

Annual Quality Assurance Report (2013-2014)



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 2013-2014

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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:	Dr. CHHANDA SUKLA HAZRA
Tel. No. with STD Code:	033-25858790 / 033-25855159
Mobile:	9433760056
Name of the IQAC Co-ordinator:	Dr. JOYNARAYAN CHAKRABORTY
Mobile:	9433943153
IQAC e-mail address:	kpc.iqac@gmail.com

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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_2012_2013.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

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:

09.02.2012

DD/MM/YYYY

1.7 AQAR for the year

2013 - 2014

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)

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Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" 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"/>		
Others (Specify)	<input type="text" value="UNIVERSITY OF KALYANI DISTANCE"/>								

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

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

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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

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

3,00,000

2.13 Seminars and Conferences (only quality related)

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

Total No. 2 International National State Institution Level 2













(ii) Themes

- Difficulties in maintaining quality education.
- Role of management in enhancing overall performance.

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2.14 Significant Activities and contributions made by IQAC

-  Cleaning of college campus
-  Preparation of academic calendar
-  Up gradation of public address system
-  Purchase of fibre glass boards
-  Purchase of water cooler /filter for general use
-  Installation of fire extinguisher
-  LCD projector for teaching and learning
-  Capital expenditure to make some improvements in the basic infrastructure of science laboratories and office based on feedback
-  Purchase of a good number of books for library
-  Examination reform
-  Installation of high capacity green generators to meet the need of the entire college during power cuts.
-  Gradual shifting of science laboratories to new science building

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">➤ Installation of high capacity green generators to meet the need of the entire college during power cuts.➤ Gradual shifting of science laboratories to new science building.	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.

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Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	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* Alumni ☐ Parents ☐ Employers ☐ Students ☐
(On all aspects)

Mode of feedback : Online ☐ Manual ☐ Co-operating schools (for PEI) ☐

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

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

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.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	13	14	0	PTT - 10 CWTT - 6

2.2 No. of permanent faculty with Ph.D.

13

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	1	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

CWTT-6

CONT- 1

PTT- 10

Guest- 58

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	3	7	5
Presented	3	7	5
Resource Persons	1	1	--

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

190

2.8 Examination/ Evaluation Reforms initiated by

NA

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the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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 framing of the syllabus.*

2.10 Average percentage of attendance of students

69

2.11 Course/Programme wise distribution of pass percentage :

(Results of the year 2012-2013 published in the year 2013-2014)

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II %	III %	Pass %
Bengali (Hons.)	63		2	59		96.82
English (Hons.)	50		0	43		86
Hindi (Hons.)	41		17	24		100
History (Hons.)	25		0	21		84
Pol. Sc. (Hons.)	58		2	47		84.48
Sanskrit (Hons.)	37		7	24		83.78
Economics (Hons.)	12		0	7		58.33
Geography (Hons.)	1		0	1		100
Zoology (Hons.)	11		3	7		90.9
Botany (Hons.)	5		4	1		100
Chemistry (Hons.)	14		6	8		100
Mathematics (Hons.)	16		1	8		56.25
Physics (Hons.)	11		10	1		100
Computer Sc. (Hons.)	5		4	1		100
Food & Nutrition (Hons.)	3		2	0		66.67

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Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II %	III %	Pass %
Microbiology (Hons.)	8		5	2		87.5
Molecular Biology & Biotechnology (Hons.)	6		4	2		100
Environmental Sc. (Hons.)	6		4	2		100
B.Com (Hons.)	51		0	27		52.94
M.A. in Hindi	35		13	22		100
B.A. (General)	233					72.53
B.Com. (General)	25		14	2		64
B.Sc. (General) (Pure)	1		0	1		100
B.Sc. (General) (Bio)	4		1	3		100
M.A. Bengali (DODL)	651		4	643		99.39
M.A. History (DODL)	649		3	634		98.15
M.A. Education (DODL)	80		1	65		82.5
M.A. English (DODL)	134		0	128		95.52

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

- * Review all round performance
- * Assess feedbacks from stakeholders
- * Review academic calendar
- * Take initiatives in adopting innovative processes.

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2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
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.	1
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

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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	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	18	2
Non-Peer Review Journals	2	14	19
e-Journals	--	--	--
Conference proceedings	--	--	2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **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)

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3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	0	0	0	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

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

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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: 100

University level

2

State level

--

National level

--

International level

--

3.22 No. of students participated in NCC events:

Presently there is no NCC unit 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:

Presently there is no NCC unit in the college.

University level

--

State level

--

National level

--

International level

--

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3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="2"/>	
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="11"/>	Any other <input type="text" value="--"/>

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.

