

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 (2021-22):

1. **Special Lecture:** A special lecture organized by the Department of Sanskrit on "The Relevance of Vedas in Contemporary Society" on 25.06.2021. Dr. Pratap Chandra Roy of Sidho-Kanho-Birsha University has discussed the relevance of Vedas for Indian citizens. Participants were enriched by the moral values of the Vedas.

Participants were enriched by the moral values of the Vedas.

2. **Webinar:** The Department of Economics organized a national-level Webinar on "Intellectual Property Rights" on 08.11.2021. Dr. Anindya Bhukta (Netaji Mahavidyalaya, Arambag) and Dr. Rupan Mandal (UNDP/UNEP) were the two speakers of the webinar. Another webinar was held on 12.01.2022 on "Vivekananda on Humanity and Value Education" organized by the NSS of the college. Prof. Pankaj Sarkar (JK College, Purulia) was the main speaker of this webinar.

3. **Publication:** College Prospectus has been published every year which contains rules and regulations on admission, teaching, evaluation, evaluation, feedback, office management, and activities on sports and culture.

4. **University Statute:** There is a Statute and a Compendium of Acts, Rules, and Regulations for college management prepared and maintained by the SKBU.

5. **The Gazette of India:** The college strictly follows the Gazette of India where UGC norms have been notified for higher educational institutions.

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

Observance of Day with National Importance (2021-22):

1. International Yoga Day: The Department of Physical Education arrange the program to celebrate Yoga Day on 20.06.2022 on the college campus. More than 250 students and teachers participated in yoga.

2. Observation of Hool Divas: Hool Divas was celebrated on 30.06.2022 by the Santali Department. Lakhpati Hembram presented live Bhumi Pujan from a tribal village of Purulia and presented a drama on Hool Divas.

3. Death Anniversary of Rabindra Nath Tagore: Baishe Shraavan was observed on 08.08.2021 via online mode. Department of Music arranged the program.

4. Teachers' Day: Online Teachers' Day has been observed on 05.09.2021 by the college. This program was organized by the Department of Geography online.

5. World Environment Day: On this very day of 05.06.2021, the online webinar was arranged.

6. Observation of Michael's Birthday: On 25.01.2022 Birth Day of the Bengali Poet Michael Madhusudan Dutta was observed at the college campus.

7. International Women's Day: Women Cell of the College organized a Wall Magazine Competition and observe the day on 08.03.2022.

8. National Voter's Day: NSS observed this day on 15.03.2022.

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 (2021-22):

1. 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. Since the 2020-21 academic session this process is going on.

2. Mentor-Mentee Program: Economics Department has organized Mentor-Mentee programs for the students during this academic session. This program helps students to prepare for online presentation skills and

enrich their knowledge from the discussion.

3. Webinar / Special Lecture: 03 Webinars (on "Intellectual Property Rights", "Rabindranather Gaane Atyadhunikata ebong Prasangikata" and "Vivekananda on Value Education") and 35 Special Lectures have been organized during the 2021-22 session for the students and teachers of the college. These programs improved learning by doing knowledge in various topics related to the UG syllabus of the university.

4. Training of Staff: One-week training on "MS Excel and SPSS" was organized from 04.04.2022 to 09.04.2022 by the Department of Geography and IQAC.

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 (2021-22):

1. Hybrid Mode of Education: The college authority prioritize education for local students and for this both online and offline mode of teaching and learning have been conducted throughout the 2021-22 academic session.

2. 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 during 2020-21. In two adopted villages of the college, Rangiladih, and Gopalchowk, in Bathanbari, Kolloli is the area of Kashipur Block, COVID Helpdesk worked during the pandemic.

3. Institutional Website: College website provides the details of the activities during 2021-22 academic session. Details information about the Best Practices (http://www.kashipurmmm.org/best_practices.php) and Institutional Distinctiveness are highlighted in the IQAC Meetings (<http://www.kas>

hipurmmm.org/images/uploads/IQAC%20Meeting%2003.08.2022.pdf) and in IQAC Meeting (<http://www.kashipurmmm.org/images/uploads/IQAC%20Meeting%2005.11.2022.pdf>).

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 2022-23 Academic Session:

1. IQAC is preparing for the 2nd cycle of NAAC visits in the 2022-23 academic session.
2. Creation of sufficient Teaching Posts for all 18 departments of the college as per the new criterion of the Higher Education Council, Government of West Bengal.
3. Ensure at least 02 Teachers for each subject taught in the college. Fixed Coordinators of the subjects which have no permanent teaching post.
4. Emphasis on more Add-on Courses to be open like fish culture, eco-tourism etc.
5. Emphasis on the opening of PG Courses for at least one subject. Bengali and Geography are on the front list for PG courses.
6. Opening of NCC units in the college to facilitate students in their future job prospects.
7. Opening of Honours courses in Botany, Zoology, Sanskrit, Santali, Education, Music, and BPEd in Physical Education from the next session.
8. Encourage teaching and NTS to update themselves.
9. Tie-up MOU with industries or with any other institutions for faculty exchange and campus interviews for students.
10. Plan for Rain-water harvesting and waste management as a part of the Best Practices of the college.