ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF
IQAC: 2012-13

RANI DHANYA KUMARI COLLEGE
JIAGANJ : MURSHIDABAD
WEST BENGAL

CONTENTS

Part – A

AQAR for the year

2012-2013

1. Details of the Institution

1.1 Name of the Institution

RANI DHANYA KUMARI COLLEGE

1.2 Address Line 1

JIAGANJ

Address Line 2

JIAGANJ

City/Town

MURSHIDABAD

State

WEST BENGAL

Pin Code

742123

Institution e-mail address

rdkcollege@yahoo.com

Contact Nos.

03483-255330

Name of the Head of the Institution:

DR. AJOY ADHIKARI

Tel. No. with STD Code:

03483-255330

Mobile:

9564277388

Name of the IQAC Co-ordinator:

SAMIR KUMAR MUKHERJEE

Mobile:

9475420496

IQAC e-mail address:

rdkcollege@yahoo.com

1.3 **NAAC Track ID**

NA

OR

1.4 **NAAC Executive Committee No. & Date:**

March 31, 2007/169

1.5 Website address:

www.rdkcollege.in

Web-link of the AQAR:

www.rdkcollege.in/downloads.php?v=2

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**C++**	**--**	**2007**	**2007-2012**
2	2nd Cycle	**--**	**--**	**--**	**--**
3	3rd Cycle	**--**	**--**	**--**	**--**
4	4th Cycle	**--**	**--**	**--**	**--**

1.7 Date of Establishment of IQAC : DD/MM/YYYY

19.01.2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i.   AQAR   2012-2013   15.10.2015 (DD/MM/YYYY)
   ii.   AQAR_____ _____ (DD/MM/YYYY)
   iii.   AQAR_____ _____ (DD/MM/YYYY)
   iv.   AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   NA   State [✔]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✔]   No [ ]

Constituent College   Yes [ ]   No [✔]

Autonomous college of UGC   Yes [ ]   No [✔]

Regulatory Agency approved Institution   Yes [ ]   No [✔]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✔]   Men [ ]   Women [ ]

                  Urban [ ]   Rural [✔]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [✔]   UGC 12B [✔]

                Grant-in-aid + Self Financing [✔]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [✔]   Science [ ]   Commerce [✔]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   .N.A

1.11 Name of the Affiliating University *(for the Colleges)*   **UNIVERSITY OF KALYANI**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   YES   DST-FIST   NO

UGC-Innovative PG programmes   NO   Any other (*Specify*)   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

NIL

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

community representatives

01

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

NIL

2.9 Total No. of members

09

02

2.10 No. Of IQAC meeting held

2.11 No. of meetings with various stakeholders: No. | 05 | Faculty | 02 |

Non-Teaching Staff Students | 02 | Alumni | 00 | Others | 01 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | √ |

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)   **NIL**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | -- | International | -- | National | -- | State | -- | Institution Level | -- |

(ii) Themes | NA |

2.14 Significant Activities and contributions made by IQAC

> 1. Grant of Rs.14 lakhs from MPLAD and 40 lakhs from UGC received and construction work started.
>
> 2. Air conditioning of Principal's Chamber, Teachers' Room, Office Section, Library Section done.
>
> 3. Manual cataloguing in library has been introduced.
>
> 4. To enhance students amenities and facilities and to encourage students to involve in NSS, NCC and other social activities.
>
> 5. IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning to the management.
>
> 6. The feedback from the students & parents has actively been reviewed in the Academic committee and recommendations have been made to the Principal for action taken.
>
> 7. This year NSS Unit 1&2 of our college organised Yoga Training.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Construction of Annex Building 1st Floor.	MPLAD Grant utilised for the construction of Annex Building 1st Floor
Construction of Girls Hostel Ground Floor	UGC Grant utilised partly for Girls Hostel Ground Floor construction. Remaining part is in progress.
Technology up gradation &Computerization.	Computerization of administration & library is in progress.
Increase in amenities and facility	The process of renovation of the Library has been initiated, laboratory facility and computer facility of many departments improvised.
Action taken to encourage the students to take active part in NSS and NCC.	Students are encouraged to take up NSS and NCC. Cadres and took part in many events. Community benefit programme taken up.
Proposal made to Principal to arrange for Guest Lecturers for the coming session.	Some Guest Lectures appointed.

