YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	KHATRA ADIBASI MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Nityananda Patra
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8900057220
• Mobile No:	9474144885
• Registered e-mail	kacollege@rediffmail.com
• Alternate e-mail	khatraacollege@gmail.com
• Address	P.O.-Khatra, District-Bankura
• City/Town	Khatra
• State/UT	West Bengal
• Pin Code	722140
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	**BANKURA UNIVERSITY**	
• Name of the IQAC Coordinator	**Dr. Aloke Bhowmik**	
• Phone No.	**8910120338**	
• Alternate phone No.	**9051051243**	
• Mobile	**9051051243**	
• IQAC e-mail address	**khatraacollege@gmail.com**	
• Alternate e-mail address	**phys.arindam@kamv.ac.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://kamv.ac.in/aqar.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://kamv.ac.in/academic_calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C+**	**60.50**	**2007**	**31/03/2007**	**31/03/2012**
Cycle 2	**B+**	**2.54**	**2016**	**05/11/2016**	**05/11/2021**

6.Date of Establishment of IQAC	**02/02/2008**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**6**

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

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

ICT-based online classes (e- classes) were conducted successfully during the COVID-19 pandemic through ERP. During lockdown internal assessments and end semester examinations were held successfully in online mode. Evaluation of answer scripts and uploading of marks were all done successfully in online mode under the guidance of IQAC.

IQAC guided Depts. of Mathematics, Physics & Chemistry to organise One Day Collaborative Webinar on "Exploring Science: Its Beauty and Necessity"

Two-Day National Webinar on "Gender Matters: Texts & Contexts" organized by Dept of English in collaboration with IQAC and under the aegis of Women Cell on 22nd and 23rd July, 2020.

Under the guidance of IQAC History Department in collaboration with History department of Saldiha College & Borjora College organised a two-day webinar on "Study of Regional History: Possibilities and Limitations" on 9th and 10th July, 2020.

IQAC encouraged and permitted faculty members to participate in online Refresher Course, Orientation Programme, FDP and Short Term Courses. 05,08, 03,07& 02 faculty members have successfully completed Orientation Programme, Refresher Course, Faculty Induction Programme, Faculty Development Programme & Short-Term Course respectively in the current year through online mode.

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
Academic Orientation	One Day Collaborative Webinar on Exploring Science: Its Beauty and Necessity organised by Depts. of Mathematics, Physics & Chemistry. Two-Day National Webinar on "Gender Matters: Texts & Contexts" organized by Dept of English in collaboration with IQAC and under the aegis of Women Cell.
Career Counselling	The Career Counselling Cell has updated and uploaded career path flowchart in the college website for open free access of students. Created Career Guidance icon in the website publishing various job opportunities during the lockdown period.
Faculty Development Programme	05, 08, 03, 07 & 02 faculty members have successfully completed Orientation Programme, Refresher Course, Faculty Induction Programme, Faculty Development Programme & Short-Term Course respectively in the current year through online mode.
Timely Completion of Curriculum	Planning and organization of teaching schedules and time tables circulated to the students through website. Regular routine-wise online classes were taken through Google Meet via college ERP and reports were submitted to the Principal and IQAC Coordinator.
Enhancing quality of Teaching-Learning	Adopting student centric interactive strategies like Project writing, Student Seminar, Field visit, Quiz

	contest, Wall magazine. Emphasis laid on ICT enabled teaching and use of multi-modal facilities like PPT for making teaching-learning experiences exciting and impactful.
Fulfilling Social Responsibilities	NSS wing organised Awareness Campaign on motivating reluctant villagers to take COVID-19 vaccines. The programme was entitled Tikakaran Utsav. Masks & soaps were distributed.
Feedback Mechanism	Feedback on teaching and facilities provided by the college are taken from students via Google Form, analysed and suggestions recommended and implemented for holistic improvement of the college.
Financial Assistance to Students	Half free and full free free-ship provided to needy students for encouraging them to continue studies.
Promoting Digitalization	Financial and Academic data are stored in cloud-based data management software ERP under the aegis of CAMS and online payment initiated via PayU Payment gateway.
Continuation of renovation of Vidyasagar Bhavan, Upgradation of Sanitary Complex, Upgradation of Teachers room and existing smart room with the fund received by RUSA 2.0 Scheme (2018-19)	Expenditure of Rs.1478659.00 incurred on renovation work Vidyasagar Bhavan, Upgradation of Sanitary Complex, Upgradation of Teachers room and existing smart room as 2nd and final RA Bill. Renovation work completed on 31.01.2021
Continuation of UGC Women Hostel (2nd Phase) under UGC XII Plan. Fund received of Rs. 32 lakh vide Memo No. WHW-001/14-15 DATED March 2020	Letter send to PWD Bankura Division for2nd phase construction work of Girls Hostel. Tender process completed and issued Work Order on

	17.6.2021. Continuing the construction work.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**22/03/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**25/02/2022**

15.Multidisciplinary / interdisciplinary

Being an affiliated college, our course structure and the content for pedagogy is designed by the parent university as per the UGC guidelines. Our college is trying its level best for the fruitful implementation of multidisciplinary and interdisciplinary education which will definitely enable our students to develop the skills required in 21st century. We welcome the change in the education policy brought about NEP 2020 and in the coming months we hope to implement the multidisciplinary/interdisciplinary approach to education in our college. Our college is preparing to include multidisciplinary subjects that will foster all round development of the students. The college is planning to conduct surveys in the local areas to ascertain the job opportunities and introduce short term and vocational courses in the college accordingly. These courses will make the students self-dependent and pave the way for self-employment as well. The college plans to design these courses along with the course outcomes and the structure of these courses along with their program outcomes and to ensure that all course objectives and program objectives are achieved.

16.Academic bank of credits (ABC):

One of the provisions of the National Education Policy 2020 (NEP 2020) is the introduction of the Academic Bank of Credit (ABC). ABC will allow students of undergraduate and postgraduate degree courses to exit the course and enter within a stipulated period. Academic Bank of Credits shall deposit Credits awarded by Registered Higher

Education Institutions, for Courses pursued therein, in the Academic Bank Account of the student throughout their learning journey. The college is waiting for the affiliating university's permission to introduce Academic bank of credits. The college is taking initiative will to launch registered skill based and vocational courses, other courses under Credits through affiliated university and help rural and tribal students to get advantage of these facilities.

17.Skill development:

The New Economic Policy 2020 emphasizes on holistic development of youth of the nation and gives special importance to skill development to make India self-reliant. Future plan of the college will be to develop skill in youths and students of rural and tribal areas by introducing vocational courses that will satisfy local need. The college plans to collaborate with industries & NGOs and sponsoring agencies for sponsorship of skill-based courses.

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

At present the college ensures appropriate integration of Indian knowledge system by offering MIL (Modern Indian Languages) and core courses as per CBCS scheme set up by parent university. Languages like English, Bengali, Sanskrit and Santali are offered to students as core subjects along with generic electives. Subjects like Political science, History is also offered in order to induce sense of national integration, love for indigenous art, culture and civic sense among the student community. Philosophy develops basic concepts of Indian philosophical thought among the students. During COVID pandemic these courses were offered through online mode. The college has adequate infrastructural facilities to offer these courses through online mode whenever need arises.

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

Our college offers Bachelor degree in Science, Arts and Commerce. After the completion of the courses students will develop

(i) clear thinking about the basic concepts of the subjects that they opt. Besides, studying the opted subjects for three years develop the power of critical thinking and logical understanding about the subjects.

(ii) necessary knowledge base among the students that empower them to appear in the competitive exams in the future.

(iii) the attitude to face real life problems and solve them.

(iv) scientific temperament among the science students.

(v) the power of decision-making regarding career choice in the future.

(vi) the basic ideas of finance and commerce among the B. Com students which they can use for doing business in the future.

20.Distance education/online education:

Our college plans to start courses in distance mode as per the guidelines of NEP 2020 for the benefit of students residing in remote villages. During the time of COVID 19 pandemic all teachers of our college conducted classes in online mode using google meet through college ERP.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**447**

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

2.Student

2.1 Number of students during the year	**2441**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**891**

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

2.3	**431**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**25**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**28**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**23**
Total number of Classrooms and Seminar halls	
4.2	**71.56**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**30**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College strictly follows the CBCS syllabus prescribed by the

Bankura University. Prior to the beginning of an academic session, the routine sub-committee along with the departmental heads frame the routine, which is circulated via Website and notice board display. Syllabus distribution in each semester is done in the departmental meetings. After one month of teaching, again departmental meetings are held with class representatives discussing the areas that require more focus, attendance of students and their overall feedback. Thereafter, grievances of the students for overall improvement of the academic ambience of the institution are initially tabulated and are later on addressed in the departmental meetings for possible solution and if required are referred to the Head of the Institution for needful action.

Owing to Covid 19 pandemic, classes were mainly organized online through Google Meet via college ERP. Audio and video recordings of some lectures were also circulated among the students through WhatsApp or uploaded to You-Tube. Furthermore, our teachers uploaded the learning materials in college ERP. On completion of assigned topics, teachers provided online multiple assignments to the students to evaluate their progress. Some of the Departments organized special lectures and webinars for the benefits of the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://kamv.ac.in/e_materials.php

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

On the basis of the curriculum guidance under the CBCS syllabus pattern, the academic calendar of the Institution is prepared by the Head of the Institution and panel of experts comprising of the senior faculty members as per the instructions and guidance provided by our affiliating University i.e., Bankura University. This academic calendar is prepared at the beginning of each semester and strategies for

Continuous Internal Evaluation of every student in each department of the college are outlined here. Class tests (written), Unit tests as well as surprise tests are conducted on regular basis. All the

departments of our college conducted online internal examinations throughout 2021. Emphasis is given on the percentage of attendance of the students in class and in other activities and Parent-Teacher Meets are organized to discuss about the progress of each student in class, his/her attendance percentage etc. After completion of internal examination, the Principal conducts a meeting with the HODs to discuss the students' performance and take steps for further improvement. For all theoretical and practical courses, separate continuous evaluation procedures are followed.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.kamv.ac.in/naac/dvv/1676311311_1.1.2.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

26

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

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

To sensitize the learners and augment their knowledge about gender

equality, human rights, environmental issues, there are specific committees such as the Woman Cell, Eco-Club, NCC units, NSS units, etc.

