



**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**IQAC: 2012-2013**

**Estd. : 1958**

## **CONTENTS**

### **PART —A**

- DETAILS OF THE INSTITUTION: Page No. 3
- IQAC COMPOSITION AND ACTIVITIES: Page No. 6

### **PART—B**

- CRITERION-I: CURRICULAR ASPECTS Page No. 10
- CRITERION –II: TEACHING ,LEARNING AND EVALUATION  
Page No. 11
- CRITERION –III: RESEARCH, CONSULTANCY AND  
EXTENSION Page No. 14
- CRITERION –IV: INFRASTRUCTURE AND LEARNING  
RESOURCES Page No. 18
- CRITERION –V: STUDENT SUPPORT AND PROGRESSION  
Page No. 20
- CRITERION- VI: GOVERNANCE, LEADERSHIP AND  
MANAGEMENT Page No. 23

➤ CRITERION-VII: INNOVATIONS AND BEST PRACTICES

Page No. 26

➤ ANNEXURE Page No. 28

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2012-2013

#### I. Details of the Institution

1.1 Name of the Institution

KRISHNAGAR WOMEN'S COLLEGE

1.2 Address Line 1

AUROBINDO SARANI

Address Line 2

DO

City/Town

KRISHNAGAR, NADIA

State

WEST BENGAL

Pin Code

741101

Institution e-mail address

kwc.edu@gmail.com

Contact Nos.

03472-252355

Name of the Head of the Institution: DR.PRANATI SINHA (MALLICK)

Tel. No. with STD Code: NOT AVAILABLE

Mobile: 9433010164

Name of the IQAC Co-ordinator: SMT. MALA GHOSH

Mobile: 9474340849

IQAC e-mail address: iqac.kwc.edu@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner-bottom  
of your institution's Accreditation Certificate)

EC-20/05/2005

1.5 Website address:

www.krishnagarwomenscollege.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
--------	-------	-------	------	-----------------------	-----------------

1	1 <sup>st</sup> Cycle	B++	82.5%	2005	2005-2010
2	2 <sup>nd</sup> Cycle	NA	NA	NA	NA
3	3 <sup>rd</sup> Cycle	NA	NA	NA	NA
4	4 <sup>th</sup> Cycle	NA	NA	NA	NA

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

17/12/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR\_31/03/2007 \_\_\_\_\_ (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)

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

NO

UGC-Special Assistance Programme DST-FIST

NO

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

x

2.4 No. of Management representatives

2

2.5 No. of Alumni

x

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

International

National

State

Institution Level

(ii) Themes

### 2.14 Significant Activities and contributions made by IQAC

- Grant from MPLAD FUND and construction cum renovation of washrooms undertaken for both staff and the students
  - IQAC proposed that the College should apply for reaccreditation.
  - Up gradation of College website proposed by IQAC.
  - Proposal accepted by college authority for online admission process to be started in the session 2013-2014.
  - Process for COSA (Computerisation of Salary Account) started.
  - To enhance students amenities and facilities and to encourage students to involve themselves in NSS and other social activities.
  - IQAC reviewed the academic progress of different departments and suggested steps to improve overall teaching learning process
- 
- NSS organized a general awareness camp as well as a seminar on cancer. A seminar was also organized on AIDS Awareness and HIV. A workshop was conducted on PC & PNDT Act (1994) and Save the Girl Child.
  - Under the UGC scheme of "Entry in Services", IQAC along with the College Unit provided opportunities to the College students and interested candidates to prepare themselves for various competitive exams like SSC, PSC, WBCS, UPSC & Rail.
  - Under the UGC scheme of Career Counselling IQAC encouraged the college to facilitate professional courses and jobs for students. Professional agencies like Frankfinn and P.C.Chandra were invited for student counselling.

### 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 washrooms.	MPLAD grant utilized.
Technology up-gradation to computerization.	Computerization of office work is in progress.
Proposal made for creation of Physics Lab and renovation.	Work in progress.



