

Annual Quality Assurance Report **(2011-2012)**



KANCHRAPARA COLLEGE

(Affiliated to University of Kalyani)

1, SIRAJ MONDAL ROAD

KANCHRAPARA, NORTH 24 PARGANAS,

WEST BENGAL

PIN- 743145

Email: info@kpcoll.net

Website: <http://www.kpcoll.net>

KANCHRAPARA COLLEGE
Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Context

Sl No.	TOPIC	P. NO.
1.	Details of the Institution	3-6
2.	IQAC Composition and Activities	6-8
3.	Criterion – I: Curricular Aspects	9-10
4.	Criterion – II: Teaching, Learning and Evaluation	11-13
5.	Criterion – III: Research, Consultancy and Extension	14-17
6.	Criterion – IV: Infrastructure and Learning Resources	18-19
7.	Criterion – V: Student Support and Progression	20-23
8.	Criterion – VI: Governance, Leadership and Management	24-30
9.	Criterion – VII: Innovations and Best Practices	31-32
10.	Annexure-I	33-33
11.	Annexure-II	34-34
12.	Annexure-III	35-35

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

KANCHRAPARA COLLEGE

1.2 Address Line 1

1, SIRAJ MONDAL ROAD

Address Line 2

NORTH 24 PARGANAS

City/Town

KANCHRAPARA

State

WEST BENGAL

Pin Code

743145

Institution e-mail address

info@kpcoll.net

Contact Nos.

033-25858790 / 033-25855159

Name of the Head of the Institution:

Mr. PRABIR KUMAR SAHA

Tel. No. with STD Code:

033-25858790 / 033-25855159

Mobile:

9831264623

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Name of the IQAC Co-ordinator:

Dr JOYNARAYAN CHAKRABORTY

Mobile:

9433943153

IQAC e-mail address:

kpc.iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)_____

1.4 Website address:

<http://www.kpcoll.net>

Web-link of the AQAR: http://www.kpcoll.net/Download/AQAR_2011_2012.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	8.0	2007	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

09.02.2012

1.7 AQAR for the year

2011 - 2012

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

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

- i. AQAR 2012 - 2013 Dated **30.07.2016** (DD/MM/YYYY)
- ii. AQAR 2013 - 2014 Dated **30.07.2016** (DD/MM/YYYY)
- iii. AQAR 2014 - 2015 Dated **30.07.2016** (DD/MM/YYYY)
- iv. AQAR 2015 - 2016 Dated **30.07.2016** (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Others (Specify)

UNIVERSITY OF KALYANI DISTANCE EDUCATION.

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

UNIVERSITY OF KALYANI

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

Autonomy by State/Central Govt. / University

University with Potential for 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

7

2.2 No. of Administrative/Technical staff

Nil

2.3 No. of students

Nil

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

Nil

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

2.6 No. of any other stakeholder and
community representatives

Nil

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

Nil

2.9 Total No. of members

7

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

2

Non-Teaching Staff Students

Alumni

Others

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

Yes

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No.

1

International

National

State

Institution Level

1

(ii) Themes

- Role of IQAC in post accredited scenario

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

2.14 Significant Activities and contributions made by IQAC

- Cleaning of college campus
- Preparation of academic calendar

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none">• Cleaning of college campus• Preparation of academic calendar	All achieved.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

GB approved AQAR for submission to UGC and requested Principal to send LOI.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	0	0	0
PG	1	0	0	0
UG	23	0	5	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	4 (DODL)	0	0	0
Total	29	0	5	0
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	28

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☐

Employers ☐ Students ☐

Mode of feedback : Online ☐ Manual ☐

Co-operating schools (for PEI) ☐

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus is framed by University of Kalyani and our teachers participate in various workshops contributing to the framing of the syllabus.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	14	14	0	PTT - 9 CWTT - 5

2.2 No. of permanent faculty with Ph.D.

14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and

Temporary faculty

CWTT-5	CONT- 1
PTT- 9	Guest- 49

CWTT- Government approved Contractual Whole Time Teachers.

