

The Annual Quality Assurance Report (AQAR) (2017-18)

Submitted to the

**National Assessment and Accreditation Council
(NAAC)**

By

Kandra Radha Kanta Kundu Mahavidyalaya

(Affiliated to the University of Burdwan)

(NAAC Accredited “B” Grade Degree College)



**P.O- Kandra, P.S- Ketugram, Dist.- Burdwan, PH NO.+FAX NO.- (03453)273372
West Bengal, PIN- 713129**

Website: www.kandrarkmahavidyalaya.org

Email: mrinalkantee@gmail.com

Part – A

Data of the Institution

- Name of the Institution: Kandra Radha Kanta Kundu Mahavidyalaya
- Name of the Head of the Institution : Dr. Mrinal Kanti Chattopadhyay
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 03453 273372
- Mobile no.: 9434249709/8250881208
- Registered e-mail: mrinalkantee@gmail.com
- Alternate e-mail : krkkm.iqac@gmail.com
- Address : P.O. Kandra, P.S. Ketugram, Dist. Purba Bardhaman
- City/Town : Kandra
- State/UT : West Bengal
- Pin Code : 713129

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Rural
- Financial Status: Grants-in-aid, UGC 2f and 12 (B)

- Name of the Affiliating University: University of Burdwan
- Name of the IQAC Co-ordinator : Dr. Birendra kumar Halдар
- Phone no. : 9800474004
Alternate phone no. 9609622950
- IQAC e-mail address: krkkm.iqac@gmail.com
- Alternate Email address: mrinalkantee@gmail.com

3. Website address: <https://kandrarkmahavidyalaya.org/>

Web-link of the AQAR: (Previous Academic Year):

https://kandrarkmahavidyalaya.org/sample_admin/upload/news/1518689220_AQARFormatFinal_2016_17--pdf_final.pdf

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.07	2016	from:16.12.2016 to: 15.12.2021
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: 10.04.2014

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<i>1.Regular meetings of IQAC</i>		
<i>2. Submission of AQAR 2016-17</i>		
<i>3. Ad On Course-Bratachari</i>		
<i>4. NSS Special Camps</i>		
<i>5. Department-wise Seminars</i>		
<i>6. Career Counselling and Grooming Sessions</i>		
<i>7. Annual Tree plantation programme</i>		

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
UGC	GDA	UGC	2017-2018	15,69,375/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... YES

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- * *Career counselling seminar by the Katwa Employment Exchange officers*
- * *Proposals for introduction of new courses in Science stream and PG in Bengali*
- * *CAS proposal submitted of 1 teacher*
- * *Organising Orientation programmes for CBCS and Semester system*
- * *Conducting regular Parent-Teachers' meets.*

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Proposal for Science stream and PG in Bengali	Successfully achieved
Construction of Science Building	Do
Proposal for mini Indoor stadium	Do
Technology upgradation	Virtual classroom completed Free WiFi facility for all
Improvement of Student support system	Various govt. and private scholarships are supervised by a nodal officer and records are maintained
Eco friendly campus	Campus declared as a plastic and smoking free zone Maintenance of gardens and plantation of many trees

14. Whether the AQAR was placed before statutory body? Yes

The Principal presented the AQAR (2017-18) to the House for approval. The House accepted and approved the same and requested the Principal to submit the AQAR (2017-18) to the concerned authority as early as possible.

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes, during 1st cycle of NAAC Peer Team visit

Date: 14th and 15th December, 2016

16. Whether institutional data submitted to AISHE: Yes

Year: 2017

Date of Submission: 30.09.2017

17. Does the Institution have Management Information System?

Yes

Yes, the college used a College Management Software in the office by which all information regarding students teachers and non-teaching staff, admission, examination and college accounts is collected and disseminated.

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.					
The curriculum integrates the planned interaction of students with instructional content, materials, resources and processes for evaluating the attainment of educational objectives. Once the curriculum is formed, the University forwards it to the college. The college then deploys action plans for effective implementation and delivery of curriculum. The curriculum content is circulated among students, teachers and the staff. Students are made aware of it through the prospectus provided at the time of admission. Syllabus wise text and reference books list, relevant articles, extensive lectures, departmental seminars and other extracurricular activities are incorporated in the academic calendar of the college and put to practice in different departments of the college. The Central library is kept well equipped. Tutorial classes are also arranged for the academically and financially backward students.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A.(Honours and General)	√		1 st July, 2017		
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Bratachari		26.11.2018 - 30.11.2018		128 (& 4 Teachers)	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
2 (Geography, Physical Education)					
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					