Gender Sensitivity:

Gender sensitivity features in the syllabi of different departments like Philosophy, English, Political Science, Geography and History. Women Cell promotes gender equality through different programmes. Two-Day National Webinar on "Gender Matters: Texts & Contexts" was organized by the Dept of English in collaboration with IQAC from 22/07/2020-23/07/2020.

Environment and Sustainability:

To make students aware about important environmental issues, various workshops, seminars, lectures etc are organized in the college. World Environment Day is celebrated in the college every year. NCC and NSS are two remarkable wings of the Institution. NSS wing organised Awareness Campaign entitled 'Tikakarn Utsav' to motivate reluctant villagers to take COVID-19 vaccines in 2021.

Human Values:

The significance of human values is transmitted through topics in the syllabus of the different departments such as Bengali, Sanskrit, English, Education, Economics, Political Science, Philosophy etc. Regular seminar, workshop on intellectual property rights is organized by our college to inculcate human values among students. Eminent people are invited to deliver speeches to motivate the students about human values.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

7

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

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

7

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

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

C. Any 2 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	https://kamv.ac.in/images/uploads/Students%20and%20Teachers%20Feedback%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1905

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

738

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

Special initiatives are taken by the teachers to identify the advanced learners and slow learners. The meritorious students are given additional academic assignments and are encouraged to study reference books besides the text books so that they can improve their purview of knowledge. They are also encouraged to take part in debate and seminar presentation using PPT which will develop their presentation skills and give them the confidence of facing the audience. On the other hand, the faculty members of each department take special care of the slow learners. The faculty members devote additional time to discuss those topics which the slow learners have failed to understand. They are provided with additional explanation and examples so that they can clearly understand a topic. The advanced learners are asked to help the slow learners in understanding those modules of a particular paper through discussions among themselves. Remedial classes are arranged for the slow learners so that they can overcome their difficulties and pass in the End Semester Examination. Internal Assessments and Home Assignments help to assess the progress of the slow learners.

File Description	Documents
Link for additional Information	https://kamv.ac.in/e_materials.php
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
2037	25

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

Different departments of the college organize seminars, exhibitions, workshops that make the learning process enjoyable and offer new insights to the students. There is a museum in the History department of the college. Visits to the museum give the students first-hand knowledge in many areas. The laboratories of the college are equipped with the necessary equipment and the time tables for the practical based subjects are framed in such a way that students get maximum exposure to hands-on practical work in the laboratories. Field Trips are frequently conducted for students of the Geography and History departments. Moreover, some subjects have Project Work as part of their syllabus. The Field Trips and Project Work give opportunity to tackle real world issues and solve the queries that arise in the theory classes. The Language Laboratory provides practical training to students of English department. These application-based techniques make learning fruitful.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://kamv.ac.in/seminar_workshop.php

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

All teachers of the college use ICT based teaching techniques such as use of Laptop for Power Point Presentations, College ERP as LMS, Graphic Tablet, E-books, E-notes. There are 3 ICT enabled classrooms in the college and 1 Smart Classroom in the college. There is 24x7 Wi-Fi facility in the college for enabling the teachers to prepare PPTs and other online teaching learning materials. E-resources and techniques used by the teachers in the college include Tele conference Call & Google meet platform, Screen Sharing (Interactive). E-notes are uploaded in the college ERP and E-resources are uploaded in the college website so that students can access them anytime even after the college hours.

The college has membership of INFLIBNET (N-LIST). Teachers also send notes and materials to students through email. During the Covid 19 pandemic in 2020-2021 session regular classes as well as internal examinations were conducted by the teachers in online mode through

college ERP. During the pandemic the college also has formulated mechanism for online evaluation procedure.

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.kamv.ac.in/e_materials.php

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

2.3.3.1 - Number of mentors

25

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

25

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

14

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

132

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college follows the directives issued by the Bankura University regarding the holding of examinations. Students enrolled under the newly introduced CBCS, have to appear in Internal Exam of 10 marks. Continuous evaluation of students through internal examinations help to identify the weaknesses of individual students and necessary actions may be undertaken by the teachers before End Semester Examination. After evaluation of the answer scripts students are made aware of their mistakes so that they can rectify them before the final exam. Internal Assessment examinations serve as practice sessions before the final exam. The meritorious students are motivated by the teachers to work harder for the final so that they may perform even better than the internal exam in the End Semester Exam. During the Covid 19 pandemic internal assessment tests were

conducted in online mode (as per directives of Bankura University) using college ERP. The answer scripts were collected using college ERP as well. The answer scripts were corrected and marks were uploaded in the university portal in online mode. Conducting the internal assessment tests using the college ERP helped to maintain a transparent and hassle-free examination procedure.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.khatracollegeadmission.in/student_login.aspx

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

The Examination Sub Committee takes utmost care in maintaining transparency in case of internal examination. Students have to appear for a 10 marks internal examination for each paper as per the guidelines set by Bankura University. Students are informed about the schedule of internal examination well ahead and the procedure of submitting the manuscripts (specially in case of online mode through college ERP during the time of pandemic in 2020-2021 session) is also well explained to the students through Notices and graphical flowchart issued by the college and displayed in the college website. The faculty members evaluate the answer script and upload the marks in the University portal within the stipulated time. Separate notices are issued for Practical Examinations and are uploaded in the college website for referral of students. In case students have any grievance about internal examination, they inform the concerned subject teacher who conveys the information to the Exam Subcommittee for proper redressal. For instance, due to bad internet network in such marginalized area, lack of internet cafe and also medical issues, students sometimes face difficulty in uploading scripts within due time. We don't want them to be dropout students due to this digital divide. We take the necessary initiatives to resolve the problem for the sake of our students.

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

2.6 - Student Performance and Learning Outcomes

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

The syllabus of each course to be taught in the college is prepared by the Board of Studies of the affiliating university (Bankura University). The syllabus of each course is available in the college website. The Head of each department of the college (HOD) calls for a departmental meeting at the beginning of each academic year regarding the distribution of syllabus to the faculty members. Each department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs). The college website is comprehensive and programme outcomes for every course offered in every subject is uploaded on the college website (kamv.ac.in). Details of the courses offered in the college, details of each department of the college, details of teaching staff of each department, Academic Calendar and Course and Programme Outcomes of each course are displayed in the college website. The Course Plans including the ICT enabled tools to be used in teaching are prepared by the faculty members keeping in mind the Course Outcomes and Programme Outcomes to be achieved.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	<u>http://www.kamv.ac.in/course_outcome.php</u>
Upload COs for all courses (exemplars from Glossary)	<u>View File</u>

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

Evaluation of the attainment of the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) is an important responsibility of the college. Attainment of the Course Outcomes can be directly assessed through internal examinations and end semester examinations. Question papers are set for the internal examination keeping in mind the Course Outcomes and how far the Course Outcomes have been achieved can be assessed after evaluation of the answer scripts. The results of the final examinations are used to measure the attainment of POs and COs in each subject. Student teacher interaction within the classroom as well as outside the classroom also helps to assess the attainment of Course Outcomes.

Attainment of POs and COs can also be evaluated through feedback collected from students specially the End Semester students. Feedback of the teachers may also be analysed to identify the extent of attainment of POs and COs. Successful placement of students in jobs after passing out from the college can also be a yardstick for evaluating the assessment of POs and COs. Result analysis by the subject teachers can guide the teachers regarding the achievement of POs and COs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

431

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	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://kamv.ac.in/images/uploads/Students%20and%20Teachers%20Feedback%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards

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

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

1

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

7

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

Every individual has some responsibility towards the society. College has 3 active NSS and NCC wings. Various extension programmes are carried out by NSS, NCC and different departments of the college

every year. The 3 NSS units organized Dengue Awareness Programmes in adopted villages on 13/08/2020. During the time of COVID-19 pandemic NSS (Units I, II and III) of the college conducted an Awareness Programme during COVID-19 Pandemic (Webinar) on 28/08/2020. During this time the NSS wing also organised an Awareness Campaign on motivating reluctant villagers to take COVID- 19 vaccines from 11/04/2021 to14/04/2021. The programme was entitled Tikakaran Utsav. Masks & soaps were distributed by the students among the villagers. The Women Cell of the college ensures maintenance of Sanitary Pad Vending machines for health and hygiene of students. Psychological counselling of students during this pandemic, maintaining record of doses of vaccine taken by students were also taken care of by the Women Cell. College takes necessary steps to preserve the greenery in the college campus by planting trees. The college takes initiatives to make a plastic free environment in the campus.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

10

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

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

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

241

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

3.4 - Collaboration

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

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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.