Proposal made to administration to renovate Student Union Room.	Proposal accepted and Work-in progress.
Support to minority community, physically challenged, weaker students	Fellowships and special support provided.
To take feedback from the students	Feedback was taken from the students and actions were taken based on it.
Website up gradation proposed	Process completed

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management ☐   Syndicate ☐   Any other body **GB**

Provide the details of the action taken

The Governing Body of the college in its Resolution vide Item No-6(VI) dated 27-05-2015 approved the AQAR 2012-13 and recommended the same for sending to the NAAC office. The Governing Body further approved the Statement made by the Principal regarding the activities done during the period 2012-13 as stated in the report.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	12	--	05	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	---	--
Total	12	--	05	--

Interdisciplinary	Courses like ENVS, BNGM, ENGC, COMMRECE involve faculty members from different Departments of the College
Innovative	Skill Development Programme

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Range of Core /Elective options offered by the University and those opted by the college-

i) The College has Core options at the UG level in English, Bengali and Environmental studies. Elective option offered by the college is Alternative English. Amongst the honours and General courses subjects offered are English, Bengali, Geography, History, Sociology, Political Science, Sanskrit, Education, Physical Education, Defence Studies, Economics, and Accountancy (Commerce).

Choice Based Credit System and range of subject options –

ii)The University of Kalyani does not allow choice-based credit system. Courses offered in modular form

iii) At the UG Level the University has restructured syllabi in subjects offered at this college in unit models.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	--
Trimester	--
Annual	12

1.3 Feedback from stakeholders*   Alumni [No]   Parents [√]   Employers [NO]   Students [√]
   (On all aspects)

   Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> NO. The syllabus is prepared and revised by affiliating university from time to time. The last revision was carried out in 2010-2011 for commerce course and departmental teachers of the Commerce Department participated and offered suggestions in the workshop organised by U.G board of study of Kalyani University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> **NO**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	PTT
18	02	02	NA	14

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	11	00	00	NA	NA	00	00	00	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	01	10
Presented papers	02	--	01
Resource Persons	--	01	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Admission is strictly on merit basis. Rules & regulations, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in the notice board of the college.

2. College gives prospectus at the time of admission to the students, where students know the information about fees structure, student support, etc.

3. To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector in the class room.

4. The Principal, encouraged the teacher to participate in Refresher Courses, seminar etc for faculty improvement.

5. Regular educational excursions in Geography and Sociology Departments are held.

6. All departments conducted two exams. (Midterm Test & Annual Test), Result published with in 15/20 days. Some department conducted Unit test, the Evaluated papers are shown to students to discuss the shortcoming of their answers, pattern of writing etc.

2.7 Total No. of actual teaching days during this academic year

| 158 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

College generally maintains the traditional Examination System, mainly because of the fact that any radical reformation in Examination System College is required to take prior permission from the University. The College is an affiliated College, and does not enjoy any autonomy in adopting any new form of Examination.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

Time to time our various departmental teachers do participate in curriculum development workshops.

2.10 Average percentage of attendance of students

75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations. However, sometimes students with less percentage of attendance are allowed to appear in the University examinations on providing satisfactory reasons for their

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Honours						
Bengali	72	--	01	53	--	75
English	21	--	--	08	--	38
Geography	11	--	01	09	--	91
History	32	--	--	20	--	63
Sociology	22	--	--	16	--	73
Pol.Science	09	--	--	06	--	67
B.A General	259	--	01	46	150	76
B.Com Honours	05	--	--	05	--	100
B.Com General	01	--	--	--	--	00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC suggested that the Principal and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the Principal can have review on it in several meetings. The IQAC takes Student Feedback from outgoing students and gives a report to the Principal.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	--	--	--	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. IQAC regularly informs and encourages the faculty members to apply for research grants projects.

2. The college authorities provide all necessary infrastructural support including space for carrying out research work.

3. The students at their first year of graduation are required to submit a paper on Environment, where teachers of different departments supervise the work of the students.

4. The students of Sociology Hons at their final year are required to submit a Field Study Report where teachers supervise the work of the students.

5. The students of Geography Hons and Pass at their second year and third year respectively are required to submit a Field Study Report where teachers supervise the work of the students.

