



**ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF  
IQAC: 2013-14**



**RANI DHANYA KUMARI COLLEGE  
JIAGANJ : MURSHIDABAD  
WEST BENGAL**



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## Part – A

AQAR for the year

2013-2014

### I. 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:

**DR. MALAY KUMAR GHOSH**

Mobile:

**9474509212**

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	1 <sup>st</sup> Cycle	<b>C++</b>	--	<b>2007</b>	<b>2007-2012</b>
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--
4	4 <sup>th</sup> 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 Submitted to NAAC on 15-10-2015 (DD/MM/YYYY)
- ii. AQAR 2013-2014 Submitted to NAAC on 17-10-2015 (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	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="NIL"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="NIL"/>
2.9 Total No. of members	<input type="text" value="09"/>
	<input type="text" value="02"/>
2.10 No. Of IQAC meeting held	
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="05"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="02"/>
Students	<input type="text" value="00"/>
Alumni	<input type="text" value="00"/>
Others	<input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="300000"/>



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.34 lakhs from UGC received and construction work started.
2. To enhance students amenities and facilities and to encourage students to involve in NSS, NCC and other social activities.
3. IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning to the management.
4. 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.
5. This year NSS Unit 1&2 of our college organised First-AID 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 Sports Complex and development of College Play Ground	UGC Grant utilised for the construction of Sports Complex and development of College Play Ground.
Technology up gradation & Computerization.	Website up gradation is completed.
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 encouraged to take up NSS and NCC. Cadres took part in many events. Community benefit programme taken up.
Proposal made to administration to renovate Boys and Girls Common Rooms.	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 2013-14 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 2013-14 as stated in the report.



## Part – B

### 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	--	--	--	--
PG	--	--	--	--
UG	12	--	05	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	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\* (On all aspects) Alumni  No Parents  v Employers  NO Students  v

Mode of feedback : Online  Manual  v 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
17	02	02	NA	13

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

14
----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	05	02
Presented papers	04	03	01
Resource Persons	--	--	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

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>B.A Honours</b>						
Bengali	67	--	--	66	--	99
English	18	--	--	08	--	44
Geography	35	--	--	12	--	12
History	35	--	--	31	--	34
Sociology	16	--	--	07	--	44
Pol.Science	09	--	--	06	--	06
<b>B.A General</b>	164	--	--	21	90	67
<b>B.Com Honours</b>	02	--	--	02	--	100
<b>B.Com General</b>	--	--	--	--	--	--



## 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Short Term Course conducted by University	02

## 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 <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--





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 :

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 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)

JRF  SRF  Project Fellows  Any other

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	<input type="text" value="--"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="05"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="--"/>

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 of NSS Unit 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	608 Sq. mt.	--	--	608 Sq. mt.
Girls' Hostel	725 Sq. mt.	--	--	725 Sq. mt.
Sports Complex	--	669 Sq.mt.	UGC Grant	669 Sq.mt.
Laboratories	74 Sq.mt.	--	--	74 Sq.mt.
Library	84 Sq.mt.	--	--	84 Sq.mt.
No. of important equipments purchased ( $\geq$ 10 lakh) during the current year. * Equipment of Less than 10 lakh.	1. Computer-19 2. Laptop- 04 3. A.C- 08 4. LED TV- 01 5. CCTV(Camera)-12 6. Generator-02	--	UGC Grant and College Fund	19 04 08 01 12 02
Value of the equipment purchased during the year (Rs. in Lakhs)	1+2. Rs. 675062 3. Rs. 263210 4.Rs. 84150 5. Rs. 90498 6. Rs. 305996	Rs. 17025	UGC Grant and College Fund	Rs. 1435941
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	10160	636558	228	41272	10388	677830
Reference Books	4377	429441	343	61908	4720	491349
e-Books	--	--	--	--	--	--



Journals	06	3300	--	2800 (Value added)	06	6100
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	0.17 Lakh
ii) Campus Infrastructure and facilities	17.50 Lakh
iii) Equipments	0.59 Lakh
iv) Others	1.38 Lakh
<b>Total :</b>	<b>19.64 Lakh</b>



## 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
2020	NA	NA	NIL

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

NIL

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

NIL

Men	No	%	Women	No	%
	1172	58		848	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1828	170	29	70	08	2105	1783	128	15	90	04	2020

Demand ratio 55:1 (approx. Hons +Gen.)

Dropout % - 15 % (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	06	UPSC	--	Others	09

(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

<i>On campus</i>			<i>Off Campus</i>
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  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 (Rs.)
Financial support from institution	35	7000
Financial support from government	414	869600
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

04

5.13 Major grievances of students (if any) redressed:

Grievance received regarding the renovation of the Boys and Girls Common Rooms. 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 in 1962. The dream of 1962 has already crossed 52 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

69.25 Lakhs un-audited

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. Website up gradation is done.
2. 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 Website up gradation has been placed to G.B. and it was decided to form a three member committee to execute the process of up gradation. The committee called for Quotations and finally placed order. The website is now upgraded.

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

1. Development of infrastructural facilities in Games and Sports is made gradually.
2. Internal Assessment System takes an important role to minimize absentee of students and to offer better education.

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 implement COSA (Computerisation of Salary Account) .
3. To plan for construction work of Annex Building 2<sup>nd</sup> Floor including Seminar Hall and Girls Hostel 1<sup>st</sup> Floor..

Name : **DR. MALAY KUMAR GHOSH**

*Signature of the Coordinator, IQAC*

Name : **DR. AJOY ADHIKARI**

*Signature of the Chairperson, IQAC*

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## 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



## **Annexure-II**

### **Best Practice**

#### ***Practice #1 Title – Development of Infrastructural Facilities in Games and Sports***

**Objective:** Students of the college having potentiality in Games and Sports are encouraged to do better performance at higher level utilising the opportunities provided by the college.

**Context:** Keeping in mind the possibilities of games and sports of this college, the college authority feels the need of continuous training of the player-students in different games and sports. Various support services are provided, gymnasium is renovated. Construction work of Sports Complex and development work of College Play Ground have been initiated. The hinterland of the college is full of enthusiastic young sports loving boys and girls.

**Practice:** Moral support is provided to the teachers of the Department of Physical Education to shoulder additional responsibilities. The quality of games and sports has gone up with the help of these teachers. Students are provided with sports kits to participate at University Level.

**Evidence of Success:** Students of the college succeed in District Level, University Level as well as State Level competition in athletics, football, volleyball etc, almost every year.

**Resources Required:** Further financial resources and professional trainer required.

**Problems Encountered:** Resource is a major concern. Financial support is to be provided to player-students.

#### ***Practice #2 Title – Internal Assessment***

**Objective:** To make the students regular in their classes and to offer better environment of education.

**Context:** Now-a-days students in general are observed to remain absent in classes and take tuition from private tutors wherein they receive suggestion and notes. The students memorize the notes and write such notes in the exams to pass. This disables the students to apply their mind to problems which in turn reduces their self belief. Teachers therefore aim to involve their students in the classes through continuous internal assessment system so that they can learn the subject in between the lines.

**Practice:** Preparation of Academic Plan, Unit Test Schedules, Question Banks, Attendance Records, Unit Test Records and arrangement of Instructional Materials are maintained properly.

**Evidence of Success:** Minimization of absentee of students is observed to some extent. Culture of formative assessment is surfacing.

**Resources Required:** Training/Re-training of teachers is required.

**Problems Encountered:** Permanent Faculty Members and Infrastructural facilities are inadequate.