

Annual Quality Assurance Report **(2015-2016)**



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 2015-2016

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. 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

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Mobile:

9433760056

Name of the IQAC Co-ordinator:

Dr. SAMIR DUTTA

Mobile:

+919051964098

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_2015_2016.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:
DD/MM/YYYY

09.02.2012

1.7 AQAR for the year

2015 - 2016

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))

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- 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 ☐

Others (Specify) UNIVERSITY OF KALYANI DISTANCE EDUCATION.

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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

9

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

3

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2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="5"/> Faculty <input type="text"/>
Non-Teaching Staff Students	<input type="text"/> Alumni <input type="text"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="text"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total No.	<input type="text" value="1"/> International <input type="text"/> National <input type="text"/>
State	<input type="text"/> Institution Level <input type="text" value="1"/>
(ii) Themes	<ul style="list-style-type: none">Digitization of library

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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
- ✚ Restructuring of Examination system
- ✚ 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
- ✚ Allotment of new office space to set up cubicles for bursar, accountant and head clerk
- ✚ Xerox machine for library
- ✚ Budgetary provisions for departmental seminars.
- ✚ Renovation of Principal's chamber
- ✚ Rain water harvesting and waste utilization
- ✚ Planning the layout of a garden and a herbal garden and setting them up
- ✚ Development of college play ground with proper fencing
- ✚ Introduction of ICT, Smart class room
- ✚ Teacher-training programs in ICT
- ✚ CCTV installation
- ✚ Wi-Fi connectivity
- ✚ Formation of different cells
- ✚ Green audit
- ✚ Proposals for new programs to be initiated
- ✚ Library extension teachers' reading room
- ✚ Covered car parking and cycle garage
- ✚ Principal's secretariat
- ✚ GB meeting room
- ✚ President's room
- ✚ New canteen Complex
- ✚ New gymnasiums and common rooms for ladies and gents equipped with indoor games.
- ✚ Asset audit
- ✚ Women's hostel
- ✚ Health centre for staff and student
- ✚ Digitalization of library
- ✚ Up gradation of seminar room

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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
Rain water harvesting and waste utilization	Achieved
Planning the layout of a garden and a herbal garden and setting them up	Achieved
Development of college play ground with proper fencing.	Achieved
Introduction of ICT, Smart class room	Achieved
Teacher-training programs in ICT	Achieved
CCTV installation	Achieved
Wi-Fi connectivity	Achieved
Formation of different cells	Achieved
Green audit	Achieved
Proposals for new programs to be initiated	Sent to the University for approval
Library extension teachers' reading room	Achieved
Covered car parking and cycle garage	Achieved
Principal's secretariat	Achieved
GB meeting room	Achieved
President's room	Achieved
New canteen Complex	Work going on
New gymnasiums and common rooms for ladies and gents equipped with indoor games.	Work going on
Asset audit	Achieved
Women's hostel	Initiated
Health centre for staff and student	Achieved
Digitalization of library	Achieved
Up gradation of seminar room	Achieved

* See Annexure II

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	0	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	28	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) ☐

*See annexure III

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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 new courses were introduced during this period. The governing body, however, adopted a resolution on 10.03.2016 to introduce philosophy and physical education as honours subjects in the day section and Sanskrit and English as general subjects in the evening section of the college, as soon as the University approves it.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	17	7	0	PTT - 7 CWTT - 6

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
1	5	0	0	0	0	0	0	0	0

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2.4 No. of Guest and Visiting faculty and Temporary faculty

CWTT-6

CONT- 1

PTT- 7

Guest- 59

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	4	10	7
Presented	4	10	7
Resource Persons	1	2	--

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

Laptop and computer with LCD projector provided to departments to impart internet accessed information to students.

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

186

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

N.A.