The college gathers feedback from students and parents, as they are the major stakeholders. The feedback is then analysed by the teachers and staff and necessary remedial measures are adopted. Suggestions from the Alumni, parents, academic peers and local communities regarding the needs and requirements of the students are given due importance and dealt with seriously. The matters are discussed in G.B. meetings before taking substantial steps. The specified format for Feedback form is attached herewith.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. (Hons.)	335	1045	244

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	2401	NA	26	NA	NA

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
45	45	Yes	02	02	Yes

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. At the time of admission, the college provides an updated prospectus and current Academic calendar to each student. The Prospectus contains the location and a brief history of the college, its aims and objectives, courses offered, eligibility criteria, detailed description of the Faculty and staff of the college, composition of the GB, fee structure as well as the college rules and regulations for students. Academic calendar offers the date of commencement of classes, detailed academic schedule, list of holidays and other miscellaneous information related to students. The college offers free studentship to needy students apart from the various Government scholarships like scholarships for SC/ST/OBC, Merit cum means, Minority, Kanyashree Prakalpa, Rashtriya Sanskrit Sansthan, and private scholarships like Sitaram Jindal Foundation.

Each department mentors its own students. Students are grouped under the departmental teachers who counsel and guide them and assist them in the library.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2401	26	26:2401

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of
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				facul ty with Ph.D
16	15	01	00	07

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Manjari Sarkar Basu	Assistant Professor	National- Vidya Ratan award

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Guided by BU				

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level

Once weak and slow learners are identified on the basis of classroom teaching and continuous internal tests, special classes, both theoretical and practical, are arranged for bridging the knowledge gap. Counselling is done by the faculty members during the choice of subjects for the CBCS system. Different versions of text and reference books are recommended for such students. Special oral and written tests are arranged for them. Parent-Teachers meetings are organized on a regular basis to intimate the parents regarding the academic progress of their wards and suggestions are given on the individual strengths and weaknesses and the scope for probable improvement.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters

The Academic calendar is prepared and printed before the beginning of the session and each student is provided with a copy of the Prospectus and Academic calendar at the time of admission. All departments follow the scheduled dates for student seminars, internal exams, Freshers' welcome, annual social, various other cultural programmes and academic activities. The dates of commencement of classes and the detailed academic schedule and list of holidays are mentioned in the calendar. The Convenor of the Academic Sub Committee is entrusted with the task of preparing the Academic calendar after consulting the calendar of the current year and the list of holidays. The dates for internal exams and class tests are clearly mentioned. The dates for practical exams are decided by the respective departments according the instructions of the University.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A.	3 rd yr Honours	159	118	74.21
B.A.	3 rd Yr Gen	363	150	41.32
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire)				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by the College)</i>				
International Projects				
Any other(Specify)				
Total				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
Nil				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Name of the Start-up	Nature of Start-up		Date of commencement	

3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National			International	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department			No. of Ph. Ds Awarded			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication			Average Impact Factor, if any	
National	Geography	3				
International	Economics	2				
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Bengali			4			
Economics			1			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level		National level		State level	Local level
Attended Seminars/ Workshops	2		6		7	
Presented papers	1		1			
Resource Persons			1			
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities	
	NSS	03	150	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
No				
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Blood Donation Camp; Gender Issues: Adolescent Girls and Problems; Tree Plantation; International Yoga Day; Camp for the Handicapped, Swachchha Bharat, AIDS Awareness	NSS		03	150
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
Special Lectures	Student and Teachers	College Fund	1 hr per class	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
NA				
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
NA				
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
30,87,000/-			Full			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing		Newly added	
Campus area			5.27 acres			
Class rooms			33		12	
Laboratories			05			
Seminar Halls			01			
Classrooms with LCD facilities			02		02	
Classrooms with Wi-Fi/ LAN			33			
Seminar halls with ICT facilities			01			
Video Centre						
No. of important equipments purchased (\geq 1-0 lakh) during the current year.						
Value of the equipment purchased during the year (Rs. in Lakhs)						
Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated { Integrated Library Management System -ILMS } NO						
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation
4.2.1 Library Services:						
		Existing		Newly added		Total
		No.	Value	No.	Value	No.
		Value				Value
Text Books		8,500	21,25,000	700	1,75,000	9200
Reference Books		4,100	8,20,000	325	65,000	4,425
e-Books						
Journals		07	6,000			07
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)		52	5,200	02 (donated)	200	54
						5,400/-

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	41	08	All			06			
Added									
Total									
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....DL: 30 MPPS, UL: 12-14 MBPS..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility						Provide the link of the videos and media centre and recording facility			
Mass Communication									
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
Nil									

