



**ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF
IQAC: 2016-17**



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



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PART – A

AQAR for the year

2016-17

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

WBCOGN13244

1.4 NAAC Executive Committee No. & Date

F19.26/EC(SC-19)/DO/2016/53-2 dated 02.12.2016

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 st Cycle	C++	-	2007	2007-2012
2.	2 nd Cycle	B	2.02	2016	2016-2021
3.	3 rd Cycle	-	-	-	-
4.	4 th 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

- AQAR 2012-2013 Submitted to NAAC on 15.10.2015 (DD/MM/YYYY)
- AQAR 2013-2014 Submitted to NAAC on 17.10.2015 (DD/MM/YYYY)
- AQAR 2014-2015 Submitted to NAAC on 17.10.2015 (DD/MM/YYYY)
- AQAR 2015-2016 Submitted to NAAC on 16.02.2018 (DD/MM/YYYY)
- AQAR 2016-2017 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	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC(2f)	<input checked="" type="checkbox"/>	UGC(12B)	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self Financing	<input type="checkbox"/>		

1.10 Type of Faculty/ Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI(Phys Edu)	<input type="checkbox"/>
TEI(Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Other (Specify)	IGNOU Special Study Centre (SC – 2820D)								

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	<input type="text" value="NO"/>		
University with Potential of Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG Programmes	<input type="text" value="NO"/>	Any other (Specify)	<input type="text" value="NO"/>
UGC-COP Programmes	IGNOU Special Study Centre (SC - 2820D) DODL Study Centre of Kalyani University (Code: 34)		



2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative / Teaching Staff	01
2.3 No. of students	NIL
2.4 No. of Management Representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and Community representative	01
2.7 No. of Employers/ Industrialist	NIL
2.8 No. of other External Experts	NIL
2.9 Total No. of members	12
2.10 No. of IQAC meeting held	02
2.11 No. of meetings with various stakeholders:	No. 05 Faculty 02
	Non-teaching Staff/ Students 01 Alumni 01 Others 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	NA
2.13 Seminars and Conference (only quality related)	
(i) No. of Seminars / Conferences / Workshops/ Symposia organised by the IQAC	
Total Nos	- International - National - State - Institutional Level 03



(ii) Themes

- ❖ One Day Workshop on “*Development of Administrative Skills for Office Staff*”
- ❖ 7 Day Workshop on “*ICT Based Teaching Methodology*”
- ❖ Seminar on “*Pre and Post NAAC Preparedness*”

2.14 Significant Activities and contributions made by IQAC

1. Upgradation of college Website is continued.
2. Process for HRMS is started.
3. Establishment of ‘*KOHA*’ in Library.
4. Renovation of NSS room and furnishing.
5. Painting and repair of whole college premises..
6. Yearly registration of ‘INFLIBNET’ was done.
7. To enhance student’s amenities and facilities encourage them to involve in NSS, NCC and other social activities.
8. IQAC reviewed the academic performance of all the departments time to time and suggested steps to improve overall teaching learning to the management.
9. 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.
10. NSS Unit of this college organised Legal-AID Awareness Programme. Again NSS Unit and IGNOU Study Centre of this college jointly organised a seminar to observe National Education Day. One extra unit of NSS has been withdrawn by Kalyani University.



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
Renovation of College Bathroom for Boys (Ground Floor)	Rs.1,15,862 Utilised for Purchasing Hardware Materials
Renovation of NCC Room	Rs.72,157 Utilised for Renovation of NCC room out of UGC Fund
Constraction of New Canteen (2 nd Floor)	Rs.51,000 Utilised for Renovation of New Canteen (<i>CAFETERIA</i>)
Renovation of IQAC Room	Rs.24186 Utilised for Renovation of IQAC room
Purchasing Equipments of IQAC	Rs.48,086 Utilised for Purchasing Desktop, Printer and Software Instalation
Honourarium to IQAC Coordinator (Prof. S. K. Mukherjee, Dr. M. K. Ghosh & Dr. J. Kar)	Rs.48,000 Utilised for Payment for Honourarium to IQAC Coordinator
Maintanance of Office of IQAC	Rs.36,000 Utilised for Official Work and Maintanance of Office
Purchase of Equipments of IQAC	Rs.29,541 Utilised for Purchasing Table and Almirah of IQAC
Organisation of 7Day ICT Workshop of IQAC	Rs.65,000 Utilised for Conducting 7Day ICT Workshop of IQAC
Organisation of One Day Seminar of IQAC	Rs.27,000 Utilised for Conducting ICT Seminar of IQAC
Introduction and Implementation of Virtual Classroom	Rs.3,00,000 Utilised for Instalation of Virtual Classroom out of State Govt. Grant

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 2016-17 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 2016-17 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 ☐ **(On all aspects)**

☐ NO

Parents

☒

Employers

☐ NO

Students

☒

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
24	12	-	NA	12

2.2 No. of permanent faculty with Ph.D.

05

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
10	02	-	-	-	-	-	-	10	02

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	01	01	08
Presented Paper	03	06	-
Resource Person	-	-	-

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

1. Admission is strictly 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

178

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 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.A. Honours	161	00	07	120	00	78.88%
Bengali	75	-	02	69	-	94.67%
English	18	-	-	06	-	33.33%
Geography	24	-	05	17	-	91.67%
History	27	-	-	16	-	59.26%
Sociology	-	-	-	-	-	-
Pol. Science	06	-	-	05	-	83.33%
B.A General	107	-	-	16	28	41.12%
B.Com Honours	11	-	-	07	-	63.64%
B.Com General	-	-	-	-	-	-



