



**ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF  
IQAC: 2015-16**



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



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## PART – A

AQAR for the year

2015-16

### 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**

Telephone No. with STD Code

**03483-255330**

Mobile

**+919564277388**

Name of IQAC Co-ordinator

**MD. NAZMUL ISLAM**

Mobile

**+919434181184**

IQAC e-mail address

**rdkcollege@yahoo.com**



1.3 NAAC Trac ID

NA

1.4 NAAC Executive Committee No. & Date

MARCH 31, 2007/ 169

1.5 Website address

[www.rdkcollege.in](http://www.rdkcollege.in)

Web-link of the AQAR

[www.rdkcollege.in/downloads.php?v=2](http://www.rdkcollege.in/downloads.php?v=2)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditaion	Validity Period
1.	1 <sup>st</sup> Cycle	C++	-	2007	2007-2012
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 Assesment 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)
- iii. AQAR 2014-2015 Submitted to NAAC on 17.10.2015 (DD/MM/YYYY)
- iv. AQAR 2015-2016 Submitted to NAAC on 16.02.2018 (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

Autonomous College of UGC (eg, AICTE, BCI, MCI, PCI, NCI)      Yes       No



Type of Institution      Co-education  Men  Women   
Urban  Rural  Tribal   
Financial Status      Grant-in-aid  UGC(2f)  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   
Other (Specify)

**1.11 Name of the Affiliating University (for the College)**

UNIVERSITY OF KALYANI

**1.12 Special status conferred by Central/ State Government – UGC/ CSIR/ DST/ DBT/ ICMR etc.**

Autonomy by State/ Central Govt. / University   
University with Potential of Excellence  UGC-CPE   
DST Star Scheme  UGC-CE   
UGC-Special Assistance Programme  DST-FIST   
UGC-Innovative PG Programmes  Any other (Specify)   
UGC-COP Programmes



## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative / Teaching 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 representative	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialist	<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="12"/>
2.10 No. of IQAC meeting held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="05"/> Faculty <input type="text" value="02"/> Non-teaching Staff/ Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year? Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes mention the amount	<input type="text" value="NA"/>
<b>2.13 Seminars and Conference (only quality related)</b>	
(i) No. of Seminars / Conferences / Workshops/ Symposia organised by the IQAC	
Total Nos	<input type="text" value="-"/> International <input type="text" value="-"/> National <input type="text" value="-"/> State <input type="text" value="-"/> Institutional Level <input type="text" value="11"/>



## (ii) Themes

- ❖ Awareness of Effective Learning in Higher Education
- ❖ Changing Dimension of Terrorism and Violation of Human Rights
- ❖ Bangalir Ramayan Charcha
- ❖ Violence Against Women: Rape, Murder and Sexual Harassment – A Psycho-Sociological Analysis
- ❖ Text on Text: Re-reading Shakespeare
- ❖ Man and Development: Struggle for Existence
- ❖ Murshidabad Region: Transition from Pre-colonial to Colonial Period
- ❖ Introduction of New Economic Policy Development of Financial Market in Indian Context
- ❖ Importance of Physical Fitness in Armed Forces
- ❖ Development of Teaching-Learning and Evaluation Skills among College Teachers

## 2.14 Significant Activities and contributions made by IQAC

1. Up gradation of college Website is continued.
2. Process for HRMS is started.
3. In Library software 'SOUL' is installed.
4. Three employees were sent to attain for 'SOUL' training.
5. Yearly registration of 'INFLIBNET' was done.
6. To enhance student's amenities and facilities encourage them to involve in NSS, NCC and other social activities.
7. IQAC reviewed the academic performance of all the departments time to time and suggested steps to improve overall teaching learning to the management.
8. 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.
9. NSS Unit of this college organised Legal-AID Awareness Programme. Again NSS Units and IGNOU Study Centre of this college jointly organised a seminar to observe National Education Day.



### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year onwards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Purchase of Library Books	Rs.15,466 Utilised for Purchasing Library Books out of UGC Fund
Purchase of Geography Labouratory Equipments	Rs.1,14,211 Utilised for Purchasing Geography Labouratory Materials
Purchase of Computer Equipments for Geography Labouratory	Rs.13,772 Utilised for Purchasing Computer Equipments for Geography Labouratory out of UGC Fund
Purchase of Tiles for Constrauction of Geography Laboratory	Rs.66,451 Utilised for Purchasing Tiles for Constrauction of Geography Labouratory
Purchse of Laser Printer for College Office	Rs.11,300 Utilized for Purchasing a Laser Printer out of UGC Fund for College Office
Purchase of Xerox Machine	Rs.76,000 Utilized for Purchasing a Xerox Maching
Construction of College Notice Board	Rs.19,500 Utilized for Construction of College Notice Board for Departmental Wall Magazine
Conduct of Departmental Seminar	Rs.30,000 Utilized/spent for Conducting Departmental Seminar out of UGC Fund
Preparation for Online Admission	Rs.50,000 Spent for Development of Software for Online Admission out of State Government Fund
Development of Library Software	Rs.34,525 Utilised for Development of Library Software

### 2.15 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body  **Governing Body**

Provide details of action taken

The Governing Body of the college in its Resolution vide Item No-9 (d) dated 21.07.2017 approved the AQAR 2015-16 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 2015-16 as stated in the report.





## Part - B

### Criterion - I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	No. of existing Programmes	No. of programmes added during the year	Number of self-financing programmes	Number of added/ career oriented programme
Ph.D	-	-	-	-
PG	-	-	-	-
UG	12	-	05	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	12	-	05	-

Interdisciplinary	Courses like ENVIS, 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

- a) The college has core options at the Under Graduate level in Bengali, English, Education, Geography, History, Political Science, Sociology and Accountancy (Commerce). All of these subjects are available in elective mode. In addition of these Economics, Physical Education, Defence Studies and Sanskrit are available in the elective mode.

##### Choice Based Credit System and range of subject options

- b) The University of Kalyani does not allow choice-based credit system. Courses offered in modular form.
- c) At the UG Level the University has restructured syllabi in subjects offered at this college in unit models.



(ii) Patterns of programmes

Pattern	Number of programmes
Semester	-
Trisemester	-
Annual	12

13. Feedback from stakeholders\* Alumni  NO Parents  Employers  NO Students   
(On all aspects)

Mode of feedback: On-line  Manual  Co-operating Schools (for PEI)

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
20	07	-	NA	13

#### 2.2 No. of permanent faculty with Ph.D.

04
----

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

Assistant professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
09	01	-	-	-	-	-	-	09	01

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

14
----

#### 2.5 Faculty participation in conference and symposia

No. of Faculty	International level	National level	State level
Attended	-	10	24
Presented Paper	-	01	05
Resource Person	-	-	-

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

1. Admission is strictly done on the basis of merit. Rules & regulations, seat reservation policy of affiliated University and State Government are strictly maintained. All information is properly communicated to stakeholders in the notice board.
2. College provides prospectus at the time of admission to the students, where students know information about fees structure, student support etc.
3. Introduction of smart class room from this academic session.
4. To teach the students in a more illustrative and understandable way, teachers are using laptop, LCD projector in the class room.
5. The Principal encouraged the teacher to participate in Orientation Programme, Refresher courses, Short-term courses, Seminars, Symposia etc. for faculty improvement.
6. Educational excursion of the department of geography and Sociology departments are held regularly
7. All the departments conducted two examinations (Mid-term & Annual Test). Result published within 15-20 days. Besides this some department also conducted Unit Test. The evaluated papers are shown to the students to discuss about shortcoming of their answers & pattern of writing etc.



**2.7 Total no. of actual teaching days during this academic year**

179

**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 maintain 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 have any scope to introduce 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 does participate in Curriculum Development Workshop conducted by various colleges and affiliated university.

**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 absence.

**2.11 Course or programme wise distribution of pass percentage**

Title of the Programme	Total no. of student appeared	Division				
		Distinction	I	II	III	Pass %
<b>B.A. Honours</b>	84	00	04	65	00	77.38%
<b>Bengali</b>	42	-	-	39	-	92.86%
<b>English</b>	10	-	-	03	-	30.00%
<b>Geography</b>	12	-	04	07	-	91.67%
<b>History</b>	08	-	-	07	-	87.50%
<b>Sociology</b>	07	-	-	04	-	57.14%
<b>Pol. Science</b>	05	-	-	05	-	100.00%
<b>B.Com Honours</b>	05	-	-	-	-	-
<b>B.A General</b>	124	-	-	07	66	58.87%
<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. Parent-teacher meetings usually held under the guidance of IQAC.

