Annual Quality Assurance Report
(2012-2013)

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

Context

The Annual Quality Assurance Report (AQAR) of the IQAC

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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

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	1st Cycle	B+	8.0	2007	5
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

09.02.2012

1.7 AQAR for the year

2012 - 2013

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted 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 ☐

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 |

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

| 5 |

2.11 No. of meetings with various stakeholders: No. | 5 | Faculty | 5 |

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 | Involvement of faculty in quality improvement. |

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

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
- Up gradation of public address system - Purchase of fibre glass boards - Purchase of water cooler with 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 books for library - Restructuring of Examination system	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.

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   Alumni ☐   Parents ☐
(On all aspects)

Employers ☐   Students ☐

Mode of feedback : Online ☐ Manual ☐

Co-operating schools (for PEI) ☐

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.

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- 53 |

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	7	4
Presented	4	7	4
Resource Persons	--	2	--

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

185

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

NA

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

65

2.11 Course/Programme wise distribution of pass percentage:

(Results of the year 2011-2012 published in the year 2012-2013)

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass
Bengali (Hons.)	59		7	52		100
English (Hons.)	26		0	24		92.3
Hindi (Hons.)	50		21	29		100
History (Hons.)	32		3	28		96.55
Pol. Sc. (Hons.)	64		4	58		96.87
Sanskrit (Hons.)	46		26	20		100
Economics (Hons.)	5		0	5		100
Geography (Hons.)	1		0	1		100
Zoology (Hons.)	13		5	5		76.92
Botany (Hons.)	8		2	4		75
Chemistry (Hons.)	5		3	2		100
Mathematics (Hons.)	14		4	5		64.29
Physics (Hons.)	6		3	3		100
Computer Sc. (Hons.)	13		6	6		92.31
Food & Nutrition (Hons.)	0		0	0		0
Microbiology (Hons.)	2		0	2		100
Molecular Biology & Biotechnology (Hons.)	3		0	2		66.67
Environmental Sc. (Hons.)	6		4	2		100

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.Com (Hons.)	23		2	15		73.9
M.A. in Hindi	39		7	32		100
B.A. (General)	236					80.08
B.Com. (General)	5		2	3		100
B.Sc. (General) (Pure)	4		0	3		75
B.Sc. (General) (Bio)	7		0	5		71.43
M.A. Bengali (DODL)	700		0	639		91.29
M.A. History (DODL)	643		2	593		92.53
M.A. Education (DODL)	90		3	79		91.11
M.A. English (DODL)	183		0	170		92.9

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.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	4
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

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	5	18	5
Non-Peer Review Journals	--	10	20
e-Journals	--	--	--
Conference proceedings	--	3	3

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 organizations

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

3.7 No. of books published   i) With ISBN No. 13 Chapters in Edited Books 13

ii) Without ISBN No. 4

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 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 | Nil | From Management of University/College | Nil |

Total | Nil |

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

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: 68

University level	1	State level	--
National level	--	International level	--

3.22 No. of students participated in NCC events:

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	--

3.25 No. of Extension activities organized

University forum	--	College forum	2		
NCC	--	NSS	7	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			5 acres
Class rooms	21	8	UGC	29
Laboratories	19			19
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16579	**	9	4500	16588	**
Reference Books	512		9	35197	521	
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 Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department-ments	Others
Existing	58	17	**	2		6	27	6
Added	0							
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 upgradation (Networking, e-Governance etc.)

> Departments and office have computers with limited internet accessibility.

4.6 Amount spent on maintenance in lakhs :

i) ICT — 96,161

ii) Campus Infrastructure and facilities — 3,66,556

iii) Equipments — 1,27,546

iv) Others — Nil

Total : 5,90,263

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
4205	70	1	--

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
2244	52.49

Women

No	%
2031	47.51

Last Year (Regular)						This Year (Regular)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2986	764	33	85	00	3868	3360	764	44	107	NIL	4275

Demand ratio 7.7:1   Dropout % | 1.57 |

a) Total Number of students (DODL)

UG	PG	Ph. D.	Others
00	1011	--	--

b) No. of students outside the state   NIL

(c) No. of international students | NIL |

	No	%			No	%
Men	382	37.78	Women		629	62.22

Last Year (DODL)						This Year (DODL)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
673	511	18	119	00	1321	567	313	18	113	00	1011

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.

No. of students benefitted | 350 (approx.) |

5.7 Details of campus placement

On campus			Off Campus
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 | 24 | 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 | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	164	37565
Financial support from government	76	6,71,400
Financial support from other sources	2	4250
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_____

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.

→ 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 y 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.

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.

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.

→ Counseling is done in the college premises by the individual teachers of the concerned departments.

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

315874

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

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

6.8 Does the University/ Autonomous College declare 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

> There is no Separate 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 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.

→ 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.

- Up gradation of public address system
- Purchase of fibre glass boards
- Purchase of water cooler with 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

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

- Up gradation of public address system - Purchase of fibre glass boards - Purchase of water cooler with 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	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)

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_

SDatta. 30.7.16.

Signature of the Coordinator, IQAC

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

Name **Dr. Chhanda Sukla Hazra**

_30/7/16_

Signature of the Chairperson, IQAC

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

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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

Annexure II

Academic Calendar of Kanchrapara College 2012-2013

Dates	Events and Holidays
1st August, 2012	Commencement of New Part I classes
15th August, 2012	Independence Day Celebration
20th August, 2012	Id Ul Fitre
2nd October, 2012	Gandhi Jayanti
15th October, 2012	Mayalaya
20th October, 2012 to 18th November, 2012	Puja Vacation
28th November, 2012	Guru Nanak's Birthday
24th December, 2012 to 3rd January, 2013	Winter Recess
2nd week of January, 2013	Part III Test Examination
23rd January, 2013	Netaji's Birthday
26th January, 2013	Republic Day Celebration
2nd week of February, 2013	Part II Test Examination and Suspension of Part III Classes
21st February, 2013	Antarjatik Mattribhasa Divyas Celebration
18th March, 2013	Part III University Examination begins
27th to 28th March, 2013	Dol jatra and Holi
15th April, 2013	Bengali New Year
3rd week of April, 2013	Part II University Examination begins
9th May, 2013	Rabindra Jayanti Celebration
1st June, 2013 to 30th June, 2013	Summer Recess and Part I University Examination begins

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.

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