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

IQAC suggested that the Principal and Departmental heads must 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	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	02
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 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

	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	-	01	-
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 (other than compulsory by the University)	-	-	-	-
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 (specify)

3.10 Revenue generated through consultancy

3.11 No. of conference organised by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	02
Sponsoring agency	-	-	-	-	UGC Fund & College Fund



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	-	State level	02
National level	08	International level	-

3.23 No. of awards won in NSS:

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

3.24 No. of awards won in NCC:

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

3.25 No. of extension activities organised:

University forum	-	College forum	06
NCC	05	NSS	03
		Any other	-

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

1. Organised procession in the local area for health awareness.
2. *Health Check up Camp* 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 was organised by NSS Unit.
4. *Blood Donation Camp* was organised in the college. About 25 NSS volunteers and 48 NCC Cadets donated blood.
5. *Swachchha Bharat Abhiyan* was organised by NCC Cadets
6. *Swachchha Pakwada Mission* was organised by NCC Cadets.
7. *Tree Plantation* programme was organised by the NCC Cadets in the college campus.



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.	-	-	10805 Sq.mt.
Class rooms	1,184 Sq. mt.	-	-	1184 Sq. mt.
Seminar Hall cum Class room	196 Sq.mt.	-	-	196 Sq.mt.
Annex Building (2 nd Floor Newly Created) Excluding Seminar Hall	737 Sq. mt.	-	-	737 Sq. mt.
Girls' Hostel (1 st Floor Newly Created)	1,455 Sq. mt.	-	-	1455 Sq. mt.
Sports Complex	669 Sq.mt.	-	-	669 Sq.mt.
Laboratories	74 Sq.mt.	-	-	74 Sq.mt.
Library	84 Sq.mt.	-	-	84 Sq.mt.
NCC Room	-	14 Sq.mt	UGC Grant	14 Sq.mt
Open Stage	-	75 Sq.mt.	College Fund	75 Sq.mt.
No. of important equipments purchased (\geq 10 lakh) during the current year. * Equipment of Less than 10 lakh.	1. Computer -22 2. Laptop - 04 3. A.C - 08 4. LED TV- 01 5. CCTV(Camera)-12 6. Generator - 02 7. Xerox Machine - 01	1. Computer – 01, Printer – 01 & Software 2. Implementation of Virtual Classroom 3. Equipments of IQAC room 4. Construction of New Canteen (CAFETERIA)	UGC Fund, State Govt. Fund & College Fund	22 04 08 01 12 02 01
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.18,71,977	Rs.5,44,489	UGC Fund, State Govt. Fund & College Fund	Rs.24,16,466
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 functioning properly and retrospective databases of books is running smoothly.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	10,620	7,17,699	90	26,117	10,710	7,43,816
Reference Books	5,096	5,57,271	22	6,530	5,118	5,63,801
e-Books	-	-	-	-	-	-
Journals	11	6,860	-	-	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	22 Desktops and 04 Laptops	01 Both for Geography and Commerce Deptt.	04 Broadband BSNL 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	03 Computer for Library
Added	01 Desktop	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	23+04=27	01	04	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.)

One ICT training workshop was organised by the college to update practical computer knowledge and its applications in the field of education. The college has provided internet facility to all Departments. Teachers and 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

3.20 Lakh

ii) Campus Infrastructure and Facilities

7.80 Lakh

iii) Equipments

1.42 Lakh

iv) Others

1.20 Lakh

Total:

13.62 Lakh



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
2178	NA	NA	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%
	1127	52

Women

No	%
1051	48

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1344	343	27	531	04	2249	1212	364	21	576	05	2178

Demand ratio 32:1 (approx Hons. + Gen)

Dropout % - 18 % (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	08	UPSC	-	Others	13

(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

Health Check up programme was organised in the adopted village of NSS Unit of the college on the mother & children of backward communities on 25.01.17

5.9. Students Activities

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

State/ University level

13

National level

-

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	10	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	924	78,63,500
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):

Students of the college have lodged their complaints for not issuing the books daily in the Library. College authority verified the problem of the students and instructed the library authority to issue the books daily for the interests of the students. Books are being issued daily from the session 2016-17.



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 have 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 department 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. Almost all the departments have taken smart classes on a regular basis.
4. Field study and Project work carried out by various departments of the College.
5. 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 3rd 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. KOHA has been installed.
6. Renewal of INFLIBNET has been done.
7. Internet service has been made available to the library users, teaching and non-teaching staff of the college.
8. 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 online every year, for which necessary steps are initiated.
2. The college offers prospectus at the time 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. 79.33 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 been 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 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 Stuff

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. NAAC evaluation (2nd cycle) has been done on 16.11.2016 to 19.11.2016. We are offered 'B' grade in this evaluation.
2. Website upgraded to make future on-line admission process possible.
3. Library software 'KOHA' was introduced.
4. HRMS introduced.

7.2 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

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.
3. Regular events of cultural programmes by students and teachers.

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 units for this noble mission.
4. Anti-Smoking Day has been observed by 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 3rd 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	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 Test 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 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