6. Adult Education Programme was organised by NSS Unit.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	01
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications: NA

Range [ ] Average [ ] h-index [ ] Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. [01]   Chapters in Edited Books [01]

ii) Without ISBN No. [02]

3.8 No. of University Departments receiving funds from

UGC-SAP [NA]   CAS [NA]   DST-FIST [NA]

DPE [NA]   DBT Scheme/funds [NA]

3.9 For colleges   Autonomy [NO]   CPE [NO]   DBT Star Scheme [NO]

INSPIRE [NO]   CE [NO]   Any Other (specify) [NO]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	01	--	--
Sponsoring agencies	--	--	UGC	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons   02

3.13 No. of collaborations   International --   National --   Any other --

3.14 No. of linkages created during this year   --

3.15 Total budget for research for current year in lakhs :

From Funding agency   --   From Management of University/College   --

Total   --

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides   NA
and students registered under them   NA

3.19 No. of Ph.D. awarded by faculty from the Institution   01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF NA   SRF NA   Project Fellows NA   Any other NA

3.21 No. of students Participated in NSS events:

University level	--	State level	--
National level	--	International level	--

3.22 No. of students participated in NCC events:

University level	--	State level	02
National level	01	International level	--

3.23 No. of Awards won in NSS:

University level	--	State level	--
National level	--	International level	--

3.24 No. of Awards won in NCC:

University level	--	State level	--
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	--	College forum	04		
NCC	02	NSS	02	Any other	--

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Organised procession in the local area for health awareness
2. Health Check up programme was organised in the adopted village on the mother & children of backward communities.
3. Blood donation camp was organised in the college. About 30 NSS volunteers and NCC cadets donated blood.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10805 Sq.mt.	--	--	10805 Sq.mt.
Class rooms	1184 Sq.mt.	--	--	1184 Sq. mt.
Annex Building (1st Floor Newly Created)	297 Sq.mt.	311 Sq.mt.	MPLAD	608 Sq. mt.
Girls' Hostel Ground Floor	--	725 Sq.mt	UGC Grant	725 Sq. mt.
Laboratories	74 Sq.mt.	--	--	74 Sq.mt.
Library	84 Sq.mt.	--	--	84 Sq.mt.
No. of important equipments purchased (≥ 10 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	UGC Grant and College Fund	Rs. 2.74 Lakhs
Others	--	--	--	--

4.2 Computerization of administration and library

The College office is computerised with advancement made by incorporating „Student Management System & Accounting package System". To control and maintain the Official work and correspondence, the College has installed necessary number of printers, scanners with almost three advance photo copier machines already in the Office. The Admission process is to be done through on-line in near future. The decision of giving initial emphasis on Manual Cataloguing, Issue of Books and Returns of Books etc., has been taken. Due to retirement of Full Time Librarian in the year 2012, the initiation of e-library and partial automation of library for the benefit of our students is being delayed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	10139	632300	21	4258	10160	636558
Reference Books	4345	421532	32	7909	4377	429441
e-Books	--	--	--	--	--	--
Journals	06	3300	--	--	06	3300
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

** The college library had started functioning from the time of establishment of College in the year 1962.Thus it has accumulated many rare old books whose valuation is not available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs.	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	19 Desktops and 4 Laptops	1 Both for Geography and Commerce Deptt.	4 BSNL Broadband connection	NIL	NIL	7 Computers with active LAN connection and 4 Laptops for Cash, Accounts and Administration	11 Computers in Geography and Commerce Deptt. for Laboratory	1 Computer for Library
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	19+4=23	01	04	NIL	NIl	7+4=11	11	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology
    upgradation (Networking, e-Governance etc.)

No such training programmes were undertaken by the College, but the college has provided internet facility to all Departments. Teachers and a portion of students have benefitted by that. The college has its own software for admission and maintenance of database. The college has its own website

4.6 Amount spent on maintenance in lakhs :

   i) ICT   1.24 Lakhs

   ii) Campus Infrastructure and facilities   6.19 Lakhs

   iii) Equipments   4.19 Lakhs

   iv) Others   0.23 Lakhs

Total :   11.85 Lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> At the suggestion of the IQAC the college has established a Disciplinary committee, Anti-Ragging Committee and a Committee against Sexual harassment of Women headed by one Teacher of the College. The IQAC has also suggested that different committees should interact with students to inform them about facilities available in the college. The IQAC also suggested that opening of a Placement Cell would benefit the students.

5.2 Efforts made by the institution for tracking the progression

> Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2105	NA	NA	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
1161	55

Women

No	%
944	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1689	218	18	80	13	2018	1828	170	29	70	08	2105

Demand ratio   54:1 (approx.Hons.+Gen.)   Dropout % - 16 % (approx.)