Cont. - College approved Contractual Teacher.

PTT-Government approved Part Time Teachers.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	6	6
Presented	2	6	6
Resource Persons	--	--	--

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

Due to restricted availability of internet we mainly depend on conventional methods.

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

184

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

NA

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

2.9 No. of faculty members involved in curriculum Restructuring / revision /syllabus development

--	--	--

as member of Board of Study/Faculty/Curriculum Development workshop
** Syllabus is framed by University and our teachers participate in various workshops contributing to the farming of the syllabus.*

2.10 Average percentage of attendance of students

68

2.11 Course/Programme wise distribution of pass percentage:
(Results of the year 2010-2011 published in the year 2011-2012)

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
Bengali (Hons.)	57		4	53		100
English (Hons.)	48		2	41		89.58
Hindi (Hons.)	42		29	13		100
History (Hons.)	35		2	31		94.29
Pol. Sc. (Hons.)	65		1	62		96.92
Sanskrit (Hons.)	56		21	29		89.29
Economics (Hons.)	1		0	1		100
Geography (Hons.)	3		0	3		100
Zoology (Hons.)	14		1	11		85.71
Botany (Hons.)	--		--	--		--
Chemistry (Hons.)	14		4	7		78.57
Mathematics (Hons.)	15		0	14		93.33
Physics (Hons.)	9		2	5		77.78
Computer Sc. (Hons.)	11		8	2		90.91
Food & Nutrition (Hons.)	--		--	--		--
Microbiology (Hons.)	1		1	0		100
Molecular Biology & Biotechnology (Hons.)	3		3	0		100
Environmental Sc. (Hons.)	3		3	0		100
B.Com (Hons.)	39		9	25		87.18
M.A. in Hindi	34		15	19		100
B.A. (General)	366		36	224		71.04

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.Com. (General)	26		0	24		92.31
B.Sc. (General) (Pure)	2		0	0		0
B.Sc. (General) (Bio)	11		1	9		90.91
M.A. Bengali (DODL)	398		1	365		91.96
M.A. History (DODL)	425		0	416		97.88
M.A. Education (DODL)	132		6	110		87.88
M.A. English (DODL)	115		0	104		90.43

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
Not Applicable

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	1
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	8	0	26
Technical Staff	1	0	0	0

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Teachers are encouraged to participate in various state / national seminar and conference to present papers.

Teachers are encouraged to take Minor Research Projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	0
Outlay in Rs. Lakhs	5,97,300			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	0
Outlay in Rs. Lakhs	40,000			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	16	4
Non-Peer Review Journals	--	11	19
e-Journals	--	--	--
Conference proceedings	--	--	4

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		UGC		5,97,000
Minor Projects		UGC		40,000
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				6,37,000

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

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 **N.A.**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	1	0	0
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

1

2

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

None

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

JRF

--

SRF

--

Project Fellows

2

Any other

--

3.21 No. of students Participated in NSS events: 48

University level

--

State level

--

National level

--

International level

--

3.22 No. of students participated in NCC events: (Presently there is no NCC wing in the college)

University level

--

State level

--

National level

--

International level

--

3.23 No. of Awards won in NSS:

University level

--

State level

--

National level

--

International level

--

3.24 No. of Awards won in NCC:

University level

--

State level

--

National level

--

International level

--

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

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

The institution encourages the students to join community oriented programs undertaken by NSS and various college activities to ensure holistic development of students.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

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	5 acres			5 acres
Class rooms	21			21
Laboratories	19			19
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	7 computers and related accessories.		UGC and College Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)	3,78,918			
Others				

4.2 Computerization of administration and library

Computers are installed there in the college office to carry out day to day works.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16559	**	20	10710	16579	**
Reference Books	438		74	237049	512	
e-Books	-		-		-	
Journals	-		-		-	
e-Journals	-		-		-	
Digital Database	-		-		-	
CD & Video	-		-		-	
Others (specify)	-		-		-	