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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	29			29
Laboratories	19			19
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	28 computers and related accessories		UGC and College Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)	9,77,014			
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	16588		616	196103	17204	
Reference Books	521		2	2050	523	
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)

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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	58	17	**	2		6	27	6
Added	28					2	17	9***
Total	86	17		2		8	44	15

**Available in Principal's Office, Office Room, Net Resource Centre.

***Laptops for Departmental Heads

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	9,77,014
ii) Campus Infrastructure and facilities	38,73,692
iii) Equipments	21,40,138
iv) Others	Nil
Total :	69,90,844

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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
4192	63	1	

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	2227	52.34		2028	47.66

Last Year (Regular)						This Year (Regular)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
3360	764	44	107	00	4275	3084	852	78	241	NIL	4255

Demand ratio 7.5:1

Dropout %

1.88

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a) Total Number of students (DODL)

UG	PG	Ph. D.	Others
00	479	--	--

b) No. of students outside the state NIL

(c) No. of international students

NIL

Men	No	%
	146	30.48

Women	No	%
	333	69.52

Last Year (DODL)						This Year (DODL)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
567	313	18	113	00	1011	262	141	7	69	00	479

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	-

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.

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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

50 (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

15

National level

-

International level

-

No. of students participated in cultural events

State/ University level

-

National level

-

International level

-

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

Sports: State/ University level

-

National level

-

International level

-

Cultural: State/ University level

-

National level

-

International level

-

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5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	147	35500
Financial support from government	114	5,80,800
Financial support from other sources	2	7200
Number of students who received International/ National recognitions	--	--

5.11 Student organized / 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

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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 organise 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 our institution also participates in syllabus review meetings convened by the University of Kalyani and express their suggestions.

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.
- LCD projector is being introduced for teaching and learning
- 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.

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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 and 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.

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 restricted internet facilities 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.
- Intercom facility is also available in the college.
- Safe Drinking water with water cooler facilities are also provided by the college.
- Very soon the college will introduce Wi-Fi connection.

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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.

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.

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6.4 Welfare schemes for

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

6.5 Total corpus fund generated

17405933

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				

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.

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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

→ Presently there is no Alumni Association in the Institution. However Alumni meet informally during reunions of individual departments and give the present students valuable suggestions and guidance on career advancement and future planning.

6.12 Activities and support from the Parent – Teacher Association

→ The College do 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.
- Green Generators are installed..
- 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).
- Trees are planted and steps are taken to prohibit plastics inside the campus.

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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.

- Installation of high capacity green generators to meet the need of the entire college during power cuts.
- Gradual shifting of science laboratories to new science building

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

<ul style="list-style-type: none">➤ Installation of high capacity green generators to meet the need of the entire college during power cuts.➤ Gradual shifting of science laboratories to new science building.	All achieved.
--	---------------

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

- **Restructuring of the Examination system**
- **Admission strictly on the basis of merit under the supervision of Teaching staff and Admission Committee.**

*** 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.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

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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)

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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

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Annexure II

Academic Calendar of Kanchrapara College 2013-2014

Dates	Events and Holidays
24 th July, 2013	Commencement of Part I classes
15 th August, 2013	Independence Day Celebration
2 nd October, 2013	Gandhi Jayanti
4 th October, 2013	Mahalaya
10 th October, 2013 to 5 th November, 2013	Puja Vacation
14 th November, 2013	Muharram
24 th December, 2013 to 3 rd January, 2014	Winter Recess
2 nd week of January, 2014	Part III Test Examination
23 rd January, 2014	Netaji's Birthday
26 th January, 2014	Republic Day Celebration
4 th February, 2014	Sarawati Puja
7 th February, 2014	Prasad Bitaran (Saraswati Puja)
3 rd week of February, 2014	Part II Test Examination and Suspension of Part III Classes
21 st February, 2014	Antarjatic Mattribhasa Divyas Celebration
17 th March, 2014	Holi
18 th March, 2014	Part III University Examination begins
15 th April, 2014	Bengali New Year
29 th April, 2014	Part II University Examination begins
9 th May, 2014	Rabindra Jayanti Celebration
1 st June, 2014 to 30 th June, 2014	Summer Recess and Part I University Examination begins

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Annexure III

Best Practice – I

Restructuring of the Examination system

Smooth conduct of all the examinations conducted in the college is intrinsically one of the important segments of college administration. And for this purpose certain rules are framed by the examination committee regarding the duties of teaching and non-teaching staffs during the examination.

The dates of examination duties are notified to the teaching and non-teaching staff about 2-3 weeks before the commencement of the examinations.







Every staff teaching or non-teaching is allotted a certain number of examination duties in which they must be present. If someone is unable to be present on an examination day allotted to him/her due to personal reasons, he/she may inform the examination committee and exchange his/her duty for that date with any other staff.

Canteen and Student's Union Room are closed during the commencement of the examinations.

Refreshment is allotted to all the staffs who are participating in their examination duties.

Best Practice II

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 with 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.