The college, with a campus 24 acres, has adequate infrastructural facilities to cater to the students. In 2020-2021 the total number of students enrolled in the college was 2174. There are 28 classrooms, 11 laboratories and 1 seminar hall and 1 conference hall. There are 2 classrooms with LCD facilities. Wi-Fi facilities are available in the entire campus including the classrooms.There are 2 common rooms. For differently abled students ramps are attached to classroom. There are 15 toilets in the college campus in total. 7 toilets are there for girls. There are 2 playgrounds in the campus. There are two Boys' Hostels and there is a State Govt. managed central Hostel for S.T. community. There is one Girls' Hostel. The library is partially automated and the ILMS software used is SOUL 2.0. There are about 33798 books, 2 Peer reviewed journals, E-books, e-journals, reference books, CDSs and Videos present in the library. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are available. There is a Language Lab, a modern gymnasium, an institutional museum and a number of science laboratories in the college. There are 2 generators in the college.

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

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

Our college has 2 playgrounds adjacent to the library building. Annual Sports including Marathon race are held every year headed by the Physical Education department. There are facilities for indoor games like carrom, table tennis etc. for students (boys' and girls') and for teaching and non-teaching staff.

The gymnasium has many modern types of equipment physical fitness and training of the students, teachers and non-teaching staff.

Halls, large classrooms and open spaces are used for different cultural programmes being organised by the college. Students participate in various Social and Cultural

Activities. The Students' Union (Chhatra Samsad) actively helps the college authority in arranging the Social and Cultural Meets like welcoming of the freshers, celebration of Teachers' Day, Birthdays of Noble Personalities, Saraswati Puja, Bosonto Utsav, Annual Cultural Programmes. Due to outbreak of the Covid-19 pandemic most of the sports/cultural events were organised in virtual mode in the academic session 2020-2021.

The college Magazine 'Uttaran' and Wall Magazine 'Dhanshish' from Bengali Department are published on regular basis.

Institutional level, state level seminars are also organised by different departments where renowned resource persons and guests are invited.

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

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

LMS, etc.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kamv.ac.in/naac/dvv/1678437520_4.1.3_Link.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)

45.62

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

The Central Library of Khatra Adibasi Mahavidyalaya is partially automated with the library management software as computerization is done using SOUL 2.0 software.On an average 90 books are issued and 50 books returned per day. Though due to COVID pandemic situation last two years issue return rate is not so high. Recently we have created a portal of our central library though the works in the

portal is still going on. On an average 05 faculty members and 15 Students visit the library everyday. There are 10 computers in the library is in active mode.Our central library is open on every working day from 10 A.M to 5 P.M. The library has a stock of 33807 books and 05 journals subscribed for.We also have subscribed to NLIST-INFLIBNET program to be enriched with ample amount of e-contents.Except college fund our institution purchases books from different grants such as RUSA grants and different goverment grants.During last three years. 3451books are added and there is plan to add some more journals.Recently our library has become two storied with a large area above 4500sq.ft. We have a full-time librarian,a contractual library assistant and a full-time library peon. The sitting capacity in the library room is 30.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://www.kamv.ac.in/library_profile.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   D. Any 1 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)

0.05900

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

12

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

There are 24X7 wi-fi facilities in library, classrooms, IQAC room, office and teacher's common room.

The library provides facilities for searching e-database from National INFLIBNET (N-LIST).

The college has own Enterprise Resource Planning abbreviated as ERP system embedded in the college website; which is a software-mediated integrated & unique data management system for conducting both administrative and academic processes, often in real time. The software manages and integrates financial issues, anykind of risk mitigations (e.g., reduction of the threats generated in academic continuity in present COVID-19 pandemic situation), reflections of resilience data & agility of the institute. It is the platform where the students can realize the ERP infrastructure as a Learning Management System (LMS) which is highly user-friendly. During the time of pandemic all online classes, as well as internal and end semester examinations, were held through college ERP. The college is going to introduce android version of ERP (CAM 4.0) very shortly. The college also has plans to introduce College ERP Mobile App in 2022 for further assistance to teachers and students. During the

pandemic the college has also organized webinars and lectures in online mode using Google Meet platform.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.kamv.ac.in/library_profile.php

4.3.2 - Number of Computers

42

File Description	Documents
Upload any additional information	View File
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution   **D. 10 - 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

5.73

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

Grant now has been further upgraded with the assistance recently released by Govt. of W.B. in order to facilitate Degree Science Students (General). A perfect utilization of RUSA grant can be visualized with the extension of the infrastructure and the laboratory equipment for science departments.

Library: Journal/Magazine, Daily Newspapers are subscribed on a regular basis in the library. Users are given awareness about digital database like NLIST. Library subscribes many magazines related to current affairs which help students to prepare for competitive exams.

Sports: Sports equipment are purchased as and when required. Players are provided with different essential playing kits and jerseys from college. The college has two big play grounds and a well-maintained multi-Gym.

Computer: The smartclassroom is provided with laptop and projector facilities. Most of the departments are provided with laptops as well. Desktops are present in many departments which departmental teachers as well as students can access.

Classroom: Very recently the college has extended its infrastructural facilities for taking classes, holding examinations and other supportive services (such as, Geography Laboratory, Generator shed, modern toilets for Boys' and Girls' and Vehicle garage etc.).

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1784

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

312

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

E. none of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

83

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

examinations) during the year

`1`

File Description	Documents
Upload supporting data for the same	[View File]()
Any additional information	[View File]()

5.3 - Student Participation and Activities

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

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

`0`

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

The college had an elected Students' Council till 2016 to officially represent all the students of the college both within the institution and also at local, state and national levels.

When the Students' Council was operative, student representation was mandatory in various sub-committees such as Magazine sub-committee, Games and Sports sub-committee, Cultural sub-committee, Anti-ragging sub-committee, Student Welfare sub-committee, Student aid sub-committee and Vishakha.

Students participate in various cultural, co-curricular and extracurricular activities throughout the year which develop their leadership quality. Due to the Covid 19 pandemic all these events could not be organized. However, many such programmes were organized in online mode. Some of the important Sports and cultural activities / competitions organised at the institution level during the year 2020-2021 wereRabindrajayanti Virtual ClebrationIndependence Day Observation, National Sports Day Virtual Celebration, Teachers Day Virtual Celebration, Netaji Birth Anniversary Observation, Republic Day Observation, Saraswati Puja Celebration, Yoga Day Virtual Celebration.

.Students have representation in advisory body of NSS and NCC. NSS and NCC organise various awareness programmes. In 2020-2021 they organozed Dengue Awareness Programme, Awareness Programme regarding COVID-19 vaccination and an Awareness Programme on Covid 19 pandemic in the form of a Webinar.

File Description	Documents
Paste link for additional information	https://kamv.ac.in/nss.php
Upload any additional information	View File

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

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

9

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

5.4 - Alumni Engagement

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

No formal registered alumni association till date.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing Body is the apex administrative body of the College. It comprises of the President, Principal, Teacher's Representatives, Govt. Nominee, University Nominee and Non-teaching representatives. The governing body takes into account the recommendations of IQAC while framing important policies.The GB entrusts the responsibility of fulfilling all academic and administrative duties to the Teacher's Council and various other sub-committees. Opinion of the non-teaching staff members are taken into account while framing all important policies of the institution.

Every department of the college enjoys the freedom to frame departmental class routine, arranging internal assignments, home assignments,departmental seminars, exhibitions, extension programmes, study tour and visits.

IQAC strives hard to improve the teaching learning process by introducing ICT enabled teaching, organisation of seminars and workshops addressing the needs of students as well as teachers and upgrading the library facilities of the college. In 2020-2021 an number of seminars and webinars were organized under the aegis of IQAC which include Webinar on Exploring Science, an initiative taken

by the Science departments of the college, Two Day National Webinar
on Gender issues, an initiative taken by the English department and
a Departmental Webinar organized by the History Department.

File Description	Documents
Paste link for additional information	https://kamv.ac.in/student_satisfaction_survey.php
Upload any additional information	View File

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

Admission in undergraduate courses is a prominent example of
decentralization and participative management in the institution. An
Admission Sub-Committee is formed headed by a teacher who acts as
Convener of the sub-Committee and other faculty members who act as
Members.

After the publication of Higher Secondary results, the Admission Sub-
Committee decides the admission criteria for different subjects in
compliance with the guidelines of the Higher Education Department of
State Government as well as of the affiliating University. A formal
notification is published on the college website and applications
are invited through the online admission portal of the College. The
entire process of receiving and shortlisting applications is done
online, ensuring complete transparency. Students' admission is
conducted strictly on the basis of merit. The reservation policy of
the State Government is strictly followed. Fees are collected online
throughPay U Money Gateway. On receipt of the application from the
students, draft merit lists are prepared. After verification, the
final list is published in the college admission portal for
provisional admission of the students. In the academic session
2020-2021 this online admission process was particularly very
helpful for both the college and the students. All teachers and non-
teaching staff are employed in the verification process.

File Description	Documents
Paste link for additional information	https://www.khatracollegeadmission.in/student_login.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has own Enterprise Resource Planning abbreviated as ERP system embedded in the college website; which is a software mediated integrated & unique data management system for conducting both administrative and academic processes, often in real time. The software basically manages and integrates financial issues, any kind of risk mitigations (e.g., reduction of the threats generated in academic continuity in COVID-19 pandemic situation in 2020-2021), reflections of resilience data & agility of the institute. It is the platform where the students can realize the ERP infrastructure as a Learning Management System (LMS) which is highly user-friendly. After the admission process is over, the admitted students who have already received their user-ID and password during registration can use their ID and the password to enter into the College-ERP Student Login in college website.

They will get class links generated via ERP.

From even semester 2021 onwards, all the Internal Examinations& final Semester Examinations are being conducted via ERP for both the regular & SNC students in accordance with the time schedule provided by Bankura University.

