



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Kashipur Michael Madhusudan Mahavidyalaya
• Name of the Head of the institution	Dr. Bibhas Kanti Mandal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03251246554
• Mobile No:	07001078092
• Registered e-mail	kashipur_mmm@yahoo.in
• Alternate e-mail	bibhaskanti@gmail.com
• Address	Kashipur, P.O. Panchakote Raj, District - Purulia
• City/Town	Kashipur, Adra
• State/UT	West Bengal
• Pin Code	723132
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Sidho-Kanho-Birsha University				
• Name of the IQAC Coordinator	Dr. Suvranshu Pan				
• Phone No.	03251246554				
• Alternate phone No.	09007953860				
• Mobile	09064239937				
• IQAC e-mail address	iqackmmm@gmail.com				
• Alternate e-mail address	suvranshupan@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.kashipurmmm.org/images/uploads/AQAR%202021-22.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kashipurmmm.org/images/uploads/KMMM%20AC%202023-24.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	
Department of Sociology	National Seminar	ICSSR	2022-23	1,25,000	
Department of English	National Seminar	ICSSR	2022-23	2,40,000	
Department of English & Women Cell	Capacity Building Workshop	National Commission for Women	2022-23	1,00,000	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	05	
<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 (2022-23): 1. NEP: IQAC has helped the college in preparing for the incorporation and introduction of NEP 2020 from 2023-34 academic session. 2. Online Classes: IQAC has helped in conducting online classes regularly during the pandemic period in 2022-2023 academic session. 3. Webinar: Regular Webinars on different subjects and topics have been organized in collaboration with IQAC. 4. Lecture Series: IQAC encouraged various departments to organize lecture series on the UG syllabus of SKBU on different subject matter. 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. 5. National Seminar: Under the aegis of IQAC, two national Seminars were held during 2022-23 by the Department of Sociology and English respectively.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Introduction of NEP	Preparation for the introduction of National Education Policy 2020 for the session 2023-24. Regular Seminar and Workshop has been conducted for the teachers and the non-teaching staff.
ABC Identity Card	Workshop was conducted for all the semesters to create their Academic Bank of Credit (ABC) Identity Card.
Students' Week Programme	Student's Week observed by the college during 01.01.2023 to 07.01.2023, as per direction of the Government of West Bengal ?Medical Camp and Career Counseling have been organized for students ?Seminar organized on National Education Policy (NEP 2020) ?Students' feedback collected Online Parents-Teacher meeting was conducted
Rooms Renovation	UGC-NRC room has been prepared as Computer Kiosk Restructured Meeting Room with expansion of seating capacity
National Seminar	National Seminar on Sociology was conducted on 23rd and 24th March 2023 , National Seminar by Department of English was conducted on 28-29.03.23
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	20/05/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	14/01/2023

15. Multidisciplinary / interdisciplinary**Multidisciplinary / Interdisciplinary:**

1. Under NEP, the syllabi of most of the departments are interrelated and multidisciplinary. Especially, topics related to Gender Issues, Ethics, Environmental Aspects, Sustainable Development etc are the interdisciplinary aspects which all the students have to study in their course curriculum.

2. 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).

3. To implement the multidisciplinary aspect in a student's curricula, the College follows the Choice-Based Credit System (CBCS). It allows each student to select subjects of their choice as Generic Electives from both streams. Programme Course students of Arts Stream can choose any two subjects of their choice from any three groups of issues as prescribed by the University (details provided in the College Prospectus).

4. All the students of the Honours Course and Programme Course take up Environmental Studies as Ability Enhancement Compulsory Course (AECC) in their first and second semesters respectively.

5. In the UG Syllabus of SKBU, there is a provision for multidisciplinary content in most social science. The same is also effective for science subjects.

16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC):

1. As per the 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 studies with credit banked in previous examinations.
2. Following this norm Kashipur M. M. Mahavidyalaya also allowed the students to continue their education. 01 student of the Bengali department is continuing her study with this ABC policy.
3. Regular workshop on ABC, has been conducted by the IQAC of the college for all the semesters separately. This ID is also a requirement of Sidho-Kanho-Birsha University to be eligible for form-filling for their Semester Examinations.