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

70

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2.11 Course/Programme wise distribution of pass percentage:

(Results of the year 2014-2015 published in the year 2015-2016)

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
Bengali (Hons.)	66		02	41		65.15
English (Hons.)	32		-	21		65.62
Hindi (Hons.)	42		06	30		85.17
History (Hons.)	33		03	20		69.69
Pol. Sc. (Hons.)	28		01	17		64.28
Sanskrit (Hons.)	45		05	34		86.66
Economics (Hons.)	02		-	-		-
Geography (Hons.)	10		04	05		90.00
Zoology (Hons.)	17		03	08		64.71
Botany (Hons.)	13		08	03		84.62
Chemistry (Hons.)	12		09	02		91.67
Mathematics (Hons.)	11		-	07		63.64
Physics (Hons.)	13		12	-		92.31
Computer Sc. (Hons.)	04		02	01		75.00
Food & Nutrition (Hons.)	08		04	02		75.00
Microbiology (Hons.)	06		01	03		66.67
Molecular Biology & Biotechnology(Hons.)	10		03	03		60.00
Environmental Sc. (Hons.)	11		09	01		90.90
B.Com (Hons.)	35		02	13		42.85
M.A. in Hindi	24		16	07		95.83
B.A. (General)	259					58.30
B.Com. (General)	35		16	05		60.00
B.Sc. (General) (Pure)	02		00	02		100.00
B.Sc. (General)(Bio)	07		00	05		71.43
M.A. Bengali (DODL)	319		00	282		88.40
M.A. History (DODL)	308		03	267		87.66
M.A. Education (DODL)	44		02	40		95.24
M.A. English (DODL)	104		00	88		84.62

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

- * Review all round performance
- * Assess feedbacks from stakeholders
- * Review academic calendar

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* Take initiatives in adopting innovative processes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
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	14	15	0	34
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	1	0	0
Outlay in Rs. Lakhs		12,36,000		

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	9	10	12
Non-Peer Review Journals	--	10	21
e-Journals	--	--	--
Conference proceedings	--	2	4

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 organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		SERB (DST)		12,36,000
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)

3.10 Revenue generated through consultancy

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3.11 No. of conferences by the 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

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
--	--	--	--	--	--	--

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

NA

NA

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

NA

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

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events: 100

University level

8

State level

5

National level

5

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

2

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

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.

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			
Class rooms	29			
Laboratories	23			
Seminar Halls	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil			
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computers are installed in the college office to carry out day to day works.
Library is fully digitalized.

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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18230		1105	482770	19335	
Reference Books	524		11	17230	535	
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)

4.4 Technology up gradation (overall)

	Total Computer s	Computer Labs	Inter net	Browsing Centres	Comput er Centres	Offic e	Depart -ments	Others
Existing	86	17	**	2		8	44	15
Added	5	1				1		3
Total	91	18		2		9	44	18

** WIFI connection available through-out the college.

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.

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4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

*** Data not available as audit for the year 2015-2016 not done yet.**

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.

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5.3 (a) Total Number of students (Regular)

UG	PG	Ph. D.	Others
4340	35	0	--

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

No	%
2098	47.95

Men

Women

No	%
2277	52.50

Last Year (Regular)						This Year (Regular)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
3238	989	69	360	NIL	4656	2913	1029	49	384	NIL	4375

Demand ratio 5.9:1

Dropout %

2.0

a) Total Number of students (DODL)

UG	PG	Ph. D.	Others
00	293	--	--

b) No. of students outside the state

NIL

(c) No. of international students

NIL

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Men

No	%
76	25.94

Women

No	%
217	74.06

Last Year (DODL)						This Year (DODL)					
General	SC	ST	O B C	Physically Challenged	Total	General	S C	ST	O B C	Physically Challenged	Total
217	101	6	49	00	373	145	98	00	50	00	293

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.

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.

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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

In our college boys and girls interact together without any prejudice. Environmental education is taught in all our courses to integrate the cross cutting issues into the curriculum. An environment awareness cell is also in place there. The institution has a grievance redress cell, an anti-sexual harassment cell and an anti-ragging cell to deal with any aberrations on these fronts.

5.9 Students Activities

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

State/ University level 27 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 1 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	205	50,360
Financial support from government	421	95,07,200
Financial support from other sources	12	37,200
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

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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 organize 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.

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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.
- Various Seminars are conducted for the students so that they can have a thorough knowledge of their subject.