### 2.13 Initiative undertaken towards faculty development

<i>Faculty / Staff Development Programme</i>	<i>Number of faculty benefited</i>
Refresher Courses	-
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	-
Short Term Course conducted by University	-

### 2.13 Initiative undertaken towards faculty development

Category	Number of permanent employees	Number of vacant position	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 of different 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 Honours 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 Honours and General 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: (Applied but not sanctioned)

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

#### 3.4 Details of research publication

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	16	-
e-Journals	-	-	-
Conference Proceedings	-	-	-



**3.5 Details of impact factor of publication:** NA

Range  Average  h-index  Nos. of SCOPUS

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

Name 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 / fund

**3.9 For colleges** Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any other (specity)

**3.10 Revenue generated through consultancy**

**3.11 No. of conference organised by the Institution**

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agency	-	-	-	-	-



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 creating this year

3.15 Total budget for research for the current year in lakhs:

From Funding Agency  From Management of University / College   
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	District	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 Fellowship (Newly enrolled + existing ones)

JRF  SRF  Project Fellow  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="02"/>	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="01"/>	International level	<input type="text" value="-"/>

**3.25 No. of extension activities organised:**

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="03"/>
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="01"/>
		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 of the college on the mother & children of backward communities.
3. Literacy programme for aged people at adopted village.



## 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	10,805 Sq.mt.	-	-	10,805 Sq.mt.
Class rooms	1,184 Sq.mt.	-	-	1,184 Sq. mt.
Seminar Hall cum Class room	196 Sq.mt.	-	-	196 Sq.mt.
Annex Building (2 <sup>nd</sup> Floor Newly Created) Excluding Seminar Hall	737 Sq. mt.	-	-	737 Sq. mt.
Girls' Hostel (1 <sup>st</sup> Floor Newly Created)	1,455 Sq. mt.	-	-	1,455 Sq. mt.
Sports Complex	669 Sq.mt.	-	-	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-21 2. Laptop- 04 3. A.C- 08 4. LED TV- 01 5. CCTV(Camera)-12 6. Generator-02	1. Computer - 01 & 'SOUL' Software 2. Laboratory Equipments 3. Laser Printer - 01 4. Xerox Machine – 01 5. Online Admission Portal	College Fund & UGC Fund	22 04 08 01 12 02
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.15,85,941	Rs.2,86,036	College Fund & UGC Fund	Rs. 18,71,977
Others	-	-	-	-

#### 4.2 Computerisation of administration and library

The college office is computerised with advancement made by incorporating “*Students Management System & Accounting Package System*”. To control and maintain the official work and correspondences, the college has installed necessary number of printers, scanners almost three advanced 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 Return of Books etc., has been taken. The library management software ‘*SOUL*’ is installed and databases of books are under process.



#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	10,575	7,08,691	45	9,008	10,620	7,17,699
Reference Books	5,001	5,37,641	95	19,630	5,096	5,57,271
e-Books	-	-	-	-	-	-
Journals	10	6,500	01	360	11	6,860
e-Journals	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (Specify)	-	-	-	-	-	-

\*\*The college library has 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 Centre	Computer Centres	Office	Departments	Others
Existing	21 Desktops and 04 Laptops	01 Both for Geography and Commerce Deptt.	04 Broadband BSNL connection + 02 Private internet connection	NIL	NIL	09 Computers with active LAN connection and 04 Laptops for Cash, Accounts and Administration	11 Computers in Geography and Commerce Deptt. For Laboratory	02 Computer for Library
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	01
Total	21+04=25	01	06	NIL	NIL	09+04=13	11	03

#### 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	2.00 Lakh
ii) Campus Infrastructure and Facilities	5.50 Lakh
iii) Equipments	1.30 Lakh
iv) Others	1.55 Lakh
<b>Total:</b>	<b>10.85 Lakh</b>



## Criterion - V

### 5. Student Support and Progression

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

On the basis of suggestion of the IQAC the college has established **Disciplinary Committee**, **Anti-Ragging Committee** and **Committee against Sexual Harassment of Women** headed by one teacher each 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 opening of a **Placement Cell** which would benefit the students.