17.Skill development:

Skill Development:

1. In NEP syllabus (starting from 2023-24 session), Skill Development is a part of every student. In the previous CBCS also, most of the students of UG learned about Skill Development in their curriculum of AECC (English).
2. 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.
3. Regular 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, Santali Language Day, etc. which help students develop a holistic view of their nature as well as the social environment, and also develop their faculty of understanding beyond the purview of the syllabus. Days of 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.
4. Sessions on moral education are organized in collaboration with the Ramakrishna 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 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 the 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 (Manbhumi 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. Both in the CBCS and NEP systems of UG courses, the syllabus has been prepared with Course Outcome (CO) and Program Outcome (PO) following the OBE.

2. College has focused on producing good academically efficient students so that they can compete with their future assignments.

3. Members of the UG Board of Studies (BoS) from different subjects (currently, the College has six teachers members of the affiliated university SKBU) prescribed suggestions for the syllabus on the outcome-based education in the UG courses.

4. There is a Career Counselling Cell in the college to guide and provide basic information to the students in their future job markets.

5. Students are encouraged to participate in the Satyendranath Tagore Civil Service Coaching Centre at the SKBU to prepare themselves for the civil services.

6. There is a provision for Students' Credit Cards provided by the West Bengal Government for higher study and preparation for competitive examinations.

7. The 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.

8. 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:

Online Education:

1. The college has been following online education since the COVID period of 2019-20.

2. As the National Education Policy 2020 will be imposed from the 2023-24 academic session in the state-run colleges and universities of West Bengal, the college is preparing and following the online structure of education. Ten percent of the classes are allowed for all the subjects to continue in online mode.

3. Online classes via email, college website, WhatsApp, Google Meet, etc. are the mechanisms used by the college for this.

4. Some portion of the class work is also taken in the form of Project Work which students carry from their home likewise distance education system. All the SEC papers, VAC papers, and papers with practicals follow this method as a part of continuous evaluation.

Extended Profile

1.Programme

1.1

26

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

File Description	Documents
Data Template	View File

2.Student

2.1 2599

Number of students during the year

File Description	Documents
Data Template	View File

2.2 502

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

File Description	Documents
Data Template	View File

2.3 453

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 16

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 17

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	26
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2599
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	502
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	453
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	16
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	17
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	77.72248
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	35
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Effective Curriculum through Documentation (2022-23):

1. The GB (College Governing Body) appointed a College Admission Committee to ensure online admission. Following the HS (10+2) result, this committee prepared a Merit List published on the college website. Admission is done based on seat availability in each subject following the West Bengal government's reservation rules and criteria of Sidho-Kanho-Birsha University.

2. Teachers' Council conveying the Academic activities of the college by preparing Time-Table for 2022-23 (for Odd Semester: July-December 2022 and for Even Semester: January-June 2023).

3. Individual Departments also distribute the UG Syllabus at the beginning of each semester among teachers of that particular department and resolve in their departmental meeting countersigned by the IQAC Coordinator and Principal.

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

5. For the odd semester (July-December 2022), all the academic activities have been done in hybrid mode as the college has been recovering from the COVID-19 pandemic since January 2022. In the even semester (January-June 2023), the college has conducted classes in offline mode.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://cbcs.skbuonline.in/guide/

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

Continuous Internal Evaluation (CIE) (2022-23):

1. The institution has prepared an Academic Calendar for the session 2022-23 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 related to physical classes or assessments should intimated via this group.

3. Following SKBU guidelines, IQAC, and the Examination Monitoring Cell of the college take the initiative to conduct a continuous internal evaluation with the help of each department separately. Departments have prepared routines for offline classes, taken classes in physical mode, and supplied study materials through the class notes, 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 regularly. As per instruction from the university, Internal Assessment (IA) is

also taken in physical mode also for each department separately. Final examinations are held in offline mode indifferent examination venue following SKBU Guidelines.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.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

26

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)

04

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

113

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

113

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 (2022-23):

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's Cell and Committee for Sexual Harassment in the college to look into gender-related issues. Gender issues have been included in the Sociology, Geography, and Economics syllabus as part of the UG Curriculum.