Students can view all the notices relevant to them from their login page. Students will pay their fees via ERP.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.khatracollegeadmission.in/student_login.aspx
Upload any additional information	**No File Uploaded**

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.

The College functions as per statute of the affiliating university and guidelines issued from time to time by the Higher Education Department of the Govt. of West Bengal.

The apex administrative body of the college is the Governing Body. The GB has 10 members in all which includes.

Decisions on all important administrative and academic issues are undertaken by the Governing Body in compliance with the recommendations of IQAC and other statutory and non-statutory sub-committees.

The Principal assesses the feasibility of all financial projects with the help of the Bursar before the President endorses the same. The Principal gets assistance from the Heads of different departments, the IQAC Coordinator, the Teachers' Council Secretary, the Head Clerk and the Accountant to assist him.

There is an effective Grievance Redressal Mechanism Cell along with the Women's Cell, Anti-Ragging Cell.

Service rules and procedures are guided by the Bankura University Statutes and the rules of the State Government as amended from time to time in this regard. The Promotion of the teachers recruited on permanent posts is guided by the Career Advancement Scheme (CAS) of UGC.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://kamv.ac.in/administrative_structure.php
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college has devised various welfare measures for teaching and non-teaching staff. Most of these measures are those which have been propounded by the state government and some have been introduced by the college itself.

Teaching and non-teaching staff of the college are entitled to avail Casual Leave, Earned Leave and Medical leave as per policy of the government. The female faculty members can avail Maternity Leave and Child Care Leave as per rules and regulations of the government.

Paternity Leave for male faculty members of the college has also been introduced. Duty leave is given to teachers for attending Refresher/Orientation Courses, conferences, seminars, workshops etc. There is also a provision for Special Leave for exigencies.

The teaching staff may opt for West Bengal Govt. Health Scheme and for the non-

teaching staff, there is the SasthyaSathi scheme of the govt.

The college provides loans from Provident Fund to substantive employees of both categories.

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

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

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

0

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

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

0

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

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

13

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

As a first step towards Performance Appraisal of teaching and non-teaching staff Attendance Registers for both teaching and non-teaching staff are maintained in the Principal's office.

A separate Leave Registeris also maintained to record Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher. A Leave Register is also maintained under the supervision of the Head Clerk for non-teaching staff.

Student feedbackis taken every year/semester to review the performance of teaching staff and necessary appraisal is done.

The institution follows Performance based Appraisal System for the teaching staff as mandated by the Directorate of Higher Education, Government of West Bengal. Promotion of teaching staff strictly adheres to the norms laid down by UGC under the API scheme of promotion. The self-appraisal and the API score claims are verified by the IQAC and forwarded to the Principal who scrutinizes them and if satisfied, places the same before the Governing Body for recommendation for being forwarded to the Directorate of Higher Education, West Bengal for career advancement.

The Institution promotes its non-teaching staff according to the time scale as per the guidelines of the Government of West Bengal and after consideration of their performance in the college.

File Description	Documents
Paste link for additional information	Nil
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

The College has provisions for regular external financial and academic audit. The accounts of the College are audited regularly at the end of each financial year following Government Rules. The External Audit of the College is conducted by the Finance Department, Govt. of West Bengal. The Finance Committee of the College reviews the financial transactions and status of the College at regular basis. The committee approves the projects/schemes considering the priority and financial liability.The institution conducts an external audit on regular basis. The external audit of the College is completed up to the FY 2019-20. After the expiry of a financial year, the accounts are got to be prepared to face audit externally. The auditors are suggested and appointed by the State Government through the Department of Higher Education. The College has no opportunity to choose auditor in this regard. After conducting the audit work, initiatives have been taken to rectify the errors, mistakes and process not properly followed, if any, as detected by the auditors. The auditor's suggestions, and advice are welcome for upgrading financial activities. The college has ensured completion of 2020-2021 Internal audit.

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

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

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

0

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

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

All major proposals which involve utilisation of college fund are submitted to the Governing Body for its approval. If the Governing Body approves the proposal, the project is undertaken.

The college has received grants from Government at different points of time and initiatives have been undertaken accordingly to complete the projects.

Expenditure of Rs.1478659.00 was incurred on renovation work Vidyasagar Bhavan,Upgradation of Sanitary Complex, Upgradation of Teachers room and existing smart room as 2nd and final RA Bill. Renovation work got completed on 31.01.2021.There is continuation of construction of UGC Women Hostel (2nd Phase) under UGC XII Plan. Fund of Rs. 32 lakhs of were received vide Memo No. WHW-001/14-15dated March 2020. Letter have been sent to PWD Bankura Division for2ndphase construction. The construction work is continuing. Fund of Rs. 50 lakhs were received under RUSA 2.0 Scheme (Comp-11) in 2019-20 session for construction of SC/ST Hostel. However, the official work delayed due to Covid Pandemic Situation. Plan and Estimate were revised by PWD, Bankura and invited e-Tender.

File Description	Documents
Paste link for additional information	**Nil**
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

i) IQAC constantly provides encouragement and information to the

faculty members for participation in Orientation Programmes, Refresher Courses, and Faculty Development Programmes organised by different HRDCs, required for the Career Advancement of faculty members and in 2020-2021 10, 09, 08 & 01 faculty members successfully completed Orientation Program, Refresher Course, FacultyDevelopment Programme& Short-Term Course respectively in online mode.

ii) IQAC has constantly enhanced Teaching-Learning quality by organizing institutional level seminars

In 2020-2021 the Science departments jointly conducted One Day Collaborative Webinar on Exploring Science: Its Beauty and Necessity. Two-Day National Webinar on "Gender Matters: Texts & Contexts" was organized by the Dept of English in collaboration with IQAC under the aegis of Women Cell.

File Description	Documents
Paste link for additional information	https://kamv.ac.in/seminar_workshop.php
Upload any additional information	No File Uploaded

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

Each departmental head conducts meeting to discuss academic and administrative issues. All faculty members participate in the meeting and express their views. Academic Calendar is prepared in consultation with other faculty members.The department charts out its plan of action for upcoming year in the meeting. The events include Departmental Seminar, Exhibition, Workshops. Students' feedback is also discussed in the departmental meetings. Chalking out the plan for conducting internal assignments, and remedial classes as part of the continuous evaluation process is also made in the departmental meeting. Making plans for Field Surveys and Outreach Programmes is also an agenda in departmental meetings. Conducting Parent-Teacher Meets are discussed in these meetings.

Departments are encouraged to use ICT tools. Teachers take a few of their classes in Smart Room. Full-length movies are shown to students in the Smart room as well. During the pandemic IQAC played key role in organizing webinars, conducting meetings related to

academic and administrative matters in online mode, conducting internal assessments and End Semester Exam in online mode and uploading e-resources in the college website. Faculty members attended and presented papers in webinars and e-conferences, participated in e-workshops and attended Orientation Programmes, Refresher Courses and Faculty Development Programmes.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

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

- **Department of Englishhas successfully organised a two-day national webinar on Gender Matters: Text & Context on July 22nd, 2020 to July 23rd, 2020 under the aegis of Women Cell & IQAC.**

- **Our faculty members published paper on Gender Issue in the Session 2020-2021.**
- **Separate common rooms have been built for boys and girls equipped with a carrom board, Table Tennis board, purified drinking water.Girls' common room has a Vending Machine for sanitary napkins.**
- **CCTV cameras have been installed at different places in the college campus. Security personnel have been appointed for safeguarding the entire campus.Girl students feel safe and secured in the college campus as a result.**
- **ID cards are issued to the students to prevent the entry of outsiders.**
- **Self Defence sessionhas been initiated in the previous years**
- **Students are encouraged to join NCC, and NSS and participate in co-curricular activities.**
- **Mentoring system has been introduced. Parents are kept regularly informed about their wards. Students' issues are handled by their respective mentors.Student-Teacher meetings are conducted at regular intervals.**
- **College has an anti-ragging committee.**
- **Grievance Redressal and Prevention of Sexual Harassment Cell & Women Cell of the College are actively functioning.**

File Description	Documents
Annual gender sensitization action plan	https://kamv.ac.in/naac/dvv/1678432840_Annual%20gender%20sensitization%20action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://kamv.ac.in/naac/dvv/1678860522_7.1.1_Specific%20facilities%20provided%20for%20women_compressed.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

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

1.Solid Waste Management:Regular activities of the college generate solid wastes such as paper, plastics, glass, metals, food residue and packaging materials etc. The waste is collected and segregated properly at each level and source. The segregated waste materials are accumulated in separate dustbins based on the possibilities of recyclability and biodegradability of the wastes. The institution vows to diminish plastic use in the college campus and make plastic free college campus. There are electronic wastes as well. Outdated /damaged electronic wastes are mostly disposed of.

2. Liquid Waste Management:Liquid waste is generated during food preparation from Canteen and Hostel. Drainage System is well maintained for passage of the liquid waste from Hostel. Practical labs have taken measures to ensure that allchemicals are diluted beforediscarding in wash basin.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://kamv.ac.in/naac/dvv/1678433040_Geo%20tagged%20photographs%20of%20the%20facilities.pdf
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment   C. Any 2 of the above

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

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

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

Yoga Day Celebration

Yoga Day Virtual Celebration took place on 21.06.2021.

NSS Activities in villages

NSS (Unit I, II & III)KhatraAdibasi Mahavidyalaya, conducted Dengue Awareness Programme in adopted Villages on 13/08/2020.

Social Awareness Programmes- NSS (Unit I, II & III)

Khatra Adibasi Mahavidyalaya organized an a webinar on Dengue Awareness during COVID-19 Pandemic on 28/08/2020. NSS (Unit I, II & III) Khatra Adibasi Mahavidyalaya also conducted an Awareness Programme on Vaccination of COVID-19 (Tikakaran Utsav) from 11/04/2021 to14/04/2021.