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7 48000	Full	3205000	Full
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.			
Regular meetings by Academic Sub-committee, IQAC for Policy making and implementation thereof.			
CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Full and Half free studentship		
Financial support from other sources			
a) National	SC/ST/OBC, Merit cum means,		

	Minority, Kanyashree Prakalpa, Rashtriya Sanskrit Sansthan, and private scholarships like Sitaram Jindal Foundation.		
b) International	Nil		

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Lab, Personal Counselling and mentoring, Spoken English			

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	No records				

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil		

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
George Telegraph Institution	70	No record			

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme

						admitted to
2018						
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam		
NET						
SET						
SLET						
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity		Level		Participants		
Annual sports		Institutional		College Students and teachers		
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
There is a student representative in sub committees like						
5.3 Alumni Engagement						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
There are departmental as well as college Alumni meet from time to time. There is a face book page of Kandra Radha Kanta Kundu Mahavidyalaya Alumni and ex-students also keep in touch with the teachers of the respective departments through various social media. They often meet the teachers for academic help or advice regarding the academic choices they will make. There is a very cordial relation between the teachers and students in our college.						
5.3.2 No. of enrolled Alumni: 200						
5.3.3 Alumni contribution during the year (in Rupees) :						
Rs 9500						
5.3.4 Meetings/activities organized by Alumni Association :						
04						
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT						

6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year
<ol style="list-style-type: none"> 1. There are separate academic and administrative subcommittees for each aspect of the college administration. e.g., there is the finance sub-committee, academic sub-committee, seminar sub-committee, examination sub-committee, building sub-committee purchase sub-committee, anti ragging sub-committee, NSS advisory sub-committee, grievance redressal cell etc. All the sub-committees hold regular meetings in presence of the executive head of the college, the Principal. 2. All the departments have been given separate departmental rooms. At the beginning of the academic session, each department conducts a departmental meeting regarding the process and progress of the teaching throughout the semester. Each department divides the syllabus amongst its members and each one proceeds to responsibly complete their assignments. The teachers of the respective departments report to the concerned Head at regular intervals throughout the academic session. In the departmental meetings, the head takes stock of the individual assignments of the members and takes necessary steps in regard to the completion of the syllabus.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<p>❖ Curriculum Development</p> <p>The curriculum integrates the planned interaction of students with instructional content, materials, resources and processes for evaluating the attainment of Educational objectives. Firstly the Under Graduate Council of Burdwan University(Board of Studies) frames the draft syllabus. The University of Burdwan develops the curriculum through a special workshop inviting the Head of various departments, subject experts from different Universities and under Graduate Council. Suggestions recommended by different Workshops (subject wise) are accepted by the U.G Council and finally incorporated in the curriculum by the affiliating University as per the Local, national and global requirements. Once the curriculum is formed, it is forwarded to the college. The college then deploys action plans for effective implementation of the curriculum. The curriculum content is circulated among students, teachers and the staff. Students are made aware of it through the prospectus provided at the time of admission. Syllabus wise texts, references, and extra-curricular activities, extensive lectures, excursions, departmental seminars etc are included in the curriculum of the various departments in the college.</p>
<p>❖ Teaching and Learning</p> <p>As soon as the syllabus is framed by the university, it is published in the University website and communicated to the College, showing the division of marks allotted to each chapter of a particular subject. Each Department has been provided with a separate room for the teachers to engage peacefully in the activities of the respective departments. Each department also has separate classrooms. Each Department has been provided with desk top, laptop, LCD projectors and printers etc. for the purpose of teaching. Effective steps like forming the Academic sub-committee, IQAC and Research board for preparing research proposals have been taken</p>

to motivate teachers to take up minor and major projects funded by UGC and other bodies and to present research papers at state, national and international levels. Teachers attend Orientation and Refresher courses from time to time in order to equip themselves with modern teaching methods and to adapt themselves to the curricular aspects. For proper execution of the curriculum, the college attempts to provide the required infrastructural facilities like extra classrooms and halls, separate departmental rooms, computers, laptops, printers, projectors and screens for departmental use. Library is constantly updated with suggestions from the respective departments. For this purpose the college utilizes grants from the UGC and DPI and sometimes spends from its own Development fund. Financial aid for improving infrastructural facility is provided by UGC and Govt. of West Bengal; funds are also obtained from MLA and MP LAD.