3. **Human Values:** Human Values are 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 far as 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

08

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

1333

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.kashipurmmm.org/images/uploads/Feedback%20Report%202022-23.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 (2022-23):

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 (2022-23) 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 for each Reserved Category was also published. Admission was done following SKBU Guidelines and Norms of the Government of West Bengal. If a reserved student appeared in the general merit list according to his/her marks, then he/she got the first chance as per merit. For this, his/her name is omitted from the reserved list and the next reserved student gets 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 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_%202023-24_KMMM.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 (2022-23):

1. There were 16 Full-Time and 26 SACT (Government approved) Teachers in the College and 2672 Students enrolled in the 2023-23 academic session. The Teacher-Student Ratio is 1: 64 for this academic year.
2. 42 teachers from various departments teach 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 the Mentor-Mentee Program. Students presented their views on the topic they had selected for presentation. Teachers help them to prepare and

present. During and after their presentation, Mentor teachers discussed the topic to encourage Mentee students to improve.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.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 (2022-23):

1. Out of the 42 teachers, 11 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 the 2022-23 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.

3. Attendance and Internal assessments have been taken and conducted by using Google Forms on a regular basis. Semester Examination of the University is 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 regularly. Teachers have 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 participated 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/PROSPECTUS_%202023-24_KMMM.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

16

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

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

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

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

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

Mechanism of Internal Assessment (2022-23):

The College has planned the 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.

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/images/uploads/PROSPECTUS %202023-24 KMMM.pdf

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

Dealing with Grievances on Internal Examination (2022-23):

1. During the Odd Semester (July-December 2022), the College was following online classes and examinations. Internal Assessment tests were conducted within December 2022 and the Internal Evaluation for Even Semester (January-June 2023) was conducted offline within May 2023.

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. 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 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 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/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf

2.6 - Student Performance and Learning Outcomes

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

The outcome of the Student's Performance (2022-23):

(A) Students Mentoring System:

1. **Mentoring from Department:** Teachers have taken the initiative to know every student in 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 freeship provided by the college and by the government from time to time.

2. **Mentoring from IQAC:** At the beginning of each semester, IQAC introduces an 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/prospectus.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 (2022-23):

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 discuss students' outcomes in the Teachers' Council and IQAC Meetings and review the details of the result. Based on 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/prospectus.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%20(2022-23).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%202022-23.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

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

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

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

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

3.2 - Research Publications and Awards

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

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

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

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

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

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

3.3 - Extension Activities

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

Extension Activities (2022-23):

1. The two NSS Units of the college have adopted two villages: Rangiladih and Gopalchowk. NSS surveyed every family of the said two villages, prepared a list of their requirements and presented the list to the College authority. During the COVID period, the college helped the village members through the NSS Units.
2. NSS works for the two villages throughout the year. An awareness camp in these villages was conducted on SBCC (Social and Behaviour Change Communication) in collaboration with Purulia District SBCC Cell and UNICEF on 07.06.2022
3. Under the guidance of IQAC, the College authority created KMMM Relief Fund from a day's salary of the staff (willing) of the college. With this amount, NSS distributed sanitizers, masks, medicine, and essential food items.
4. The COVID Help Desk was formed for the college staff and local

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

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

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

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

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

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

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

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

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

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

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

3.4 - Collaboration

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

19

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 (2022-23):

1. **Classrooms:** There are 4 Buildings for classes in the college. (a) The Main Building comprises 11 Classrooms, 02 Halls, and 05 Laboratories used for classes. (b) The Library Building comprises 05 Classrooms, 01 Seminar Room, 01 Room for IQAC, 01 Store Room, 01 Reading Room for Students, 01 Central Library, and 01 Room for a Librarian. (c) The New Building comprises 04 Classrooms and 01 Departmental Room. (d) The Bhadu Bhaban comprises 05 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 Equipment:** 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	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf

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

Facilities for Students and Faculties (2022-23):

1. **Cultural Activities:** The College Cultural Committee has 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, and Farewell of Outgoing Students organized by the Students' Union incorporation with the college cultural committee.