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

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

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

UG	PG	Ph.D.	Others
2249	NA	NA	NIL

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

NIL

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

NIL

Men	No	%
	1188	53

Women	No	%
	1051	47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1931	173	10	63	05	2182	1344	343	27	531	04	2249

Demand ratio 30:1 (approx Hons. + Gen)

Dropout % - 19 % (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	07	UPSC	-	Others	19

(As per Police Verification Report available with the college)



### 5.6 Details of students 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 provide institutional support and also help them by providing training for competitive examinations. We also provide them guidance as to how they can make use of these opportunities.

No. of students benefited

Open access of support services provided by the cell

### 5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
No. of Organisation Visited	No. of Students Participated	No. of Students Placed	No. of Students Placed
NA	NA	NA	NA

\*\*The college has no such placement cell & placement records, but sometime various organisations and companies visit our college for their promotional campaign & recruitment. The college provide them required support.

### 5.8 Details of gender sensitisation programmes

Seminar organised by NSS and Women Cell of the college on ‘*Women Empowerment*’ on 13.01.2016

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

State/ University level

15

National level

01

International level

-

#### No. of students participated in cultural events

State/ University level

-

National level

-

International level

-



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

Sports: State/ University level	12	National level	-	International level	-
Cultural: State/ University level	-	National level	-	International level	-

### 5.10 Scholarships and Financial Support

#### 5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	25	5,000
Financial support from government	930	59,12,000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

#### 5.11 Students 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):

In spite of having a broad open space just by the side of Indoor Stadium of the college. NCC Cadets expressed their grievances many times to the college authority for not utilising the ground for parade purposes. The college authority took the issue seriously and the open space was made concrete and a separate NCC room was also built up in the year 2015-16.



## **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 54 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 development programmes have been initiated keeping in tune with the changing requirement of education.

#### **6.2 Does the Institution has 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 a little scope of internal curricular designing. Every department has its own academic calendar / module to run and complete the syllabus. However, we regularly take internal test examinations of students for quality assessment.

##### **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 departments adopted 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 inter-disciplinary seminars, quiz contests, poetry/drama workshops etc.
3. Field study and Project work carried out by various 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. Frequently teacher-parent meetings are held as a new practice.





### **6.3.3 Examination and Evaluation**

1. Unit test examinations for all departments are conducted in a regular basis.
2. Students need to qualify the Mid-term test examination and Annual test examination to appear in University examination.
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.
4. In addition to our own computer lab another computer lab has been established in IGNOU Study Centre.

### **6.3.5 Library, ICT and 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 Annex Building 3<sup>rd</sup> Floor.
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. Renewal of INFLIBNET has been done.
6. Internet service has been made available to the library users, teaching and non-teaching staff of the college.
7. 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. Only few guest faculties are temporarily engaged by the college.

### 6.3.7 Industry Interaction / Collaboration

NA

### 6.3.8 Admission of Students

1. Admission is strictly done 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. The admission procedure has been planned to be totally On-line every year, for which necessary steps are initiated.
2. The college offers prospectus at the time of online admission to students from where students know the information about fees structure, student support, etc.

### 6.4 Welfare Schemes for

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

### 6.5 Welfare Schemes for

Rs. 59.17 Lakhs



6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit 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 Whether Academic and Administrative Audit has been done?

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 Reform?

The University has recently changed the format of the Examination at the Undergraduate Level. 2+1 System of Examination has been 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 college?

NA

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. At least two (2) meeting are held with Alumni Association from this year onwards.

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 Programme for Support Staff**

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

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

1. Campus is declared as no smoking zone.
2. Campus is declared as 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. Innovation and Best Practices

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

1. Website upgraded to make future on-line admission process possible.
2. Library software 'SOUL' was introduced.
3. HRMS introduced.

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

1. Proposal for Website upgradation has been placed to G.B. and it was decided to form a three member committee to execute the process of upgradation. The committee called for Quotations and finally placed order. The website is now upgraded to fulfil the criteria for future online admission.
2. NCC and NSS room was established out of UGC grant.
3. NCC parade ground was constructed.
4. Playground maintenance has been done.

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

1. Student – teacher interaction through interdisciplinary departmental seminar
2. College admission and fees collection have been done totally cashless.

**6.4 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 Unit 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 encourages the college authority to sanction funds to the NSS unit for this noble mission.
4. Anti-Smoking Day has been observed by the NSS.

