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# DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)  
Re- Accredited with 'B' Grade by NAAC  
15, KONA ROAD, RAMRAJATALA,  
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : .....

## Action Taken Report of 2020-2021

Plan of Actions	Achievements
1. Online classes for students during covid-19 pandemic.	1. Online classes has been conducted from 28 <sup>th</sup> march 2020 till regular classes were resumed from November 2021. The departments monitored the level of attendance and assessment of student through online interactions through Google meet and internal examinations. Smart board enabled classrooms along with webcam coupled with internet facilities have been provided to facilitate E Learning for students during the pandemic of COVID19.
2. Programmes of NSS(online mode)	2. 15 programmes were conducted under NSS like covid-19 awareness programme, world earth day, psychological and physical well-being of students during covid-19 etc. Herbal garden has been formed in the college campus (main building) as part of environmental management system. Scientific lab has been installed in the science block in collaboration with TCG life sciences Kolkata.
3. MOU for faculty exchange programme.	3. MOU for faculty exchange programme With Prafulla Chandra College is operative since March 2020.
4. Job fair to be organised.	4. Job fair was organised in collaboration with Tally ACE where 270 students participated for campus placements. New classes for Tally Ace have resumed.
5. To upgrade College website for conduct of online examinations.	5. Reconstruction of College Website has been done in adherence to NAAC Guidelines. Online

  
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	conduct of all internal and theoretical examinations stipulated by the University of Calcutta regarding CBCS and 1+1+1 System was introduced. University questions were uploaded through website and answer-scripts were collected through google forms and sent to examiners through Google drive.
6. Introduced Face Recognition Biometric System.	6. Fingerprint Biometric System has been replaced by Face Recognition System during COVID-19 Pandemic situation.
7. Departmental Webinar and Students' Seminars.	7. Departmental Webinar and Students' Seminars have been conducted by Department of Geography, History, Political Science, Physiology, Zoology, and also by the B-Voc and NSS Unit of the College.
8. Completion of library management system	8. Cloud based KOHA software enabled library management system is fully operational from November 2019.
9. Opening of new add-on courses.	9. New add-on courses aimed to increase the employability of students have been introduced in collaboration with Peerless Skill Academy and Ramkrishna Math and Mission, BelurMath, Business Development Executive (BFSI) under DDUGKY, Retail Management under DDUGKY in association with Edubridge Learning Private Limited for SC/ST/Minorities, which will be imparted free of cost, Certificate Course in Employability Skills in association with Edubridge Learning Private Limited.
10. Exclusive IT lab for commerce.	10. Exclusive IT lab for commerce with 6 new desktops from RUSA grant for department of commerce.
11. Site map of the campus for security cleanliness, electric circuit map and network map.	11. Site map of the campus for security cleanliness, electric circuit map and network map have been displayed in the college campus and college website. The campus map and prepared for safety and security of the campus with particular reference to quick prevention of sudden disaster. Network mapping is to identify internet layout and tagging of uplink wire with

  
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	individual computer from switch box.
12. To impart training to teaching non-teaching and security personnel on fire safety measures	12. Teaching Non-teaching and security personnel have been imparted training on fire safety measures on 12/12/2020 under the supervision of Fire and Emergency Services, Government of West Bengal.
13. Girls and boys common room to be renovated and new common room in science block to be constructed. Disabled friendly washroom and ramp to be constructed.	13. Girls common room has been constructed with attached toilet in science block which was inaugurated on 20.12.2021. Disabled friendly washroom and ramp have been constructed in the main campus on December 2021 .in addition existing girls and boy's common room has been renovated.
14. Registration of alumni association to be renewed.	14. Registration of alumni association to be renewed and alumni meet has also been organised on 26.08.2021.
15. Shifting of NSOU office in the main campus.	15. NSOU office has been shifted in the main campus and the old room has been utilized as the girl's common room.
16. To conduct first Surveillance Audit for ISO Certification 9001:2015 regarding Quality Management System and 14001:2015 regarding Environmental Management System.	16. ISO Certification 9001:2015 (Quality Management System), 14001:2015 (Environmental Management System) 1st Surveillance Audit completed on 18/11/2021 (Ref: Certificate No-IN/QMS/01372/8283 & IN/E/00092/8282)
17. To complete statutory audit.	17. Statutory audit has been completed till 2020.
18. Attainment of PO, PSO and CO as per NAAC criteria.	18. Attainment of PO, PSO and CO as per NAAC criteria has been done by all departments consequent upon evaluation of results published between 12.09.2021 and 06.12.2021.
19. Change in self appraisal of teachers.	19. Format for self appraisal of teachers has been rechristened based on learning management system as Enumerated in the new format of NAAC.
20. Cloud storage of the college website to be increased.	20. Cloud storage of the college website has been increased with necessary changes inserted in the existing website appointment of an IT professional on ad-hoc engagement has been done for assisting the IT Cell.
21. To introduce CIE (College Internal	21. Introduced CIE (College Internal Evaluation)

  
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Evaluation) for continuous assessment of students.	in adherence to NAAC guidelines for identify advance learners and slow achievers through the mentor –mentee system.
22. Appraisal of mentor mentee programme.	22. The mentor mentee programme was introduced for creating yardsticks to organise advanced and slow learners keeping in mind the results of previous semesters. As a part of this programme Online feedback survey was conducted and student's response on encountered difficulties during COVID-19 Lockdown was analysed.
23. Subscription of e-resources	23. Membership taken for access of online books and journals from List under INFLIBNET (Ref No: INF/N-LIST/2021/7998) for the period of 01/04/2021 to 31/03/2022. It provides access to more than 6000 + e-journals, 1, 99,500 e-books through N-List and 6, 00,000 e-books through NDL.
24. Student satisfaction survey conducted.	24. Institutional student satisfaction survey by teachers, alumni and students successfully conducted and analysed in December 2021.
25. Oline departmental feedback to be taken.	25. Online departmental feedback was conducted and on the basis of report special classes were undertaken for advanced and slow learners.
26. Blood donation camp to be organised.	26. Blood Donation Camp was organised on 17.12.2021 in association with Bhoruka Blood Bank Kolkata approximate budget was 35,000 was allocated for this purpose.
27. Report of code of conduct committee.	27. The code of conduct monitoring committee has found that the performance of principal, teaching and non-teaching staff and approach of students towards institutional practices is found to be satisfactory. The report has been uploaded in the college website.
28. Gym machineries to be repaired.	28. Repairing of gym machineries is completed and is functional.

  
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