2. **Sports Activities:** College Annual Sports were due to be held in December 2022. 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 the Physical Education Department jointly. Sujan Murmu, Sarat Kisku, Subrata Mahato (SKBU Football Team), and Debasish Bouri (SKBU Kabaddi Team) have been selected for the East Zone Inter University Meet during 25-29.12.2022. College Women Kabadi Team was the runner-up in the Inter-College competition in 2022-23.

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:** The physical Education Department celebrated International Yoga Day on 21.06.2023 in the college campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf

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

33

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	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.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. The College Library is using INFLIB-NET for the students and staff to use e-books and journals.

4. In the 2022-23 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/images/uploads/PROSPECTUS %202023-24 KMMM.pdf

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

B. Any 3 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 (2022-23):

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	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf

4.3.2 - Number of Computers

35

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

Maintaining Campus Facilities (2022-23):

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 the 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 the Geography Department. Library staff 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 regularly. 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	http://www.kashipurmmm.org/images/uploads/PROSPECTUS %202023-24 KMMM.pdf

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	A. All of the above
File Description	Documents
Link to institutional website	http://www.kashipurmmm.org/
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 benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	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 (2022-23):

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 programs 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 against any form of sexual harassment and ragging in the campus. 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/
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 the 24th of 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 2022-23, the college authority renewed the committee of office bearers and made sure the increase of members who have passed out from this institution.

6. KMMM Alumni organized Freshers' Welcome in 2022 and observed online Teachers' Day in 2022. Alumni who got government jobs eager to help current students by helping in mock tests and other ways.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the College:

1. To promote good physical and mental health, development of pupils' attitudes and inclusion of discipline for a responsible citizen and to create a class of intellectually, morally sound, and committed individuals who will become a human resource of high caliber and to cater to the needs of the society and the country as a whole by 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	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf
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 (2022-23):

1. **Governing Body:** The 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. **The 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:** The 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's daily activity has been conducted.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.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 (2022-23):

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 2022-23 Academic Session, all the departments have used ICT and taken both online and offline classes.

3. **Examination and Evaluation:** In the 2022-23 session, the examination is done through physical verification.

4. **Research and Development:** 03 departments are engaged to guide Ph.D. Students as attached with SKBU. Teachers have also presented papers in seminars, webinars, conferences, and published papers.

5. **Library, ICT, and Physical Infrastructure / Instrumentation:** The college has a Central Library with more than 13500 books. some of the departments have their libraries. Teachers also use ICT in their teaching.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.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. **The 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 Librarians 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 the West Bengal College Service Commission. NTS was also recruited by GB. All appointments are under West Bengal service rules.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf
Link to Organogram of the Institution webpage	http://www.kashipurmmm.org/images/uploads/Organogram%20(Criterion%20VI).pdf
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 (2022-23):

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.

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

4. Personal Loan Option from PF Account: The 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/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf
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 (2022-23):

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. Three Group C posts 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 2022-23.

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 suggested 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/images/uploads/PROSPECTUS_%202023-24_KMMM.pdf
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 (2022-23):

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

2. **Bursar and Finance Committee:** The College has a Financial Sub-Committee and a Bursar for internal audit. Starting from the financial session from April 2022 to March 2023, the Bursar's planning of income and expenditure is done and sent to the Financial sub-committee. Then these details will be checked by the Governing Body and approved.

3. **HRMS and GB:** The 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 to smooth the functioning of the financial matters.