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.
- College encourages the teachers to attend refresher courses; seminars etc. and motivate them to take up projects funded by UGC and other bodies to keep themselves updated so that the students are benefitted ultimately.
- The research committee also keeps an eye on the requirements of space an infrastructure for the research work.
- Teachers are also encouraged to conduct seminars on their on-going research projects within the institution.

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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 fully computerised 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.

→ Library is fully digitized.

→ One smart classroom has been developed.

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

→ For quality improvement of the teachers, the teachers are assessed by the students regularly through Student Feedback.

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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, and 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 online and the information regarding admission is given in the college website.
- 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, study leave
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

33410624

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.

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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

→ Alumni Association suggests their valuable views to the IQAC for the improvement of the institution.

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 in computer and bookkeeping for office and library staff.

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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.
- Posters regarding “SAVE WATER” are stucked on all departmental notice boards, washrooms and Drinking water facilities.
- 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.

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.

- Rain water harvesting and waste utilization
- Planning the layout of a garden and a herbal garden and setting them up
- Development of college play ground with proper fencing.
- Introduction of ICT, Smart class room
- Teacher-training programs in ICT
- CCTV installation
- Wi-Fi connectivity
- Formation of different cells
- Green audit
- Asset audit
- Health centre for staff and student
- Digitalization of library
- Up gradation of seminar room

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

Plan of Action	Achievements
Rain water harvesting and waste utilization	Achieved
Planning the layout of a garden and a herbal garden and setting them up	Achieved
Development of college play ground with proper fencing.	Achieved
Introduction of ICT, Smart class room	Achieved
Teacher-training programs in ICT	Achieved
CCTV installation	Achieved
Wi-Fi connectivity	Achieved
Formation of different cells	Achieved
Green audit	Achieved
Proposals for new programs to be initiated	Sent to the University for approval
Library extension teachers' reading room	Achieved
Covered car parking and cycle garage	Achieved
Principal's secretariat	Achieved
GB meeting room	Achieved
President's room	Achieved
New canteen Complex	Work going on
New gymnasiums and common rooms for boys and girls equipped with indoor games.	Work going on
Asset audit	Achieved
Women's hostel	Initiated
Health centre for staff and student	Achieved
Digitization of library	Achieved
Up gradation of seminar room	Achieved

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

- Health profile of teaching and non-teaching staff of Kanchrapara College
- Restructuring of the Examination system

*** See annexure IV**

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)

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.

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8. Plans of institution for next year

- Proposals for new programs to be initiated
 - New canteen Complex
 - New gymnasiums and common rooms for ladies and gents equipped with indoor games
 - Women's hostel
- And plans to be recommended in later IQAC meetings.

