Annual Quality Assurance Report
(2014-2015)

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

KANCHRAPARA COLLEGE
Annual Quality Assurance Report (AQAR) YEAR 2014-2015

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

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_2014_2015.pdf

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

2014 - 2015

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)

KANCHRAPARA COLLEGE
Annual Quality Assurance Report (AQAR) YEAR 2014-2015

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

4

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 4 |

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. | 2 | International | | National | |

State | | Institution Level | 2 |

(ii) Themes
- Innovative methods in teaching
- Students' participation 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
- 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
- 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

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
- 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.	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	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*   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.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	16	12	0	PTT - 7 CWTT - 6

2.2 No. of permanent faculty with Ph.D.   15

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
2	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- 7

Guest- 69

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	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   198

2.8 Examination/ Evaluation Reforms initiated by   NA
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 farming of the syllabus.*

2.10 Average percentage of attendance of students   71

  2.11 Course/Programme wise distribution of pass percentage:
  (Results of the year 2013-2014 published in the year 2014-2015)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
Bengali (Hons.)	54		1	47		88.88
English (Hons.)	33		1	30		93.94
Hindi (Hons.)	35		10	25		100
History (Hons.)	26		3	19		84.61
Pol. Sc. (Hons.)	36		0	31		86.11
Sanskrit (Hons.)	43		3	37		93.02
Economics (Hons.)	14		1	5		42.85
Geography (Hons.)	12		2	8		83.33
Zoology (Hons.)	18		13	3		88.88
Botany (Hons.)	4		0	2		50
Chemistry (Hons.)	12		7	2		75
Mathematics (Hons.)	10		2	6		80
Physics (Hons.)	5		3	2		100
Computer Sc. (Hons.)	4		4	0		100
Food & Nutrition (Hons.)	5		5	0		100
Microbiology (Hons.)	--		--	--		--
Molecular Biology & Biotechnology (Hons.)	1		1	0		100
Environmental Sc. (Hons.)	7		7	0		100

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (Hons.)	60		6	33		65
M.A. in Hindi	34		17	17		100
B.A. (General)	215		47	118		76.74
B.Com. (General)	38		22	6		76
B.Sc. (General) (Pure)	6		0	5	1	100
B.Sc. (General) (Bio)	12		1	10		91.67
M.A. Bengali (DODL)	551		0	424		76.95
M.A. History (DODL)	467		0	328		70.24
M.A. Education (DODL)	89		6	57		70.79
M.A. English (DODL)	149		0	107		71.81

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	2
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	16	13	0	32
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	2	0	0
Outlay in Rs. Lakhs		5,35,000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	7	13	--
Non-Peer Review Journals	--	7	18
e-Journals	--	--	--
Conference proceedings	--	1	5

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects		UGC		5,35,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				5,35,000

3.7 No. of books published   i) With ISBN No. [17]   Chapters in Edited Books [17]

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 [NIL]

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations   International [   ]   National [   ]

Any other [   ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs:

From Funding agency [5,35,000]   From Management of University/College [   ]

Total [5,35,000]

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

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 [3]   State level [3]

National level [1]   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: Presently there is no NCC unit in the college.

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 [--]

3.25 No. of Extension activities organized

University forum [--]   College forum [2]

NCC [--]   NSS [11]   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	29			29
Laboratories	19	4	UGC	23
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	17204		1026	237031	18230	
Reference Books	523		1	1100	524	
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	Depart-ments	Others
Existing	86	17	**	2		8	44	15
Added	0							
Total	86	17		2		8	44	15

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

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   65505

ii) Campus Infrastructure and facilities   64,69,002

iii) Equipments   5,81,610

iv) Others   Nil

Total: 71,16,117

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
4602	54		

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
2372	50.94

Women

No	%
2284	49.05

Last Year (Regular)						This Year (Regular)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3084	852	78	241	00	4255	3238	989	69	360	NIL	4656

Demand ratio 6.3:1   Dropout %   1.98

a) Total Number of students (DODL)

UG	PG	Ph. D.	Others

00	373	--	--

b) No. of students outside the state   NIL

(c) No. of international students   NIL

Men

No	%
89	23.86

Women

No	%
284	76.14

-Last Year (DODL)						This Year (DODL)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
262	141	7	69	00	479	217	101	6	49	00	373

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   50 (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 $\boxed{24}$ National level $\boxed{-}$ International level $\boxed{-}$

No. of students participated in cultural events

State/ University level $\boxed{-}$ National level $\boxed{-}$ International level $\boxed{-}$

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

Sports: State/ University level $\boxed{-}$ National level $\boxed{-}$ International level $\boxed{-}$

Cultural: State/ University level $\boxed{-}$ National level $\boxed{-}$ International level $\boxed{-}$

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	269	67445
Financial support from government	345	8,625,000
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students [-]

5.13 Major grievances of students (if any) redressed: _____None_____

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.

→ 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 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 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.

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.

→ The college align its resources, systems and employees to strategic objectives and priorities.
→ Office staffs are given proper training to improve their efficiency.
→ For quality improvement of the teachers, the teachers are assessed by the students regularly through Student Feedback.

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

Departments and office have computers with limited internet accessibility.

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.

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

19915724

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.

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.
→ Posters regarding "SAVE WATER" are sticked 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.

- 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

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

- 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.	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
- Interdepartmental and Students Seminar

* 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_   Name **Dr. Chhanda Sukla Hazra**

SDatta. 30.7.16.   30|7|16

Signature of the Coordinator, IQAC   _Signature of the Chairperson, IQAC_
Co-Ordinator   Principal
IQAC   Kanchrapara College
Kanchrapara College   P.O.- Kanchrapara, Dist.- 24 Pgs. (N)
Kanchrapara, Dist.- 24 Pgs. (N). _____ *** _____

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

Annexure II

Academic Calendar of Kanchrapara College 2014-2015

Dates	Events and Holidays
1st August, 2014	Commencement of Part I classes
15th August, 2014	Independence Day Celebration
23rd September, 2014	Mahalaya
29th September, 2014 to 25th October, 2014	Puja Vacation
4th November, 2014	Muharram
24th December, 2014 to 3rd January, 2015	Winter Recess
12th January, 2015	Swami Vivekananda Jayanti
2nd week of January, 2015	Part III Test Examination
23rd January, 2015	Netaji's Birthday
25th January, 2015	Sarawati Puja
26th January, 2015	Republic Day Celebration
28th January, 2015	Prasad Bitaran (Saraswati Puja)
3rd week of February, 2015	Part II Test Examination and Suspension of Part III Classes
21st February, 2015	Antarjatik Mattribhasa Divyas Celebration
5th to 6th March, 2015	Dol Jatra and Holi
3rd April, 2015	Good Friday
14th April, 2015	Birthday of Dr. B.R. Ambedkar
15th April, 2015	Bengali New Year
9th May, 2015	Rabindra Jayanti Celebration
12th May, 2015	Part III University Examination begins
1st June, 2015 to 30th June, 2015	Summer Recess and Part II 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

Interdepartmental and student seminar

Interdepartmental seminar has been introduced from this session.

Professors of different departments give lectures on topics which are relevant to all in contemporary global scenario to students of other departments.

Students are also encouraged to give the lectures on any interesting topic, belonging to the curriculum or outside it.

This new process helps to develop all-round knowledge involving inter disciplinary matters.

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