File Description	Documents
Paste link for additional information	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.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 (2022-23):

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. The 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	http://www.kashipurmmm.org/images/uploads/PROSPECTUS_%202023-24_KMMM.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 (2022-23):

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	www.kashipurmmm.org/iqac_meeting.php
Upload any additional information	View File

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

Review Method of Teaching-Learning Process by IQAC (2022-23):

1. Parent-Teacher Meeting:

(a) The Academic Session (2022-23) began with the introductory meeting with parents and teachers in early September 2022 due to the late admission procedure affected by the Corona outbreak. During this orientation, Parents can learn about the academic process of the college and the scholarships 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 2022. Details of the students are 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 2022 and January 2023). Parents can comment, complain, and ask 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	http://www.kashipurmmm.org/academic_audit.php
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.kashipurmmm.org/images/uploads/IOAC%20Plan%20of%20Action%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 (2022-23):

1. Women Cell: The 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 08.03.2023. 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: The 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 19.11.2022. They also campaign in adopted villages on 07.01.2023 on the same issue of SBCC. 100 students, 2 Coordinators, and the Resource Persons from SBCC Cell participated in this program.

File Description	Documents
Annual gender sensitization action plan	Gender Sensitization Action Plan (2022-23) 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
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	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

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

B. Any 3 of the above

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

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

Programs for Waste Management by the College (2022-23):

1. **Webinar on IPR:** The Department of Economics 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 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 the 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	http://www.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

B. Any 3 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:

<p>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</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>	
<p>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</p>	
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
<p>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</p>	<p>B. Any 3 of the above</p>

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 (2022-23):

1. **Promoting Culture:** The college is trying to promote the Bhadu Song and Culture which 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 has increased 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 03.07.2022. Prof. Alaka Mahato was the main speaker.

4. **Hool Divas:** Hool Divas have 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 (2022-23):

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.

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 is 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 (2022-23):

1. International Yoga Day: The Department of Physical Education arranged the program to celebrate Yoga Day on 20.06.2023 on the college campus. More than 250 students and teachers participated in yoga.

2. Observation of Hool Divas: Hool Divas was celebrated on 30.06.2023 by the Santali Department. Lakapati 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 08.08.2022 via online mode. Department of Music arranged the program.

4. Teachers' Day: Online Teachers' Day has been observed on 05.09.2022 by the college. This program was organized by the Department of Geography online.

5. World Environment Day: On this very day of 05.06.2023, the online webinar was arranged.

6. Observation of Michael's Birthday: On 25.01.2023 the second centenary Birth Day of the Bengali Poet Michael Madhusudan Dutta was observed at the college campus.

7. International Women's Day: The Women Cell of the College organized a Wall Magazine Competition and observed the day on 08.03.2023.

8. National Voter's Day: NSS observed this day on 15.03.2023.

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 (2022-23):

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: The 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.

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 (2022-23):

1. Hybrid Mode of Education: The college authority prioritizes education for local students and for this both online and offline modes of teaching and learning have been conducted throughout the 2022-23 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 the COVID Help Desk, the College has helped local people who are suffering from the coronavirus 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: The College website provides the details

of the activities during the 2022-23 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.kashipurmmm.org/images/uploads/IQAC%20Meeting%2003.08.2022.pdf>) and 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

Plans for 2023-24 Academic Session:

1. Submission of Annual Quality Assessment Report (AQAR: 2023-24) within December 2023 and IIQA and SSR within March 2024 as a part of preparation for the next cycle of NAAC visits.
2. Implementation of National Education Policy 2020 (NEP 2020) from the 2023-24 academic session as per the notification from the Department of Higher Education, Government of West Bengal following the SKBU guidelines.
3. There is a plan to introduce 360-degree feedback i.e. feedback will be taken from students (for all the semesters), teachers and non-teaching staff, administrators, Alumni, and parents.
4. Interaction with each of the 18 departments separately regarding curriculum updates and the progress of students.
5. Publication of the 2nd volume of the multi-disciplinary journal Pathachakra-2, from the lectures of Seminars, conferences, workshops, Special Lectures, and Webinars presented by renounced teachers and research scholars.
6. Quality improvement of faculty members with more emphasis on research work and publications.