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

The College lays emphasis on important social and environmental issues and teachers of every department motivate the students to participate in different workshops, lectures, webinars and exhibitions arranged by the college on these issues.

Gender Sensitivity: Gender sensitivity is a significant part of the curricula of different departments like Philosophy, Political Science, Geography, English and History. Women Cell promotes gender equality through different programmes. Women Cell also conducts different programmes on gender equality. A Two-Day National Webinar on "Gender Matters: Texts& Contexts" was organized by Dept of English in collaboration with IQAC on 22nd & 23rd July, 2020.

Human Values:

Human values are imparted through lessons in various papers of UG syllabus. Birthday of Swami Vivekananda is observed with respect every year in the college.

Professional Ethics

There is also Code of Conduct applicable for both students and staff, displayed on college website. The college also advocates fair practice in examination, sports, in our daily college life etc. Moreover, NCC also helps to spread professional ethics through various programmes.

Cleaning the Campus

The students (especially the NSS volunteers) regularly participate in campus-cleaning programmes, where the college campus including the college grounds are cleared of waste and properly disposed of.

Extension Activities

The college organizes various campaigns for benefits of the local community. Students are encouraged to take part in extension activities in the nearby villages. NSS volunteers organize camps in villages every year. NSS wing organised Awareness Campaign on motivating reluctant villagers to take COVID-19 vaccines in 2021.

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

Due to Covid 19 pandemic it was not possible to celebrate all events in offline mode in the college campus. Some events were organized in online mode. The events that were celebrated in the session 2020-2021 were

1) Rabindra Jayanti Virtual Celebration (8.05.2020)

2) Independence Day Observation (15.08.2020)

3) National Sports Day Virtual Celebration(29.08.2020)

4) Teachers' Day Virtual Celebration(05.09.2020)

5) Swami Vivekananda Birth Anniversary Observation (12.01.2021)

6) Netaji Birth Anniversary Observation (23.01.2021)

7) Republic Day Observation (26.01.2021)

8) Saraswati Puja Celebration(16.02.2021)

9) Yoga Day Virtual Celebration (21.06.2021)

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

7.2 - Best Practices

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

1. Gender Sensitization: With the changing times and changing gender roles, it is important to spread awareness about gender issues and take significant steps to create an enabling environment that is considerate towards the sentiments and choices of all human beings. Breaking gender stereotypes will help both men and women to live a respectful life.Therefore, our college takes initiative awareness programmes on Gender Sensitivity. We have successfully organised a two-day national webinar on Gender Matters: Text & Context on July 22nd, 2020 to July 23rd, 2020 under the aegis of Women Cell & IQAC.

2.Tikakaran Utsav—Motivating Reluctant Villagers to take COVID-19 Vaccine through Awareness Programme:Vaccine hesitancy has been sighted as one of the biggest health challenges of World Health Organization. The rise in hesitancy is attributed to zero compliance of Covid norms in rural India.Hence,our college organised an awareness programme entitled Tikakaran Utsav on 11th& 14th April,

2021.Faculty members and few NSS volunteers maintaining social distance norms went to adopted villages to motivate reluctant villagers to take COVID-19 vaccines thereby ensuring safety. The college also organised vaccines for its staff in neighbouring vaccine camp organised by Khatra SDO.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

- Imparting quality cost-effective dynamic value-based education at the undergraduate level with a focus on the underprivileged section of society.Total exemption of tuition fees is made for the needy and underprivileged students through 'FREE STUDENTSHIP SCHEME'.
- Establishing itself as a one-stop source of education for students.
- Minimizing the gap between privileged and underprivileged sections of society regarding attaining higher education.
- Sustaining a student-friendly ambience perfectly conducive to learning.
- Ensuring holistic development of students into responsible citizens and exemplary human beings.
- Work for the advancement of learning through optimum utilization of state-of-the-art teaching aids.
- To be continually cognizant with the needs and demands of students and creating scope for interaction with local people through NSS and cultural programme.To take the institution to greater heights of eminence and excellence via the route of better academics.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College strictly follows the CBCS syllabus prescribed by the Bankura University. Prior to the beginning of an academic session, the routine sub-committee along with the departmental heads frame the routine, which is circulated via Website and notice board display. Syllabus distribution in each semester is done in the departmental meetings. After one month of teaching, again departmental meetings are held with class representatives discussing the areas that require more focus, attendance of students and their overall feedback. Thereafter, grievances of the students for overall improvement of the academic ambience of the institution are initially tabulated and are later on addressed in the departmental meetings for possible solution and if required are referred to the Head of the Institution for needful action.

Owing to Covid 19 pandemic, classes were mainly organized online through Google Meet via college ERP. Audio and video recordings of some lectures were also circulated among the students through WhatsApp or uploaded to You-Tube. Furthermore, our teachers uploaded the learning materials in college ERP. On completion of assigned topics, teachers provided online multiple assignments to the students to evaluate their progress. Some of the Departments organized special lectures and webinars for the benefits of the students.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://kamv.ac.in/e_materials.php

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

On the basis of the curriculum guidance under the CBCS syllabus

pattern, the academic calendar of the Institution is prepared by the Head of the Institution and panel of experts comprising of the senior faculty members as per the instructions and guidance provided by our affiliating University i.e., Bankura University. This academic calendar is prepared at the beginning of each semester and strategies for

Continuous Internal Evaluation of every student in each department of the college are outlined here. Class tests (written), Unit tests as well as surprise tests are conducted on regular basis. All the departments of our college conducted online internal examinations throughout 2021. Emphasis is given on the percentage of attendance of the students in class and in other activities and Parent-Teacher Meets are organized to discuss about the progress of each student in class, his/her attendance percentage etc. After completion of internal examination, the Principal conducts a meeting with the HODs to discuss the students' performance and take steps for further improvement. For all theoretical and practical courses, separate continuous evaluation procedures are followed.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.kamv.ac.in/naac/dvv/1676311311_1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

26

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

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

To sensitize the learners and augment their knowledge about gender equality, human rights, environmental issues, there are specific committees such as the Woman Cell, Eco-Club, NCC units, NSS units, etc.

Gender Sensitivity:

Gender sensitivity features in the syllabi of different departments like Philosophy, English, Political Science, Geography and History. Women Cell promotes gender equality through different programmes. Two-Day National Webinar on "Gender Matters: Texts & Contexts" was organized by the Dept of English in collaboration with IQAC from 22/07/2020-23/07/2020.

Environment and Sustainability:

To make students aware about important environmental issues, various workshops, seminars, lectures etc are organized in the college. World Environment Day is celebrated in the college every year. NCC and NSS are two remarkable wings of the Institution. NSS wing organised Awareness Campaign entitled 'Tikakarn Utsav' to motivate reluctant villagers to take COVID-19 vaccines in 2021.

Human Values:

The significance of human values is transmitted through topics in the syllabus of the different departments such as Bengali, Sanskrit, English, Education, Economics, Political Science, Philosophy etc. Regular seminar, workshop on intellectual property rights is organized by our college to inculcate human values among students. Eminent people are invited to deliver

speeches to motivate the students about human values.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

7

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

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

7

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	C. Any 2 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	https://kamv.ac.in/images/uploads/Students%20and%20Teachers%20Feedback%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1905

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

738

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

Special initiatives are taken by the teachers to identify the advanced learners and slow learners. The meritorious students are given additional academic assignments and are encouraged to study reference books besides the text books so that they can improve their purview of knowledge. They are also encouraged to take part in debate and seminar presentation using PPT which will develop their presentation skills and give them the confidence of facing the audience. On the other hand, the faculty members of each department take special care of the slow learners. The faculty members devote additional time to discuss those topics which the slow learners have failed to understand. They are provided with additional explanation and examples so that they can clearly understand a topic. The advanced learners are asked to help the slow learners in understanding those modules of a particular paper through discussions among themselves. Remedial classes are arranged for the slow learners so that they can overcome their difficulties and pass in the End Semester Examination. Internal Assessments and Home Assignments help to assess the progress of the slow learners.

File Description	Documents
Link for additional Information	https://kamv.ac.in/e_materials.php
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
2037	25

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

Different departments of the college organize seminars, exhibitions, workshops that make the learning process enjoyable and offer new insights to the students. There is a museum in the History department of the college. Visits to the museum give the students first-hand knowledge in many areas. The laboratories of the college are equipped with the necessary equipment and the time tables for the practical based subjects are framed in such a way that students get maximum exposure to hands-on practical work in the laboratories. Field Trips are frequently conducted for students of the Geography and History departments. Moreover, some subjects have Project Work as part of their syllabus. The Field Trips and Project Work give opportunity to tackle real world issues and solve the queries that arise in the theory classes. The Language Laboratory provides practical training to students of English department. These application-based techniques make learning fruitful.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://kamv.ac.in/seminar_workshop.php

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

All teachers of the college use ICT based teaching techniques such as use of Laptop for Power Point Presentations, College ERP as LMS, Graphic Tablet, E-books, E-notes. There are 3 ICT enabled classrooms in the college and 1 Smart Classroom in the college. There is 24x7 Wi-Fi facility in the college for enabling the teachers to prepare PPTs and other online teaching learning materials. E-resources and techniques used by the teachers in the

college include Tele conference Call & Google meet platform, Screen Sharing (Interactive). E-notes are uploaded in the college ERP and E-resources are uploaded in the college website so that students can access them anytime even after the college hours.