<p>Increase in amenities and facilities.</p> <p>Proposal made to the TIC to arrange for guest lecturers for the coming session.</p> <p>Proposal given to the authority for the renovation of the Student Union room.</p> <p>Support the minority community, physically challenged and weaker students.</p> <p>Website up-gradation proposed.</p> <p>Action taken to encourage students to participate in NSS.</p> <p>IQAC had planned to introduce career oriented courses in the institution.</p>	<p>The process of renovation of library has been initiated. Process for buying department laptops is being undertaken.</p> <p>Process for the appointment of Guest Lecturers initiated.</p> <p>Proposal accepted and work initiated in this regard.</p> <p>Fellowships and special support provided.</p> <p>Work in progress.</p> <p>Increase in the number of students participating in NSS.</p> <p>The proposal is under consideration by the GB.</p>
--	---

*\* Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

AQAR (2012-2013) was placed in the NAAC Committee and then forwarded to Governing Body of the College for approval.

## Criterion – I

### I. 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	X	X	X	X
PG	X	X	X	X
UG	11 HONS +2 GEN	NIL	NIL	NIL
PG Diploma	X	X	X	X
Advanced Diploma	X	X	X	X
Diploma	X	X	X	X
Certificate	X	X	X	X
Others	X		X	X
<b>Total</b>	13		X	

Interdisciplinary	Courses like ENVS, BNGM, ENGC involves faculty from different departments of the College.
Innovative	Skill development programme

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

1. 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, Sanskrit, History, Philosophy, Political Science. In the Science Section, Honours is offered in Chemistry, Mathematics, Geography and Economics. The General Courses offered are Chemistry, Physics, Mathematics, Geography and Economics.

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

#### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	11

#### 1.3 Feedback from stakeholders Alumni

 NO

Parents

Employers

 NO

Students

(On all aspects)

Mode of feedback: Online  Manual  Co-operating schools (for PED)

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 the Affiliating University from time to time. The last revision was carried out in 2010-2011. However the Board of Study members of the College participated and gave suggestions in the workshop organised by the 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	Others
22	17	04	01	

2.2 No. of permanent faculty with Ph.D.

07

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
-	-	-	-	-	1	-	-	-	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

11

X

X

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers			
Resource Persons	X	X	X

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

- Admission is strictly on the basis of merit. Rules and regulations, seat reservation policy of affiliated University and Government is maintained. All information regarding admission is uploaded in the college website and displayed in the college notice board.
- College provides prospectus to the applicants at the time of admission. All details regarding fee-structure, student support.
- ICT is used by the college in teaching and learning. Teachers use LCD projector in the classroom as per subject requirement.
- The Teacher-in-Charge encouraged the teachers to participate in Refresher & Orientation courses for faculty improvement.
- Regular study tours are organised by Geography Department.
- Departments regularly hold class tests and a final test exam. Results are published within 20/25 days. Evaluated answer scripts are shown to the students and the shortcomings discussed.

□

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

192

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

□

College maintains the traditional Examination System, mainly because radical reformation in the examination system has to be prior sanctioned by the affiliating university. As the college is an affiliated college, it does not enjoy any decisional autonomy.

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

04

2.10 Average percentage of attendance of students

70-75%

70-75% attendance in both theoretical and practical classes is mandatory to appear in the university examination. However, students with less percentage are allowed to appear in the University examination on providing satisfactory reasons for their absence.

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.Sc (Honours)						
Chemistry	04	-	01	03	-	100
Maths	16	-	01	10	-	69
Geography	34	-	04	30	-	100
Economics						
B.Sc (General)	02	-	-	02	-	100
BA (Honours)						
English	31	-	-	27	-	87
Bengali	90	-	18	71	-	100
History	37	-	02	25	04	84
Pol. Sc.	25	-	03	19	-	88
Philosophy	43	-	04	37	-	95
Sanskrit	68	-	28	36	-	94
B.A (General)	131	-	-	127	-	97

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

IQAC suggested departmental meetings with the Head of the Institution at the beginning of the session to prepare the Academic Calendar and Annual Plan. IQAC also provides a report to the Head of the Institution to facilitate action on it. The students' feedback form from the students also informs the IQAC and the Head of the Institution regarding the action plan.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	X
HRD programmes	X
Orientation programmes	NIL
Faculty exchange programme	X
Staff training conducted by the university	X
Staff training conducted by other institutions	X
Summer / Winter schools, Workshops, etc.	NIL
Others	X

## 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	21+1*	09+1*	-	-
Technical Staff	02	01	-	-

\*Principal

### 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 faculty members to apply for minor and major research projects.
2. The College provides the necessary infrastructural facilities.
3. As part of the syllabus, the students of ENVS are required to submit a Project Report. The teachers act as guide cum mentor for preparing the report under their direct supervision on which marks have to be ascertained.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	5	1
Non-Peer Review Journals	Nil	21	
e-Journals	Nil		
Conference proceedings	Nil		

## 3.5 Details on Impact factor of publications: Nil

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	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total				

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

ii) Without ISBN No.