❖ Examination and Evaluation

Examination Sub-Committee prepares the time frame for conducting the internal examinations (exam schedule, evaluation format, marks sheet submission schedule, result announcement schedule etc.). This helps the examiners to know the time for completion of the prescribed syllabus, time frame for preparing and submission of question papers and the examinees of the process of evaluation and expected time of declaration of the results. Regular notification regarding examination as a part of the teaching-learning and evaluation process is practised by the institution. The University plays a pivotal role in the academic matters for its affiliated colleges. The Final Examination system is managed and conducted by the office of the Controller of Examinations, Burdwan University. Schedule of the College and University Examinations is given to the students at the beginning of the year as per the directives of the affiliating University.

Sometimes, the teachers provide the students with Model questions and answers. Class tests and tutorial classes are taken regularly by the departments in order to prepare the students for the University exams. The evaluation of the answer scripts of the students is done according to the university rules in all exams including the annual Test Examination. The exam results are published on the college notice board and score cards are issued by the affiliating university for the final exams.

❖ Research and Development

The institution has a research committee which assists and monitors research activities of the College. The committee is made up of full time teaches. The committee holds meetings in order to discuss various plans to promote research and encourage the faculty to engage in research activities. Teachers are also informed about various fellowships and provided guidance to apply for the same.

❖ Library, ICT and Physical Infrastructure / Instrumentation

Library

The college has a Central Library (Rammohan Library) consisting of about 18000 books and journals. Library card is issued to each and every student for the use of all library resources in a smooth and systematic manner. Students are encouraged to go to the library reading room on a daily basis during their off-periods. Library resources are gradually increased for keeping it updated. Teachers give little assignments to the students compelling them to go to the library for reference work.

Physical Infrastructure

Class Rooms

The College has well-furnished class rooms, with adequate ventilation system. Tube lights, CFL Lights and fans have been installed in each room of the college as required. CFL Lights have been recently fitted to save electricity and to minimize the energy crisis. The College has more than 40 spacious class rooms with proper light arrangement and ventilation, dais and podium. Most of the large classrooms are named after famous personalities. Almost every department has its own classrooms and there are also some common classrooms. Some departments like Geography and Physical education have arranged their own practical set up and ultra modern equipments are available there.

Laboratory

The College authority has always strived to procure latest lab based equipments. The Laboratory facilities available in the departments are utilized during practical classes on a daily basis and also offered to the students of other departments when the practical subject is of inter-disciplinary nature. There are Laboratories in Departments like Physical Education, Geography and Mass Communication which are used by the UG students during regular practical classes.

Technology Enabled Learning Spaces

Our College teachers are quite capable of using Smart Class Rooms which are equipped with Smart Board, Overhead Projector, Visualizer, Laptop, Internet Connection and Audio-visual aids for creating environment for ICT enabled teaching learning process. All departments are very much used to the handling of multimedia teaching aids which they use on regular basis. There is also a language lab.

Seminar Halls

The College has one Seminar Hall (Rabindra Nath Tagore Seminar Hall) with a capacity of more than 200. It is regularly used for conducting seminars.

Water Facility

College has bored 5 submersible pumps for providing adequate and proper drinking water.

Specialized Facilities and Equipment for Teaching, Learning and Research:

Specialized Facilities and equipments are made available for teaching, learning and research. In the Department of Geography, a separate enclosure has been created for carrying out research. The college has opened a computer lab with more than 10 computers. The staff can take the opportunity of accessing the internet for free within the campus. Each department has been provided with laptop and projector for taking classes with the help of Power-Point Presentations. Toilet facilities are available separately for girls, boys and Staff.

❖ Human Resource Management

- Evaluating performance of the teaching and non-teaching staff members.
- Providing infrastructural facility to teachers, office staff and the students.
- Enabling the staff to develop computer and software operational skill.
- Encouragement to the faculties to pursue academic courses.
- Employing part-time/ad-hoc faculty according to the need of the various departments.

❖ Industry Interaction / Collaboration

According to the curriculum and syllabus prescribed by the affiliating University, we do not have the opportunity to guide the students regarding interaction with beneficiaries such as industry, research bodies. Our teachers participate in various workshops, seminars and conferences at state, national and international levels organized by the institutes/

universities. Teachers always encourage the students to go for post graduation courses, to strive to get fellowships for research work and to set goals for career building. Some experienced faculty members of our institution serve as members in various bodies of the University, so they emphasize the importance of interaction with beneficiaries such as industry, research bodies by encouraging the other faculty members to guide the students for betterment of their future.

❖ Admission of Students

The College was established in the year 2001 and since then, has been serving in the field of higher education in a commendable manner. As per the requirement of the local communities, the college ensures wide publicity in a planned and systematic manner. Admission Notification is published in College website, College Notice Board and various social media like College Facebook page. The notification contains detailed information regarding the number of seats and range of courses, eligibility, process of admission and academic as well as support facilities. Prospectus given to the prospective students contains all the academic, administrative and financial features related to admission process. The same information is also available on the college website. Merit list containing marks and names of all applicants is published in our college website. It is also displayed on the college Notice board. Students can get information by dialling two 24 x 7 helpline numbers. As per the order of Higher Education department of the Government of W.B., College has adopted and executed the online admission system since 2016-17.