The college has membership of INFLIBNET (N-LIST). Teachers also send notes and materials to students through email. During the Covid 19 pandemic in 2020-2021 session regular classes as well as internal examinations were conducted by the teachers in online mode through college ERP. During the pandemic the college also has formulated mechanism for online evaluation procedure.

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.kamv.ac.in/e_materials.php

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

2.3.3.1 - Number of mentors

25

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

25

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

14

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

132

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The college follows the directives issued by the Bankura University regarding the holding of examinations. Students enrolled under the newly introduced CBCS, have to appear in Internal Exam of 10 marks. Continuous evaluation of students through internal examinations help to identify the weaknesses of individual students and necessary actions may be undertaken by the teachers before End Semester Examination. After evaluation of the answer scripts students are made aware of their mistakes so that they can rectify them before the final exam. Internal Assessment examinations serve as practice sessions before the final exam. The meritorious students are motivated by the teachers to work harder for the final so that they may perform even better than the internal exam in the End Semester Exam. During the Covid 19 pandemic internal assessment tests were conducted in online mode (as per directives of Bankura University) using college ERP. The answer scripts were collected using college ERP as well. The answer scripts were corrected and marks were uploaded in the university portal in online mode. Conducting the internal assessment tests using the college ERP helped to maintain a transparent and hassle-free examination procedure.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.khatracollegeadmission.in/student_login.aspx

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

The Examination Sub Committee takes utmost care in maintaining transparency in case of internal examination. Students have to appear for a 10 marks internal examination for each paper as per the guidelines set by Bankura University. Students are informed about the schedule of internal examination well ahead and the procedure of submitting the manuscripts (specially in case of online mode through college ERP during the time of pandemic in 2020-2021 session) is also well explained to the students through Notices and graphical flowchart issued by the college and displayed in the college website. The faculty members evaluate the answer script and upload the marks in the University portal within the stipulated time. Separate notices are issued for Practical Examinations and are uploaded in the college website for referral of students. In case students have any grievance

about internal examination, they inform the concerned subject teacher who conveys the information to the Exam Subcommittee for proper redressal. For instance, due to bad internet network in such marginalized area, lack of internet cafe and also medical issues, students sometimes face difficulty in uploading scripts within due time. We don't want them to be dropout students due to this digital divide. We take the necessary initiatives to resolve the problem for the sake of our students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The syllabus of each course to be taught in the college is prepared by the Board of Studies of the affiliating university (Bankura University). The syllabus of each course is available in the college website. The Head of each department of the college (HOD) calls for a departmental meeting at the beginning of each academic year regarding the distribution of syllabus to the faculty members. Each department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs). The college website is comprehensive and programme outcomes for every course offered in every subject is uploaded on the college website (kamv.ac.in). Details of the courses offered in the college, details of each department of the college, details of teaching staff of each department, Academic Calendar and Course and Programme Outcomes of each course are displayed in the college website. The Course Plans including the ICT enabled tools to be used in teaching are prepared by the faculty members keeping in mind the Course Outcomes and Programme Outcomes to be achieved.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	http://www.kamv.ac.in/course_outcome.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.

Evaluation of the attainment of the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) is an important responsibility of the college. Attainment of the Course Outcomes can be directly assessed through internal examinations and end semester examinations. Question papers are set for the internal examination keeping in mind the Course Outcomes and how far the Course Outcomes have been achieved can be assessed after evaluation of the answer scripts. The results of the final examinations are used to measure the attainment of POs and COs in each subject. Student teacher interaction within the classroom as well as outside the classroom also helps to assess the attainment of Course Outcomes.

Attainment of POs and COs can also be evaluated through feedback collected from students specially the End Semester students. Feedback of the teachers may also be analysed to identify the extent of attainment of POs and COs. Successful placement of students in jobs after passing out from the college can also be a yardstick for evaluating the assessment of POs and COs. Result analysis by the subject teachers can guide the teachers regarding the achievement of POs and COs.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

431

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://kamv.ac.in/images/uploads/Students%20and%20Teachers%20Feedback%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards

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

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

1

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

7

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

Every individual has some responsibility towards the society. College has 3 active NSS and NCC wings. Various extension programmes are carried out by NSS, NCC and different departments of the college every year. The 3 NSS units organized Dengue Awareness Programmes in adopted villages on 13/08/2020. During the time of COVID-19 pandemic NSS (Units I, II and III) of the college conducted an Awareness Programme during COVID-19 Pandemic (Webinar) on 28/08/2020. During this time the NSS wing also organised an Awareness Campaign on motivating reluctant villagers to take COVID- 19 vaccines from 11/04/2021 to14/04/2021. The programme was entitled Tikakaran Utsav. Masks & soaps were distributed by the students among the villagers. The Women Cell of the college ensures maintenance of Sanitary Pad Vending machines for health and hygiene of students. Psychological counselling of students during this pandemic, maintaining record of doses of vaccine taken by students were also taken care of by the Women Cell. College takes necessary steps to preserve the greenery in the college campus by planting trees. The college takes initiatives to make a plastic free environment in the campus.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

10

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

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

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

241

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

3.4 - Collaboration

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

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

The college, with a campus 24 acres, has adequate infrastructural facilities to cater to the students. In 2020-2021 the total number of students enrolled in the college was 2174. There are 28 classrooms, 11 laboratories and 1 seminar hall and 1 conference hall. There are 2 classrooms with LCD facilities. Wi-Fi facilities are available in the entire campus including the classrooms.There are 2 common rooms. For differently abled students ramps are attached to classroom. There are 15 toilets in the college campus in total. 7 toilets are there for girls. There are 2 playgrounds in the campus. There are two Boys' Hostels and there is a State Govt. managed central Hostel for S.T. community. There is one Girls' Hostel. The library is partially automated and the ILMS software used is SOUL 2.0. There are about 33798 books, 2 Peer reviewed journals, E-books, e-journals, reference books, CDSs and Videos present in the library. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are available. There is a Language Lab, a modern gymnasium, an institutional museum and a number of science laboratories in the college. There are 2 generators in the college.

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

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

Our college has 2 playgrounds adjacent to the library building. Annual Sports including Marathon race are held every year headed by the Physical Education department. There are facilities for indoor games like carrom, table tennis etc. for students (boys' and girls') and for teaching and non-teaching staff.

The gymnasium has many modern types of equipment physical fitness and training of the students, teachers and non-teaching staff.

Halls, large classrooms and open spaces are used for different

cultural programmes being organised by the college. Students participate in various Social and Cultural

Activities. The Students' Union (Chhatra Samsad) actively helps the college authority in arranging the Social and Cultural Meets like welcoming of the freshers, celebration of Teachers' Day, Birthdays of Noble Personalities, Saraswati Puja, Bosonto Utsav, Annual Cultural Programmes. Due to outbreak of the Covid-19 pandemic most of the sports/cultural events were organised in virtual mode in the academic session 2020-2021.

The college Magazine 'Uttaran' and Wall Magazine 'Dhanshish' from Bengali Department are published on regular basis.

Institutional level, state level seminars are also organised by different departments where renowned resource persons and guests are invited.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kamv.ac.in/naac/dvv/1678437520_4.1.3_Link.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)

45.62

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

The Central Library of Khatra Adibasi Mahavidyalaya is partially automated with the library management software as computerization is done using SOUL 2.0 software.On an average 90 books are issued and 50 books returned per day. Though due to COVID pandemic situation last two years issue return rate is not so high. Recently we have created a portal of our central library though the works in the portal is still going on. On an average 05 faculty members and 15 Students visit the library everyday. There are 10 computers in the library is in active mode.Our central library is open on every working day from 10 A.M to 5 P.M. The library has a stock of 33807 books and 05 journals subscribed for.We also have subscribed to NLIST-INFLIBNET program to be enriched with ample amount of e-contents.Except college fund our institution purchases books from different grants such as RUSA grants and different goverment grants.During last three years. 3451books are added and there is plan to add some more journals.Recently our library has become two storied with a large area above 4500sq.ft. We have a full-time librarian,a contractual library assistant and a full-time library peon. The sitting capacity in the library room is 30.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://www.kamv.ac.in/library_profile.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 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)

0.05900

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

12

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

There are 24X7 wi-fi facilities in library, classrooms, IQAC room, office and teacher's common room.

The library provides facilities for searching e-database from National INFLIBNET (N-LIST).

The college has own Enterprise Resource Planning abbreviated as ERP system embedded in the college website; which is a software-mediated integrated & unique data management system for conducting both administrative and academic processes, often in real time. The software manages and integrates financial issues, anykind of risk mitigations (e.g., reduction of the threats generated in academic continuity in present COVID-19 pandemic situation), reflections of resilience data & agility of the institute. It is the platform where the students can realize the ERP infrastructure as a Learning Management System (LMS) which is highly user-friendly. During the time of pandemic all online classes, as well as internal and end semester examinations, were held through college ERP. The college is going to introduce android version of ERP (CAM 4.0) very shortly. The college also has plans to introduce College ERP Mobile App in 2022 for further assistance to teachers and students. During the pandemic the college has also organized webinars and lectures in online mode using Google Meet platform.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>http://www.kamv.ac.in/library_profile.php</u>

4.3.2 - Number of Computers

42

File Description	Documents
Upload any additional information	View File
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**D. 10 - 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

5.73

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

Grant now has been further upgraded with the assistance recently released by Govt. of W.B. in order to facilitate Degree Science Students (General). A perfect utilization of RUSA grant can be visualized with the extension of the infrastructure and the laboratory equipment for science departments.

Library: Journal/Magazine, Daily Newspapers are subscribed on a

regular basis in the library. Users are given awareness about digital database like NLIST. Library subscribes many magazines related to current affairs which help students to prepare for competitive exams.