## 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds   
 3.9 For colleges Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

## 3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	NIL	02	NIL	NIL	NIL
	Sponsoring agencies		UGC			

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

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: NA

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NONE
	Granted	
International	Applied	NONE
	Granted	
Commercialised	Applied	NONE
	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
	0	0	0	0	0	0

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

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

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

JRF  SRF  Project Fellows  Any other



3.21 No. of students Participated in NSS events:

University level	<input type="text" value="100"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events: College has no NCC Unit

University level	<input type="text"/>	State level	<input type="text"/>
International level	<input type="text"/>	National level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
International level	<input type="text" value="X"/>	National level	<input type="text" value="X"/>

3.24 No. of Awards won in NCC: College has no NCC Unit

University level	<input type="text"/>	State level	<input type="text"/>
International level	<input type="text"/>	National level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="X"/>	College forum	<input type="text" value="X"/>
NCC	<input type="text" value="X"/>	NSS	<input type="text" value="04"/>
		Any other	<input type="text" value="X"/>

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

- The College has a very active NSS Unit and programmes and seminars are organized all the year round
  - Visits are organized to local old age and orphanage homes and students distribute necessities and gifts

## 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	3.9 acres	X	UGC/MPLAD/COLLEGE FUND	3.9 acres
Class rooms	19	X		19
Laboratories	08	X		08
Seminar Halls & Conference Room	01	X		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		13	UGC	13
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3,09,665	UGC	3,09,665
Others				

#### 4.2 Computerization of administration and library

The College office is computerised with advancement made by incorporating student management system and accounting package system. To maintain the official work and correspondence, the College has installed necessary number of printers, on line-UPS, and one server with one advanced photocopier machine in the office. In the Library, an internet connection is provided to a computer in the library for net surfing. An advanced photocopier is installed to cater to the needs of the staff and the students.

4.3 Library services: The College had started functioning since the establishment of the College in 1958. There are many rare books whose valuation is not available.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	25,334	2,21,768	496	1,35,950	25830	3,57,718
e-Books	NO	NO	NO	NO	NO	NO
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	19	2	BSNL Broadband Connection	14	X	07 including 1 for Principal's chamber	11	
Added	10+8	X	X	X	X	X	X	X
Total	37	02	X	14	X	07	11	X

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

The College has its own software for admission and maintenance of database. Also the College has its own website. Computer training had been given to the non-teaching staff for handling accounts and admission details.

## 4.6 Amount spent on maintenance in lakhs:

i) ICT

Maintenance of ICT is done on a need based system.

ii) Campus Infrastructure and facilities

2, 63,614

iii) Equipments

Maintenance of equipment is done on a need based system.

iv) Others

79,689

**Total :**

3,43,301

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC suggested the establishment of an Anti- Ragging Committee and a Committee Against Sexual Harrassment. Also different Committes have been advised by IQAC to interact with students informing them about the facilities in the college. IQAC took initiative to inform and encouraged the students to apply for scholarships sanctioned by the WB Govt.

#### 5.2 Efforts made by the institution for tracking the progression

Individual departments on the suggestion of IQAC try to keep track of the students progression through a continuous evaluative process

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2028	-	-	-

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	X	X		2028	100

Last Year (2011-12)						This Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1632	292	02	-	-----	1926	1722	303	03	-	-----	2028

Demand ratio

Dropout % 6-8% approx

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

The College has a UGC approved "Coaching Classes For Entry in Service" Unit. This Unit trains students for Bank, SSC, PSC, Rail and other competitive exams.

No. of students beneficiaries

66

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others (SSC)

5.6 Details of student counselling and career guidance

The College has one unit of "Career Counselling Cell", the grant for which has been provided by the UGC during the XI Plan Period. The objective of the Unit is to help students from the economically weaker families with requisite guidance and institutional support.