Name Samir Datta

Name Dr. Chhanda Sukla Hazra

S Datta 30.7.16

 30/7/16

Signature of the Coordinator, IQAC

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

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 2015-2016

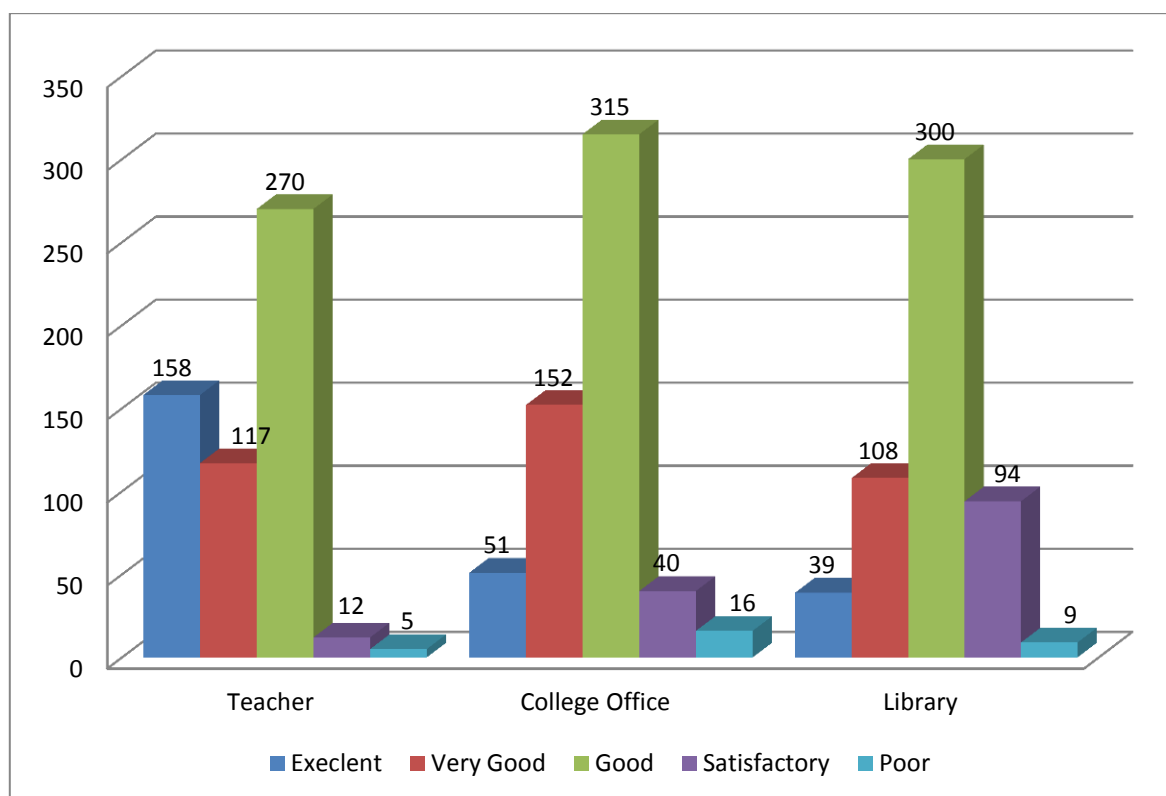
Dates	Events and Holidays
20 th July, 2015	Commencement of Part I classes
15 th August, 2014	Independence Day Celebration
5 th September, 2015	Janmastami
25 th September, 2015	Id Uz Zuha
29 th September, 2015	Part I University Examination begins (for session 2014-15)
2 nd October, 2015	Gandhi Jayanti and Mahalaya
19 th October, 2015 to 14 th November, 2015	Puja Vacation
18 th November, 2015	Part I University Practical Examination begins
24 th December, 2015 to 3 rd January, 2016	Winter Recess
12 th January, 2016	Swami Vivekananda Jayanti
23 rd January, 2016	Netaji's Birthday
26 th January, 2016	Republic Day Celebration
13 th February, 2016	Saraswati Puja
17 th February, 2016	Prasad Bitaran (Saraswati Puja)
21 st February, 2016	Antarjatic Mattribhasa Divyas Celebration
23 rd to 24 th March, 2016	Dol Jatra and Holi
25 th March, 2016	Good Friday
14 th April, 2016	Birthday of Dr. B.R. Ambedkar
15 th April, 2016	Bengali New Year
1 st May, 2016	May Day
9 th May, 2016	Rabindra Jayanti Celebration
10 th to 13 th May, 2016	Part I and Part II Test Examination
3 rd week of May, 2016	Part III University Examination begins
1 st June, 2016 to 30 th June, 2016	Summer Recess and Part III University Examination continues

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Annexure III

Feedback was taken from the student who graduated from the college in the session 2015-16. The feedback chart hence obtain is given below:



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Annexure IV

Best Practice – I

Health profile of teaching and non-teaching staff of Kanchrapara College

This programme was initiated for the ailment from any kind of accident which leads to fatal or any kind of permanent injury.

Another aspect of this programme is to give medical help and consultancy to students and non-teaching staff who has less access for any kind of regular free checkup in the present and poor condition of their life.

We have a Health cell with H.O.Ds. of Food & Nutrition and Molecular Biology & Biotechnology departments, the Principal, the NAAC coordinator, and the IQAC coordinator as ex-officio members.

The significant activities of the Health Cell are:

- To look after health centre in its day to day activities
- Health check-ups for staff that will be done once in a year and the records will be kept for future reference.

Best Practice – II

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.