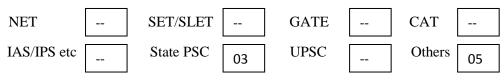5.4 Details of student support mechanism for coaching for competitive examinations (If any)
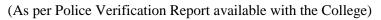
NIL

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	03	UPSC	--	Others	05

(As per Police Verification Report available with the College)

5.6 Details of student counselling and career guidance

The college has one unit of "Career Counselling Cell" the grant of which has been provided by the UGC during its XI Plan Period (Merged scheme). One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities

No. of students benefitted

Open access of support services provided by the cell

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	NA	NA

** College has no such placement cell & placement records, but some time various organisations & companies visit our College for their promotional campaign & recruitment. The College provides them with the required support.

5.8 Details of gender sensitization programmes

One Programme observed by NSS

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 12 | National level | 01 | International level | -- |

No. of students participated in cultural events

State/ University level | -- | National level | -- | International level | -- |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 08 | National level | 01 | International level | -- |

Cultural: State/ University level | -- | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	30	6000
Financial support from government	501	1052250
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level | -- | National level | -- | International level | -- |

Exhibition: State/ University level | -- | National level | -- | International level | -- |

5.12   No. of social initiatives undertaken by the students | 05 |

5.13 Major grievances of students (if any) redressed:

Grievance received regarding the renovation of the Student Union Room. The college authority took initiative for redressal of the grievance.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college was established in1962. The dream of 1962 has already crossed 51 long years and stands tall like an unquestionable reality. The college now has a rich past, a glorious present and a bright future. The college is marching ahead with its sole objective of providing quality education to all, irrespective of caste, creed and religion, economic status or physical health. To fulfil the objective, many developmental programmes have been initiated keeping in tune with the changing requirements of education.

6.2 Does the Institution has a management Information System

Yes but not structured

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As the College follows the Syllabus of Kalyani University there is little scope of internal curricular designing. However every department has its own academic calendar/module to run and complete the syllabus.

6.3.2 Teaching and Learning

Although the syllabus is framed not by the college but by the university to which it is affiliated, each department adopts some innovative processes in teaching and learning.

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar/ teaching module of that session.

2. The departments organize students quiz contests, poetry/drama workshops etc,.

3. Field study and Project work carried out by some departments of the College.

4 Diversity of Learners in respect of their background, ability and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant for the learner group. The basic hinterland of this College is mainly consisted with "First-Learner Group" families. The teachers employ interactive and participatory approach creating a feeling of responsibility in learning and makes learning a process of construction of knowledge.

6.3.3 Examination and Evaluation

1. Regular unit tests for some departments.

2. Mid-term Test and Annual Test held, students need to qualify to appear in University exams.

3. The evaluated answer scripts of such tests are shown to the students and within one month results are declared. If reports are not satisfactory the college calls their guardians and discusses their shortcomings.

6.3.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.

2. Space and necessary infrastructural support is provided for research work.

3. The students are encouraged to use Free Internet Facilities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, ICT and infrastructure the College has adopted the following strategies:

1. The physical infrastructure has been remarkably improved/ developed. At present the college is about to start the construction of a Sports Complex and College Play Ground.

2. College introduced ICT, for which college utilised Additional Grant (Equipment, teaching & learning aids) of UGC XI Plan.

3. Latest books and journals are purchased and subscribed in every year.

4. Total cataloguing of the library service has been initiated.

5. Internet service has been made available to the library users, Teaching and Staff.

6. Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students" affair, the college has a Students Union whose elections are held annually as per University Statutes. The Teachers" Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room for the Student counselling. Above all, there is a Governing Body that manages and develops the total human resource of the college.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited by the College Service Commission. Any contractual teacher is recruited by an expert committee which includes a University expert.

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

1. Admission is strictly on the basis of merit. All rules & regulation, seat reservation policy of affiliated University and the state government are maintained. All information is properly communicated to stake holder in notice board of the college.

2. The College offers prospectus at the time of purchase of forms for admission to students from where students know the information about fees structure, student support, etc.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Provident Fund.
Non teaching	Group insurance, Staff Credit Co-Operative Society , Provident Fund, Festival Advance.
Students	Students Health Home, Government Scholarships, Students Award, Prize.