No. of students benefitted

No Records

5.7 Details of campus placement: The College has no Placement Cell. However the College does provide required support for various organisations visiting our College for their promotional campaign and recruitment.

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Frankfinn, P.C.Chandra Group	100	No Records	No Records

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

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

## 5.10 Scholarships and Financial Support

		Number of students	Amount
Financial support from institution	Freeship (Full & Half)	251	176,250
Financial support from government	Merit-cum-Means+Minority	190	2,66,100
Financial support from other sources		NA	NA
Number of students who received International/ National recognitions		NA	

## 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 

5.13 Major grievances of students (if any) redressed: Grievance regarding a separate Union room for the students received. The matter was placed before the GB and decision was taken to create a separate Union room. The work will begin shortly.

Estd. : 1958

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution □

Krishnagar Women's College was established in 1958. It is the only one of its kind in the Nadia district of West Bengal. KWC is striving ahead with its sole objective of providing quality education to women candidates irrespective of caste, creed, religion and economic status. Hostel facility of the College caters to the requirement of women candidate seeking admission to the institution from far-fledged areas of the district. Developmental programmes are constantly initiated keeping in mind the changing requirements of education. It is also a mission of the institution to disseminate basic human values, universal outlook that is premised on nurturing cultural pluralism and harmony among the students.

6.2 Does the Institution has a management Information System: □

NO

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

6.3.1 Curriculum Development □

The College follows the syllabus as laid down by the University of Kalyani and there is little scope of internal curricular designing. However, several teachers are members of the Board of Studies whose invaluable opinions and suggestions are taken into account while framing the syllabus. Also every Department has its own academic calendar/module to complete the syllabus.

6.3.2 Teaching and Learning □

- The faculties of each departments meet at the beginning of each academic session for term wise allocation of syllabus assignments, contents, fix dates for term-end dates and prepare the academic calendar/module of that session.
- The departments organize students' seminars and educational tours.
- Field study and Project Work are carried out by most departments of the college.
- Eminent teachers are invited for delivering visiting lectures

6.3.3 Examination and Evaluation □

- Regular Class Tests are organized by some Departments.
- Mid-Term and Term End examinations are held and students must qualify to appear in the University Exams.

#### 6.3.4 Research and Development

□

- Teachers are kept updated about the available scope for applying in the minor and major research projects.
- Infrastructural facilities are provided to those pursuing research work.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

□

- Introduction of ICT, Language lab, equipment and learning aids bought
- Latest books are purchased every year.
- Automation of library service has been initiated.
- Each Honours department maintains and runs a Seminar library of its own
- Annual budgetary allocation made every year for the purchase of books and equipments.

#### 6.3.6 Human Resource Management

□

- The Human Resource of the College is managed in a democratic manner. Management of students' affairs is taken up by the Students' Union whose elections are held annually as per University Statutes. The Teachers' Council and the Non- Teaching staff Council look after the affairs of the teaching and non-teaching staff respectively. Above all, there is the 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 rules. Faculty members are recruited by the CSC. Any guest or contractual teacher is recruited by an expert committee which includes an external expert.

#### 6.3.8 Industry Interaction / Collaboration

□

NOT APPLICABLE

#### 6.3.9 Admission of Students

- Admission is strictly on the basis of merit. All rules and regulations regarding seat reservation policy of affiliated University and Govt. is maintained. Information is properly communicated through website and College notice board.
- The College provides prospectus to the students at the time of admission from where students get the required information regarding fee structure etc.

□



6.4 Welfare schemes for

Teaching	Staff Credit Co-operative Society, PF, Festival Advance.
Non teaching	Staff Credit Co-operative Society, PF, Festival advance
Students	Free Studentship, Govt Scholarships, Merit-cum-Means & Minority Scholarships.

6.5 Total corpus fund generated

NONE

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	No	No
Administrative	No	No	No	No

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

The University of Kalyani holds and declares results of Undergraduate Courses. The College has no control over the date of declaration of results. The College however takes care to publish results of College annual examination.

For UG Programmes Yes

No

For PG Programmes Yes

No

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

□

The College is an affiliated College under the University of Kalyani and hence does not have any autonomy regarding examination reforms. Reforms if any are undertaken by the University in consultation with the representatives of the College in the Board of Studies.