** (We are unable to provide records of values of existing books as many of the books are there from the date of establishment of the college and many of the books are donated by publishers)

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Inter net	Browsing Centres	Comput er Centres	Office	Depart -ments	Others
Existing	51	17	**	2		5	23	4
Added	7					1	4	2
Total	58	17		2		6	27	6

**Available in Principal's Office, Office Room, Net Resource Centre, Zoology and Botany Department.

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

Departments and office have computers with limited internet accessibility.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3,78,918
ii) Campus Infrastructure and facilities	5,68,563
iii) Equipments	5,84,456
iv) Others	Nil
Total :	15,31,937

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC informs the faculty members about the Student Support Services provided and newly introduced in the college in different meetings held throughout the year and instructed them to inform the same to their respective group of students during regular classes.

5.2 Efforts made by the institution for tracking the progression

- Some departments have their own internal mechanism of keeping data on students' progression (not exhaustive).
- Separate monitoring cell framed and committees formed as and when required.

5.3 (a) Total Number of students (Regular)

UG	PG	Ph. D.	Others
3793	75	1	--

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	2086	53.93		1782	46.07

Last Year (Regular)						This Year (Regular)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
2551	781	37	33	00	3402	2986	764	33	85	00	3868

Demand ratio 8.4:1

Dropout % 1.29

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

a) Total Number of students (DODL)

UG	PG	Ph. D.	Others
00	1321	--	--

b) No. of students outside the state NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	547	41.41		774	58.59

Last Year (DODL)						This Year (DODL)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1065	532	17	109	00	1723	673	511	18	119	00	1321

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

Entry into services program sponsored by UGC is offered for the students every year. Assistance provided through Library, journals and internet connectivity for access to such exams.

No. of students beneficiaries

50 (approx.)

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Many of our students qualify in these examinations, some after completing graduation and post-graduation, but there is no provision of maintaining any database for same with the college.

5.6 Details of student counselling and career guidance

With the assistance of UGC, the college is running a remedial coaching for entry into services for SC/ST/Minority candidates.

No. of students benefitted

300 (approx.)

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	NA	NA

5.8 Details of gender sensitization programmes

No special gender sensitization program is undertaken by the college. However boys and girls in the college interact together without any prejudice. Environmental education is taught in all our courses to integrate the cross cutting issues into the curriculum.

5.9 Students Activities

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

State/ University level

--

National level

--

International level

--

No. of students participated in cultural events

State/ University level

--

National level

--

International level

--

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	170	42025
Financial support from government	107	393200
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: None

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college was established primarily with a view of catering to the rising aspirations for higher education among the local and surrounding communities, particularly of such deprived sections as women, dalits, and rural people.

Our main objective is to prepare students in terms of knowledge, skill and entrepreneurship and innovation so that they can apply their knowledge, skill, professionalism and learning to the generation of revenues and social causes.

6.2 Does the Institution has a management Information System

Yes. A committee was formed with the leadership of the principal as the head of the institution, the members of the council which includes the Heads of all departments, Librarian and head Clerk of the college. The committee organizes periodic meeting with the staff members and students union ensure the organization's management system development, implementation and continuous improvement.

The Heads of the Departments ensures the smooth functioning of the activities of the department in collaboration with other members of the departments.

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

6.3.1 Curriculum Development

The Institution implements the curricula set by its affiliating university the University of Kalyani in all its UG and PG Courses. The syllabi are framed in workshops conducted by the University. The current curricula of almost all the subjects follow the outcomes of such revisions in 2009-2010.

The teachers of the institution also participate in syllabus review meetings convened by the University of Kalyani and express their suggestions.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

6.3.2 Teaching and Learning

- The institution has a public address system. Conventional projectors and slides are sometimes used in classrooms to supplement chalk and blackboards to improve teaching and learning processes.
- Necessary and up-to-date teaching materials are provided for continuous improvement of teaching – learning activities.
- Computer facilities and internet connections are available for the students.
- Extra classes, both theory and practical, are provide for the students before the University Examination, so that students can clear any doubt they have and practice the experiments for the practical exams.