6.5 Total corpus fund generated

62.00 Lakhs

6.6 Whether annual financial audit has been done   Yes [√]   No [   ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NO	YES	Academic Council & Governing Body
Administrative	NO	NO	YES	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [√]   No [--]

For PG Programmes   Yes [--]   No [--]

Kalyani University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. The college takes care to publish results of the college examinations within 15/20 days.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The University has recently changed the format of the Examination at the Undergraduate Level. 2+1 System of Examination has changed to 1+1+1 System of examination, also the system of "Supplementary Examination" has also been introduced along with the policy of "no detention" in Examination.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> NO

6.11 Activities and support from the Alumni Association

> During peer team visit of NAAC the Alumni Association of the college took momentum and was very much active. Various social and cultural programmes organised by the college have been usually attended and organised by the Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

> Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

> The Computer experts of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> 1. Campus is declared no smoking zone.
>
> 2. Campus is declared plastic free zone.
>
> 3. Regular testing of drinking water and quality of canteen food by the College Authority.
>
> 4. Occasional plantation is made by NSS and college authority.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Partial computerisation of Library Section is done .

2. Manual cataloguing system has been introduced in the library.

3. All money receipts and payments have been computerised.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Proposal for computerisation of administration and library has been placed to G.B. and it was decided to form a three member committee to execute the process of computerisation. The committee called for Quotations and finally placed order. The work is going on.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. A large number of Guest Lecturers recruited to provide students with proper academic atmosphere.

2. Scientific method of library has been introduced.

7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the university has introduced a compulsory paper on Environmental Studies.

2. It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.

3. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

NA

8. **Plans of institution for next year**

1. To advise the faculties to increase their participation in research-oriented activities and organize students" seminars, quiz tests, excursions/educational tours etc.

2. To renovate the existing office space for better management of office-related works.

3. To plan for construction work of Sports Complex and development work of College Play Ground.

*Name : **SAMIR KUMAR MUKHERJEE***   *Name : **DR. AJOY ADHIKARI***

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure-1

ACADEMIC CALENDER

MONTH	EVENTS
JULY	Admission and Commencement of Classes
AUGUST	Admission process going on
SEPTEMBER	1. Last month of Admission/Enrolment of Part-I, Part-II and Part-III 2. Last month of Change of subject/stream/course of Part-I 3. Last month of Submission of Registration form to K.U without late fee of Part-I
OCTOBER	1. Last month of Submission of Registration form to K.U with late fee of Part-I 2. Puja Holidays
NOVEMBER	Mid-term Examination
DECEMBER	Publication of Result of Mid-term Examination
JANUARY	Part-III Test Examination (Internal)
FEBRUARY	1. Publication of Result of Part-III Test Examination 2. University Examination form fill up of Part-III
MARCH	1.Part-II Test Examination (Internal) 2. Part-III Final University Examination
APRIL	1. Part-I Test Examination (Internal) 2. Publication of Result of Part-II Test Examination 3. University form fill up of Part-II
MAY	1. Publication of Result of Part-I Test Examination 2. University form fill up of Part-I 3. Part-II Final University Examination 4. Summer-recess and University Examination
JUNE	1.Part-I Final University Examination 2. Summer-recess and University Examination

<u>Annexure-II</u>

Best Practice

Practice #1 **Title – Recruitment of** *Guest Lecturers*

 Objective: Provide adequate and special teaching to students to cope with the syllabus and to cope with special needs.

Context: The retirement of a large number of teachers necessitated the recruitment of teachers to provide quality education to students.

Practice: The College recruited a large number of Guest Lecturers in each subject as per requirement fixed by the Governing Body and IQAC to meet the academic requirement of the students.

Evidence of Success: The quality of education has gone up with the introduction of a large number of teachers.

Resources Required: Financial resources required which is to be generated.

Problems Encountered: Resource is a major concern as the entire expenditure is done from the College Fund.

Practice #2 **Title–** *Development of Scientific Method of Library*

Objective: Since the very inception of the college library used to maintain a self-improvised system of maintaining records and issue of books. Scientific method of library maintenance has been introduced through manual cataloguing in this year. Almost 80% of the usable books of the library have been covered under this system so that the stakeholders of the college library can have access of the same.

Context: The number of books purchased increases over time but no systematic cataloguing was maintained. The college authority felt the need of scientific cataloguing for the interest of the library stakeholders.

Practice: Library staff are encouraged to shoulder additional responsibilities of cataloguing to finish the work in a time bound programme.

Evidence of Success: The quality of library work- issuing, lending borrowing books is upgraded.

Resources Required: Well trained library staff are required.

Problems Encountered: The post of librarian lying vacant . Post is to be filled immediately. Stakeholders of library particularly students facing some problems to be acquainted with the new system. Efforts are to be taken to motivate the students.