Sports: Sports equipment are purchased as and when required. Players are provided with different essential playing kits and jerseys from college. The college has two big play grounds and a well-maintained multi-Gym.

Computer: The smartclassroom is provided with laptop and projector facilities. Most of the departments are provided with laptops as well. Desktops are present in many departments which departmental teachers as well as students can access.

Classroom: Very recently the college has extended its infrastructural facilities for taking classes, holding examinations and other supportive services (such as, Geography Laboratory, Generator shed, modern toilets for Boys' and Girls' and Vehicle garage etc.).

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1784

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

312

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	**E. none of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

83

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

1

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

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The college had an elected Students' Council till 2016 to officially represent all the students of the college both within the institution and also at local, state and national levels.

When the Students' Council was operative, student representation was mandatory in various sub-committees such as Magazine sub-committee, Games and Sports sub-committee, Cultural sub-committee, Anti-ragging sub-committee, Student Welfare sub-committee, Student aid sub-committee and Vishakha.

Students participate in various cultural, co-curricular and extracurricular activities throughout the year which develop their leadership quality. Due to the Covid 19 pandemic all these events could not be organized. However, many such programmes were organized in online mode. Some of the important Sports and cultural activities / competitions organised at the institution level during the year 2020-2021 wereRabindrajayanti Virtual ClebrationIndependence Day Observation, National Sports Day Virtual Celebration, Teachers Day Virtual Celebration, Netaji Birth Anniversary Observation, Republic Day Observation, Saraswati Puja Celebration, Yoga Day Virtual Celebration.

.Students have representation in advisory body of NSS and NCC. NSS and NCC organise various awareness programmes. In 2020-2021 they organozed Dengue Awareness Programme, Awareness Programme regarding COVID-19 vaccination and an Awareness Programme on Covid 19 pandemic in the form of a Webinar.

File Description	Documents
Paste link for additional information	https://kamv.ac.in/nss.php
Upload any additional information	View File

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

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

9

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

5.4 - Alumni Engagement

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

No formal registered alumni association till date.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing Body is the apex administrative body of the College. It comprises of the President, Principal, Teacher's Representatives, Govt. Nominee, University Nominee and Non-teaching representatives. The governing body takes into account the recommendations of IQAC while framing important policies.The GB entrusts the responsibility of fulfilling all academic and administrative duties to the Teacher's Council and various other sub-committees. Opinion of the non-teaching staff members are taken into account while framing all important policies of the institution.

Every department of the college enjoys the freedom to frame departmental class routine, arranging internal assignments, home assignments,departmental seminars, exhibitions, extension programmes, study tour and visits.

IQAC strives hard to improve the teaching learning process by introducing ICT enabled teaching, organisation of seminars and workshops addressing the needs of students as well as teachers and upgrading the library facilities of the college. In 2020-2021 an number of seminars and webinars were organized under the aegis of IQAC which include Webinar on Exploring Science, an initiative taken by the Science departments of the college, Two Day National Webinar on Gender issues, an initiative taken by the English department and a Departmental Webinar organized by the History Department.

File Description	Documents
Paste link for additional information	https://kamv.ac.in/student_satisfaction_survey.php
Upload any additional information	View File

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

Admission in undergraduate courses is a prominent example of decentralization and participative management in the institution. An Admission Sub-Committee is formed headed by a teacher who acts as Convener of the sub-Committee and other faculty members who act as Members.

After the publication of Higher Secondary results, the Admission Sub-Committee decides the admission criteria for different subjects in compliance with the guidelines of the Higher Education Department of State Government as well as of the affiliating University. A formal notification is published on the college website and applications are invited through the online admission portal of the College. The entire process of receiving and shortlisting applications is done online, ensuring complete transparency. Students' admission is conducted strictly on the basis of merit. The reservation policy of the State Government is strictly followed. Fees are collected online throughPay U Money Gateway. On receipt of the application from the students, draft merit lists are prepared. After verification, the final list is published in the college admission portal for provisional admission of the students. In the academic session 2020-2021 this online admission process was particularly very helpful for both the college and the students. All teachers and non-teaching staff are employed in the verification process.

File Description	Documents
Paste link for additional information	https://www.khatracollegeadmission.in/student_login.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has own Enterprise Resource Planning abbreviated as ERP system embedded in the college website; which is a software mediated integrated & unique data management system for conducting both administrative and academic processes, often in real time. The software basically manages and integrates financial issues, any kind of risk mitigations (e.g., reduction

of the threats generated in academic continuity in COVID-19 pandemic situation in 2020-2021), reflections of resilience data & agility of the institute. It is the platform where the students can realize the ERP infrastructure as a Learning Management System (LMS) which is highly user-friendly. After the admission process is over, the admitted students who have already received their user-ID and password during registration can use their ID and the password to enter into the College-ERP Student Login in college website.

They will get class links generated via ERP.

From even semester 2021 onwards, all the Internal Examinations& final Semester Examinations are being conducted via ERP for both the regular & SNC students in accordance with the time schedule provided by Bankura University.

Students can view all the notices relevant to them from their login page. Students will pay their fees via ERP.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.khatracollegeadmission.in/student_login.aspx
Upload any additional information	No File Uploaded

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.

The College functions as per statute of the affiliating university and guidelines issued from time to time by the Higher Education Department of the Govt. of West Bengal.

The apex administrative body of the college is the Governing Body. The GB has 10 members in all which includes.

Decisions on all important administrative and academic issues are undertaken by the Governing Body in compliance with the recommendations of IQAC and other statutory and non-statutory sub-committees.

The Principal assesses the feasibility of all financial projects

with the help of the Bursar before the President endorses the same. The Principal gets assistance from the Heads of different departments, the IQAC Coordinator, the Teachers' Council Secretary, the Head Clerk and the Accountant to assist him.

There is an effective Grievance Redressal Mechanism Cell along with the Women's Cell, Anti-Ragging Cell.

Service rules and procedures are guided by the Bankura University Statutes and the rules of the State Government as amended from time to time in this regard. The Promotion of the teachers recruited on permanent posts is guided by the Career Advancement Scheme (CAS) of UGC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://kamv.ac.in/administrative_structure.php
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

The college has devised various welfare measures for teaching and

non-teaching staff. Most of these measures are those which have been propounded by the state government and some have been introduced by the college itself.

Teaching and non-teaching staff of the college are entitled to avail Casual Leave, Earned Leave and Medical leave as per policy of the government. The female faculty members can avail Maternity Leave and Child Care Leave as per rules and regulations of the government.

Paternity Leave for male faculty members of the college has also been introduced. Duty leave is given to teachers for attending Refresher/Orientation Courses, conferences, seminars, workshops etc. There is also a provision for Special Leave for exigencies.

The teaching staff may opt for West Bengal Govt. Health Scheme and for the non-

teaching staff, there is the SasthyaSathi scheme of the govt.

The college provides loans from Provident Fund to substantive employees of both categories.

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

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

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

0

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

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

13

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

As a first step towards Performance Appraisal of teaching and non-teaching staff Attendance Registers for both teaching and non-teaching staff are maintained in the Principal's office.

A separate Leave Registeris also maintained to record Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher. A Leave Register is also maintained under the supervision of the Head Clerk for non-teaching staff.

Student feedbackis taken every year/semester to review the performance of teaching staff and necessary appraisal is done.

The institution follows Performance based Appraisal System for the teaching staff as mandated by the Directorate of Higher Education, Government of West Bengal. Promotion of teaching staff strictly adheres to the norms laid down by UGC under the API scheme of promotion. The self-appraisal and the API score claims are verified by the IQAC and forwarded to the Principal who scrutinizes them and if satisfied, places the same before the Governing Body for recommendation for being forwarded to the Directorate of Higher Education, West Bengal for career advancement.

The Institution promotes its non-teaching staff according to the time scale as per the guidelines of the Government of West Bengal and after consideration of their performance in the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

The College has provisions for regular external financial and academic audit. The accounts of the College are audited regularly at the end of each financial year following Government Rules. The External Audit of the College is conducted by the Finance Department, Govt. of West Bengal. The Finance Committee of the College reviews the financial transactions and status of the College at regular basis. The committee approves the projects/schemes considering the priority and financial liability.The institution conducts an external audit on regular basis. The external audit of the College is completed up to the FY 2019-20. After the expiry of a financial year, the accounts are got to be prepared to face audit externally. The auditors are suggested and appointed by the State Government through the Department of Higher Education. The College has no opportunity to choose auditor in this regard. After conducting the audit work, initiatives have been taken to rectify the errors, mistakes and process not properly followed, if any, as detected by the auditors. The auditor's suggestions, and advice are welcome for upgrading financial activities. The college has ensured completion of 2020-2021 Internal audit.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

0

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

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

All major proposals which involve utilisation of college fund are submitted to the Governing Body for its approval. If the Governing Body approves the proposal, the project is undertaken.

The college has received grants from Government at different points of time and initiatives have been undertaken accordingly to complete the projects.

Expenditure of Rs.1478659.00 was incurred on renovation work Vidyasagar Bhavan,Upgradation of Sanitary Complex, Upgradation of Teachers room and existing smart room as 2nd and final RA Bill. Renovation work got completed on 31.01.2021.There is continuation of construction of UGC Women Hostel (2nd Phase) under UGC XII Plan. Fund of Rs. 32 lakhs of were received vide Memo No. WHW-001/14-15dated March 2020. Letter have been sent to PWD Bankura Division for2ndphase construction. The construction work is continuing. Fund of Rs. 50 lakhs were received under RUSA 2.0 Scheme (Comp-11) in 2019-20 session for construction of SC/ST Hostel. However, the official work delayed due to Covid Pandemic Situation. Plan and Estimate were revised by PWD, Bankura and invited e-Tender.