6.3.3 Examination and Evaluation

- Students are evaluated through annual examination conducted by the University of Kalyani.
- Apart from the University examinations, Annual Test Examination is also conducted by the institution before the University Examination.
- Guardians are informed about the student's progress after the results of the Test Examinations are published.
- Class tests are taken by the individual departments and for students throughout the years.

6.3.4 Research and Development

- A research committee is formed by IQAC to monitor research projects undertaken by the teacher of the Institution.
- The research committee also keeps an eye on the requirements of space an infrastructure for the research work.
- Teachers are encouraged by granting on duty leave to attend seminars, workshops and conferences at state, national and international level etc.
- Teachers are also encouraged to conduct seminars on their on-going research projects within the institution.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

→ The library Advisory Committee has taken significant initiatives to render the library user friendly.

→ The library has computers with limited internet facility and library books and journals are provided from the UGC, State govt. and college fund.

Physical Infrastructure/Instrumentation

→ There is a central computer facility in the college and many departments are well equipped with computers.

→ The college office including cash and Accounts Departments have been computerized with LAN connection.

6.3.6 Human Resource Management

→ The Governing Body manages and develops the total human resource of the college and keeps close contact with departments, office & library and assesses the man power. If any shortage found, the Governing Body is informed and necessary steps are taken for early recruitment.

→ Office staffs are given proper training to improve their efficiency.

→ The college aligns its resources, systems and employees to strategic objectives and priorities.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

6.3.7 Faculty and Staff recruitment

- As per government order the West Bengal College Service Commission recruits faculty members and the College Governing Body recruits the staff members.
- Regarding staff recruitment, the college publishes the vacancy of staff posts sanctioned by the West Bengal Government through News Papers/ Web-site and screens by a committee constituted as per the Government Rules.
- Part time, Contractual and Guest Lecturers are appointed as per UGC norms through walk-in interview conducted by the selection panel consisting of the Principal, College President, Head of the concerned department and an External Expert.
- The college also recruits non-teaching employees on contractual as well as daily wage basis to overcome the problem of staff shortage. The salaries of all this employees are paid from the college fund.

6.3.8 Industry Interaction / Collaboration

- There is no scope for direct interaction with the industry.

6.3.9 Admission of Students

- Students are admitted strictly on the basis of merit.
- The admission process is offline and the information regarding admission is notified outside the college boards and is also given in the various Newspapers.
- Forms are sold from college premises.
- For admission in honours courses the merit list is made on the basis of the best marks obtained in any five subjects in H.S. examination and adding the marks of the concerned honours subject.
- Counselling is done in the college premises by the individual teachers of the concerned departments.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

6.4 Welfare schemes for

Teaching	Loan from GPF, Home loan from nationalized bank, Med claim, Study leave.
Non-teaching	Festival advance*, Loan from GPF, Home loan from nationalized bank, Med claim
Students	Student aid fund and student concession

*Only to temporary staffs

6.5 Total corpus fund generated

315874

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

University of Kalyani evaluates and declares results of Under Graduate and Post Graduate courses, hence the college has no control over the date of publication of results. The departments of the college take care to publish results of Test examination.

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

The University makes efforts for reforms as suggested by the UGC from time to time.

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

Not Applicable

6.11 Activities and support from the Alumni Association

The institution does have any separate Alumni Association. However Alumni meet informally during reunions of individual departments and give the present students valuable suggestions and guidance on career advancement and future planning.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

6.12 Activities and support from the Parent – Teacher Association

→ The College does not have any Parent –Teacher Association. However all departments hold meeting with Parents after the annual Test Examination to provide them feedback about the progress and drawback of their wards.