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

No Initiative Taken

6.11 Activities and support from the Alumni Association

□

- During the peer team visit of NAAC, the Alumni Association of the College took momentum and was very much active. Though the Association is not registered, the Alumni Association is

very much in contact with us and do make it a point to participate in the College Annual Sports and the different seminars and workshops that are organized by the institution from time to time.

#### 6.12 Activities and support from the Parent – Teacher Association

Departmental meetings organized with students and parents to provide a feedback of the progress of their wards. Feedback taken from students and parents for evaluative purpose.

#### 6.13 Development programmes for support staff

Training programmes for non-teaching staff is undertaken from time to time to keep them updated about the developments in office management.

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

- NSS has undertaken programme to make the campus “Green and Clean”. Efforts have been taken by the students to make the campus a plastic free zone.
- Regular testing of drinking water and canteen food by College authorities.

### 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.

- Process for website renovation started
- COSA implementation process initiated for the salary and State Government grants.

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

- Proposal for website up gradation placed before the college authorities and it was decided to form a committee to execute the process of up gradation.
- Washrooms for the staff and the students became functional utilizing the MPLAD Fund.
- The process for the renovation of library initiated.
- Deliberation over providing departmental laptops undertaken.

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

- Accounts section and office has largely been computerised
- NSS Unit of our College conducted seminar and testing on Thalassemia awareness among students and staff. Workshop was conducted on PC & PNDT Act (1994) and Save The Girl Child.

7.4 Contribution to environmental awareness / protection 

- To generate environmental awareness among the students, NSS volunteers regularly leads campaigns to prevent the use of polythene in the college campus.
- National Environmental Awareness Campaign was organized with the help of School of Fundamental Research Kolkata.

7.5 Whether environmental audit was conducted? Yes  No 

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

- ✓ **STRENGTH:** The strength of the institution is the cohesive spirit of all in building the institution and steering it in the right direction. The College has well-qualified, sincere and dedicated faculty, motivated and efficient non-teaching staff as well as diligent and hardworking students from diverse socio-economic background. Effective delivery of curriculum is ensured through regular classes and systematic evaluation. The convenient location and connectivity by both road and rail enables the students from diverse parts of the district to reach the college. The institution also has a dedicated NSS Unit that ensures a clean and green atmosphere of the college.
- ✓ **WEAKNESS:** The institution suffers from a lack of adequate no. Of classrooms. Communication skills are weak as majority of the students are first generation learners. The institution suffers from a lack in the required no. of computers.
- ✓ **OPPORTUNITIES:** The college fulfils the need of a large minority as well as backward class students. Proposals are being undertaken for introduction of PG courses in some subjects.
- ✓ **THREAT:** The institution suffers from fund crisis. Internet connectivity at times become quite challenging. The college is yet to ensure 100% attendance. Due to the economic stringency of the students and their efforts to supplement their family income, 100% attendance in the class is not ensured.

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

- To advice the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours.
- To renovate the existing office space for better management of office related works.
- To plan for the construction of a Physics laboratory and a Conference Room.
- Introduction of rigorous self appraisal for teachers.

Annexure I  
ACADEMIC CALENDAR  
2012-2013

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	Admission process completed
SEPTEMBER	KU Registration starts along with the continuation of classes
OCTOBER	Puja Vacation
NOVEMBER	Mid-term tests
DECEMBER	<ul style="list-style-type: none"> <li>• Departmental meetings</li> <li>• Head of the Institution meeting with individual departments</li> <li>• Parent Teacher meetings</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• Third Year Test Exam</li> <li>• Form fill up of Part III Final Exam begins</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• Part II Test Exam</li> <li>• Publication of Part III Test Results</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• Part I Test Exam</li> <li>• Publication of Part II Test Result</li> <li>• Form fill up of Part II Final Exam starts</li> </ul>
APRIL	<ul style="list-style-type: none"> <li>• Final Exam Part III</li> <li>• Publication of Part I Test Result</li> <li>• Form fill up of Part I Final Exam starts</li> </ul>
MAY	<ul style="list-style-type: none"> <li>• Continuation of Part III Exam and Practical Final Exam Part I and II</li> </ul>

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*

Estd. : 1958