File Description	Documents
Paste link for additional information	**Nil**
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

i) IQAC constantly provides encouragement and information to the faculty members for participation in Orientation Programmes, Refresher Courses, and Faculty Development Programmes organised by different HRDCs, required for the Career Advancement of faculty members and in 2020-2021 10, 09, 08 & 01 faculty members successfully completed Orientation Program, Refresher Course, FacultyDevelopment Programme& Short-Term Course respectively in online mode.

ii) IQAC has constantly enhanced Teaching-Learning quality by organizing institutional level seminars

In 2020-2021 the Science departments jointly conducted One Day Collaborative Webinar on Exploring Science: Its Beauty and Necessity. Two-Day National Webinar on "Gender Matters: Texts & Contexts" was organized by the Dept of English in collaboration with IQAC under the aegis of Women Cell.

File Description	Documents
Paste link for additional information	https://kamv.ac.in/seminar_workshop.php
Upload any additional information	**No File Uploaded**

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

Each departmental head conducts meeting to discuss academic and administrative issues. All faculty members participate in the meeting and express their views. Academic Calendar is prepared in consultation with other faculty members.The department charts out its plan of action for upcoming year in the meeting. The events include Departmental Seminar, Exhibition, Workshops. Students' feedback is also discussed in the departmental meetings. Chalking out the plan for conducting internal assignments, and remedial classes as part of the continuous evaluation process is also made in the departmental meeting. Making plans for Field Surveys and Outreach Programmes is also an agenda in departmental meetings. Conducting Parent-Teacher Meets are discussed in these meetings.

Departments are encouraged to use ICT tools. Teachers take a few of their classes in Smart Room. Full-length movies are shown to

students in the Smart room as well. During the pandemic IQAC played key role in organizing webinars, conducting meetings related to academic and administrative matters in online mode, conducting internal assessments and End Semester Exam in online mode and uploading e-resources in the college website. Faculty members attended and presented papers in webinars and e-conferences, participated in e-workshops and attended Orientation Programmes, Refresher Courses and Faculty Development Programmes.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

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

- **Department of Englishhas successfully organised a two-day**

national webinar on Gender Matters: Text & Context on July 22nd, 2020 to July 23rd, 2020 under the aegis of Women Cell & IQAC.

- Our faculty members published paper on Gender Issue in the Session 2020-2021.
- Separate common rooms have been built for boys and girls equipped with a carrom board, Table Tennis board, purified drinking water.Girls' common room has a Vending Machine for sanitary napkins.
- CCTV cameras have been installed at different places in the college campus. Security personnel have been appointed for safeguarding the entire campus.Girl students feel safe and secured in the college campus as a result.
- ID cards are issued to the students to prevent the entry of outsiders.
- Self Defence sessionhas been initiated in the previous years
- Students are encouraged to join NCC, and NSS and participate in co-curricular activities.
- Mentoring system has been introduced. Parents are kept regularly informed about their wards. Students' issues are handled by their respective mentors.Student-Teacher meetings are conducted at regular intervals.
- College has an anti-ragging committee.
- Grievance Redressal and Prevention of Sexual Harassment Cell & Women Cell of the College are actively functioning.

File Description	Documents
Annual gender sensitization action plan	https://kamv.ac.in/naac/dvv/1678432840_Annual%20gender%20sensitization%20action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://kamv.ac.in/naac/dvv/1678860522_7.1.1_Specific%20facilities%20provided%20for%20women_compressed.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

1.Solid Waste Management:Regular activities of the college generate solid wastes such as paper, plastics, glass, metals, food residue and packaging materials etc. The waste is collected and segregated properly at each level and source. The segregated waste materials are accumulated in separate dustbins based on the possibilities of recyclability and biodegradability of the wastes. The institution vows to diminish plastic use in the college campus and make plastic free college campus. There are electronic wastes as well. Outdated /damaged electronic wastes are mostly disposed of.

2. Liquid Waste Management:Liquid waste is generated during food preparation from Canteen and Hostel. Drainage System is well maintained for passage of the liquid waste from Hostel. Practical labs have taken measures to ensure that allchemicals are diluted beforediscarding in wash basin.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://kamv.ac.in/naac/dvv/1678433040_Geo%20tagged%20photographs%20of%20the%20facilities.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly,	C. Any 2 of the above

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

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

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

```
Yoga Day Celebration

Yoga Day Virtual Celebration took place on 21.06.2021.

NSS Activities in villages

NSS (Unit I, II & III)KhatraAdibasi Mahavidyalaya, conducted
Dengue Awareness Programme in adopted Villages on 13/08/2020.

Social Awareness Programmes- NSS (Unit I, II & III)

Khatra Adibasi Mahavidyalaya organized an a webinar on Dengue
Awareness during COVID-19 Pandemic on 28/08/2020. NSS (Unit I, II
& III) Khatra Adibasi Mahavidyalaya also conducted an Awareness
Programme on Vaccination of COVID-19 (Tikakaran Utsav) from
11/04/2021 to14/04/2021.
```

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

The College lays emphasis on important social and environmental issues and teachers of every department motivate the students to participate in different workshops, lectures, webinars and exhibitions arranged by the college on these issues.

Gender Sensitivity: Gender sensitivity is a significant part of the curricula of different departments like Philosophy, Political Science, Geography, English and History. Women Cell promotes gender equality through different programmes. Women Cell also conducts different programmes on gender equality. A Two-Day National Webinar on "Gender Matters: Texts& Contexts" was organized by Dept of English in collaboration with IQAC on 22nd & 23rd July, 2020.

Human Values:

Human values are imparted through lessons in various papers of UG syllabus. Birthday of Swami Vivekananda is observed with respect every year in the college.

Professional Ethics

There is also Code of Conduct applicable for both students and staff, displayed on college website. The college also advocates fair practice in examination, sports, in our daily college life etc. Moreover, NCC also helps to spread professional ethics through various programmes.

Cleaning the Campus

The students (especially the NSS volunteers) regularly participate in campus-cleaning programmes, where the college campus including the college grounds are cleared of waste and properly disposed of.

Extension Activities

The college organizes various campaigns for benefits of the local community. Students are encouraged to take part in extension activities in the nearby villages. NSS volunteers organize camps in villages every year. NSS wing organised Awareness Campaign on motivating reluctant villagers to take COVID-19 vaccines in 2021.

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	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Due to Covid 19 pandemic it was not possible to celebrate all events in offline mode in the college campus. Some events were

organized in online mode. The events that were celebrated in the session 2020-2021 were

1) Rabindra Jayanti Virtual Celebration (8.05.2020)

2) Independence Day Observation (15.08.2020)

3) National Sports Day Virtual Celebration(29.08.2020)

4) Teachers' Day Virtual Celebration(05.09.2020)

5) Swami Vivekananda Birth Anniversary Observation (12.01.2021)

6) Netaji Birth Anniversary Observation (23.01.2021)

7) Republic Day Observation (26.01.2021)

8) Saraswati Puja Celebration(16.02.2021)

9) Yoga Day Virtual Celebration (21.06.2021)

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.

1. Gender Sensitization: With the changing times and changing gender roles, it is important to spread awareness about gender issues and take significant steps to create an enabling environment that is considerate towards the sentiments and choices of all human beings. Breaking gender stereotypes will help both men and women to live a respectful life.Therefore, our college takes initiative awareness programmes on Gender Sensitivity. We have successfully organised a two-day national webinar on Gender Matters: Text & Context on July 22nd, 2020 to July 23rd, 2020 under the aegis of Women Cell & IQAC.

2.Tikakaran Utsav—Motivating Reluctant Villagers to take COVID-19 Vaccine through Awareness Programme:Vaccine hesitancy has been sighted as one of the biggest health challenges of World Health Organization. The rise in hesitancy is attributed to zero compliance of Covid norms in rural India.Hence,our college organised an awareness programme entitled Tikakaran Utsav on 11th& 14th April, 2021.Faculty members and few NSS volunteers maintaining social distance norms went to adopted villages to motivate reluctant villagers to take COVID-19 vaccines thereby ensuring safety. The college also organised vaccines for its staff in neighbouring vaccine camp organised by Khatra SDO.

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

7.3 - Institutional Distinctiveness

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

- **Imparting quality cost-effective dynamic value-based education at the undergraduate level with a focus on the underprivileged section of society.Total exemption of tuition fees is made for the needy and underprivileged students through 'FREE STUDENTSHIP SCHEME'.**
- **Establishing itself as a one-stop source of education for students.**
- **Minimizing the gap between privileged and underprivileged sections of society regarding attaining higher education.**
- **Sustaining a student-friendly ambience perfectly conducive to learning.**
- **Ensuring holistic development of students into responsible citizens and exemplary human beings.**
- **Work for the advancement of learning through optimum utilization of state-of-the-art teaching aids.**
- **To be continually cognizant with the needs and demands of students and creating scope for interaction with local people through NSS and cultural programme.To take the institution to greater heights of eminence and excellence via the route of better academics.**

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

7.3.2 - Plan of action for the next academic year

Promoting more interactive, effective and interesting Teaching learning process.

Stressing on purchasing more Text books and Journals in the College Library.

Arrangement of more ICT enabled classes.

Organization of more seminar-based classes.

Encouraging students towards greater participation in NSS activities.

Promoting consciousness among students towards the cleanliness of college surroundings.

Motivating students for taking part in indoor and outdoor games.

Registering the Alumni Association.

Emphasis on personality development and soft skills programme.