6.13 Development programmes for support staff

→ Training has been given to the library for book keeping as well as computer training. Computer training is also given office staffs to run the specific software.

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

→ Smoking and chewing of tobacco has been strictly prohibited in the college campus.

→ Trees are planted and steps are taken to prohibit plastics inside the campus.

→ The college is in the process of phase-wise replacing of the existing fluorescent tube lights and compressed fluorescent lamps (CFLs) with the least energy consuming light emitting diode lamps (LEDs).

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Criterion – VII

7. Innovations and Best Practices

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

- Cleaning of college campus
- Preparation of academic calendar

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

- Cleaning of college campus (All achieved)
- Preparation of academic calendar

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

- Admission strictly on the basis of merit under the supervision of Teaching staff and Admission Committee.
- Annual Financial Audit

*** See annexure III**

7.4 Contribution to environmental awareness / protection

- Use of CFL and LED lights for saving of electricity bills and minimizing pollution.
- Prohibition of smoking and chewing tobacco in college campus.

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

S: Good number of honours courses offered by the college, healthy student strength.

W: Lack of curricular autonomy.

O: Introduction of different certificate courses to impart vocational training to local youths at affordable prices to generate revenue.

T: Low Teacher-Student ratio.

8. Plans of institution for next year

- Will be fixed in later IQAC meetings.

Name Samir Datta

S Datta 30.7.16

Signature of the Coordinator, IQAC

Co-Ordinator
IQAC
Kanchrapara College
Kanchrapara, Dist.- 24 Pgs. (N).

Name Dr. Chhanda Sukla Hazra

[Signature] 30/7/16

Signature of the Chairperson, IQAC

Principal
Kanchrapara College
P.O.- Kanchrapara, Dist.- 24 Pgs. (N)

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Annexure I

Abbreviations:

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

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Annexure II

Academic Calendar of Kanchrapara College 2011-2012

Dates	Events and Holidays
4 th July, 2011	Commencement of Part I classes
10 th August, 2011	Janmastami
15 th August, 2011	Independence Day Celebration
31 st August, 2011	Id Ul Fitre
27 th September, 2011	Mayalaya
2 nd October, 2011 to 30 th October, 2011	Puja Vacation
10 th November, 2011	Guru Nanak's Birthday
24 th December, 2011 to 3 rd January, 2012	Winter Recess
2 nd week of January, 2012	Part III Test Examination
23 rd January, 2012	Netaji's Birthday
26 th January, 2012	Republic Day Celebration
2 nd week of February, 2012	Part II Test Examination and Suspension of Part III Classes
21 st February, 2012	Antarjatic Mattribhasa Divyas Celebration
7 th to 8 th March, 2012	Dol jatra and Holi
3 rd week of March, 2012	Part I Test Examination and Suspension of Part II Classes
15 th April, 2012	Bengali New Year
16 th April, 2012	Part III University Examination begins
20 th May, 2012	Part II University Examination begins
9 th May, 2012	Rabindra Jayanti Celebration
1 st June, 2012 to 30 th June, 2012	Summer Recess and Part I University Examination begins

KANCHRAPARA COLLEGE

Annual Quality Assurance Report (AQAR) YEAR 2011-2012

Annexure III

Best Practice – I

Admission strictly on the basis of merit under the supervision of Teaching staff and Admission Committee.

Admission process is offline and the forms are sold within the college premises. The duty of selling of admission forms are allotted to the non-teaching of the college.

The merit list is made on the basis of the best marks obtained in any five subjects in H.S. examination and adding the marks of the concerned honours subject. This duty is also handled by the non-teaching staffs.

During the counselling dates, Teaching staffs are also allotted the duty for verification of the students and the information they provided in their respective forms.

Once the verification is done the student can report to the office, pay the admission fees and are admitted to their respective courses.

The whole process takes place under the supervision of the Principal, and the Admission committee.

The involving teaching staff and Admission Committee directly in the process of admission, makes this process free of corruption.