**6.5 Whether environmental audit was conducted**

Yes

No



**6.3 Any other relevant information the institution wishes to add. (for example SWOT analysis)**

NA



## 8. Plans of institution for the next year

1. To advise the faculties to increase their participation in research-oriented activities and organise students' seminar, group discussion, debate and extempore competition, quiz competition, excursion / educational tours etc.
2. To renovate the class rooms for better teaching environment.
3. To plan construction work of Annex Building 3<sup>rd</sup> Floor.

Name: **MD. NAZMUL ISLAM**

Signature of the Coordinator, IQAC

Name: **DR. AJOY ADHIKARI**

Signature of the Chairperson, IQAC



**Annexure – I**  
**ACADEMIC CALENDER**

MONTH	EVENTS
JULY	Admission and Commencement of Classes
AUGUST	Admission process going on
SEPTEMBER	<ol style="list-style-type: none"> <li>1. Last month of Admission/Enrolment of Part-I, Part-II and Part-III</li> <li>2. Last month of Change of subject/stream/course of Part-I</li> <li>3. Last month of Submission of Registration form to K.U without late fee of Part-I</li> </ol>
OCTOBER	<ol style="list-style-type: none"> <li>1. Last month of Submission of Registration form to K.U with late fee of Part-I</li> <li>2. Puja Holidays</li> </ol>
NOVEMBER	Mid-term Examination
DECEMBER	Publication of Result of Mid-term Test Examination
JANUARY	Part-III Test Examination (Internal)
FEBRUARY	<ol style="list-style-type: none"> <li>1. Publication of Result of Part-III Test Examination</li> <li>2. University Examination form fill up of Part-III</li> </ol>
MARCH	<ol style="list-style-type: none"> <li>1. Part-II Test Examination (Internal)</li> <li>2. Part-III Final University Examination</li> </ol>
APRIL	<ol style="list-style-type: none"> <li>1. Part-I Test Examination (Internal)</li> <li>2. Publication of Result of Part-II Test Examination</li> <li>3. University form fill up of Part-II</li> </ol>
MAY	<ol style="list-style-type: none"> <li>1. Publication of Result of Part-I Test Examination</li> <li>2. University form fill up of Part-I</li> <li>3. Part-II Final University Examination</li> <li>4. Summer-recess and University Examination</li> </ol>
JUNE	<ol style="list-style-type: none"> <li>1. Part-I Final University Examination</li> <li>2. Summer-recess and University Examination</li> </ol>





## Annexure – II ACADEMIC CALENDER

### ***Practice #1 Title – Overall Improvement of Students***

**Objective:** To make the students conscious about their education, health, job opportunities and ultimately their future life.

**Context:** The college is located in a rural remote boarder area , far away from the district town as well as capital town of the state. Most of the students of this college are of first generation learners and belong to minority community. Students have no clear idea about necessity of education, fitness of health, verity of job opportunities etc.

**Practice:** Internal assessment, special care to slow learners, health check up programme specially for girls, sports complex, gymnasium, career counselling programme etc., are arranged for overall development of the students.

**Evidence of Success:** Success rate of students in university examination has gone up slightly. Health check up programme has been organised by NSS unit. NCC and Physical Education Department have taken initiatives regarding physical development of the students using games and sports facilities like gymnasium, sports complex, college play ground etc. of the college. Better performance of the students in various competitive examinations is also observed to some extent.

**Resources Required:** Infrastructural development, recruitment of full time faculty members, financial resources are required.

**Problems Encountered:** Class rooms are not adequate. Financial conditions of the students are not good enough to cope with the competitive age. It is very difficult to keep students after college hours.

### ***Practice #2 Title – Computerisation of Administrative Section***

**Objective:** To offer more secure and more flaw less services to all stakeholders with the shortage of office staff.

**Context:** Manual process of office work had been followed and there by the college was suffering from the problems relating to smooth-running of administration. Keeping in view of the fact of availability of worldwide information through a click of mouse, technological advancement is required to be introduced in the administration.

**Practice:** All money receipts and payments have been made computerised. Total accounts are maintained through specialised software package. Website of the college is ready for future on-line admission. COSA implementation is initiated for computerisation of salary with State Government Grant.

**Evidence of Success:** Fee deposit at the time of admission and filling up of form for university examination is done through computer. Salary Account of the staff, UGC Fund, other monetary matters are kept in computer.

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

**Problems Encountered:** permanent skilled staff's having computer knowledge back ground and Infrastructural facilities are inadequate