The college follows all the instructions related to admission process laid down by the affiliating University i.e. the University of Burdwan. A meeting of the Academic subcommittee is held before the publication of the Admission notification in order to frame the admission policy following the instructions of the university. Merit lists for students aspiring for the Honours Course in different subjects are prepared by the respective departments and displayed on the Notice board as well as in the college

website. From 2016-17, all the work related to online admission procedure, is being done by a well reputed IT company situated in Kolkata. Thus, transparency is ensured from the stage of notification till the completion of admission process. Hence access, fairness and justice are ensured through transparency and adherence to rules.

Reservation policy is strictly followed as per the Govt. rules, i.e. – General 55%, SC –22%, ST – 6%, OBC A – 10%, OBC B – 7% and 3% of the seats in all categories is reserved for physically challenged students

6.2.2 : Implementation of e-governance in areas of operations:

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course		

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
15	12		

6.3.5 Welfare schemes for

Teaching	Pay packet, GPF, Pension, Gratuity, Leave encashment
Non teaching	Pay packet, GPF, loans sanctioned in contingency, Interest free festival advance
Students	Full and half free studentship for meritorious students, various govt. And private scholarships

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DPI	Yes	Principal
Administrative	Yes	Sekh Kalimuddin & Co	Yes	Principal

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

6.5.3 Development programmes for support staff (at least three)				
6.5.4 Post Accreditation initiative(s) (mention at least three) 1. Proposal for Science Stream 2. Proposal for PG in Bengali				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : (Yes /No)				
c. ISO Certification : (Yes /No)				
d. NBA or any other quality audit : (Yes /No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
	1.Ad on Course-Bratachari NSS Special Camp Dept. wise seminars Tree Plantation and Garden Maintenance		1. 26.11.18-30.11.18 2. 14.11.17-20.11.17 3. Description of Seminars is given in the website.	1.128 2. 150

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Seminar on Legal Awareness, Cyber Awareness & Offences against women Kanyashree scholarship			

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

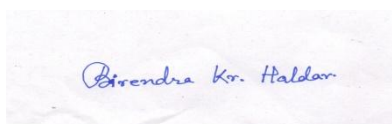
7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	
Provision for lift	No	
Ramp/ Rails	Yes	
Braille Software/facilities	No	
Rest Rooms	Yes	
Scribes for examination	Yes	
Special skill development for differently abled students	No	
Any other similar facility	No	

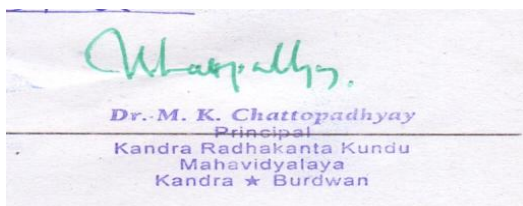
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration		Number of participants		
NSS camps, observation of important days		14.11.2017 - 20.11.2017		150 (for three units)		
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
1) Vriksharopana utsav, 2) Campus declared a plastic free and No smoking zone, 3) Proposal for solar panel						
7.2 Best Practices						
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link						
<ol style="list-style-type: none"> Greater involvement of teacher in research activities Departmental Seminars 						
7.3 Institutional Distinctiveness						
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words						
To provide best possible infrastructure to socially and economically marginalized students including female students. Once weak and slow learners are identified on the basis of classroom teaching and continuous internal tests, special classes, both theoretical and practical, are arranged for bridging the knowledge gap. Counselling is done by the faculty members during the choice of subjects for the CBCS system. Different versions of text and reference books are recommended for such students. Special oral and written tests are arranged for them. Parent-Teachers meetings are organized on a regular basis to intimate the parents regarding the academic progress of their wards and suggestions are given on the individual strengths and weaknesses and the scope for probable improvement. There is a proposal for introduction of Science stream and PG in Bengali in line with objective of the dissemination of higher education in the region.						

8. Future Plans of action for next academic year (500 words)

1. Two different Hons. Courses (Economics & Philosophy) and two different general courses (Botany & Zoology) are likely to be introduced in the future.
2. Proposal of setting up of Netaji Open University Centre with a view to dissemination of higher education in the rural belt.
3. Proposal for construction of a Mini Indoor Stadium.
4. Proposal for installation of solar panel inside the campus.



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