



Yearly Status Report - 2017-2018

Part A

Data of the Institution

| | | |
|---|--|------------------------------------|
| 1. Name of the Institution | | KANCHRAPARA COLLEGE |
| Name of the head of the Institution | | DR.PRANAB KUMAR BERA |
| Designation | | Principal |
| Does the Institution function from own campus | | Yes |
| Phone no/Alternate Phone no. | | 03325855159 |
| Mobile no. | | 9732617441 |
| Registered Email | | info@kpcoll.ac.in |
| Alternate Email | | iqac@kpcoll.ac.in |
| Address | | KANCHAPARA, 24 Pgs. (N) Pin-743145 |
| City/Town | | KANCHRAPARA |
| State/UT | | West Bengal |
| Pincode | | 743145 |
| 2. Institutional Status | | |

| | |
|--|--------------------------|
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Urban |
| Financial Status | state |
| Name of the IQAC co-ordinator/Director | Dr. Pradip Kumar Biswas |
| Phone no/Alternate Phone no. | 03325858790 |
| Mobile no. | 8900022072 |
| Registered Email | dr.pkbiswas@kpcoll.ac.in |
| Alternate Email | pradipkbto@gmail.com |

3. Website Address

| | |
|--|---|
| Web-link of the AQAR: (Previous Academic Year) | http://kanchraparacollege.ac.in/AQAR/AQAR_2016_2017.pdf |
|--|---|

4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://kanchraparacollege.ac.in/frmAcademicCalender.aspx>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity | |
|-------|-------|------|-----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 1 | B+ | 8.0 | 2007 | 31-Mar-2007 | 30-Mar-2012 |

6. Date of Establishment of IQAC

10-Mar-2016

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|--------------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| To take stock of the progress of the initiatives taken in | 12-Jul-2017 365 | 21 |

| | | |
|--|--------------------|----|
| 2016-2017 session | | |
| Arrangements for a New Computer Laboratory | 31-Aug-2017 365 | 21 |
| Arrangements for a New Computer Laboratory for Commerce Department | 07-Dec-2017 365 | 21 |
| Beautification of the Gardens and the Lawn | 01-Feb-2018 365 | 21 |

L::asset('/', 'public')/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status))}

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--------------------------------|---|--------------------------------|-----------------------------|--------|
| Piyal Bhattacharya | Fluoride Enrichment in Agriculture Soils with Potential Impacts on Rice and other crops and vegetables cultivated in lateritic zones of West Bengal , India | DST-SERB YOUNG Scientist Grant | 2018 365 | 350000 |

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

To take stock of the progress of the initiatives taken in 20162017 session
 Arrangements for a New Computer Laboratory Arrangements for a New Computer
 Laboratory for Commerce Department Beautification of the Gardens and the Lawn

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

| Plan of Action | Achivements/Outcomes |
|--|----------------------|
| Arrangements for a New Computer Laboratory | Achieved |
| Arrangements for a New Computer Laboratory for Commerce Department | Achieved |
| Beautification of the Gardens and the Lawn | Achieved |
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14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body | Meeting Date |
|------------------------|--------------|
| Governing Body | 27-Jun-2018 |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

26-Feb-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The Library and the Office are fully computerized now. Employees of the college can access digitized data stored on the computers through the LAN.

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum Planning and Implementation: The syllabus for the affiliated colleges is framed and published by the university with the division of marks and number of classes allotted to each chapter of a particular subject. The members of Board of Studies from our college play an effective role in this process. Academic calendar and class routines are prepared at the beginning of each session. The detailed planning of the curriculum along with the names of the teachers responsible for teaching the respective chapters is communicated to each student immediately after his/her admission verbally by the teachers of the respective departments. Internal examinations are held regularly for systematic and continuous evaluations of students and marks are kept in the college records for future assessments. Tutorial classes are sometimes taken prior to Internal Examinations or at the end of the session. Special cares are taken of students who need it most to help them cope with the subjects, even beyond the scheduled college hours. Renewal of the UGC funded 'Remedial coaching service' provided to the students belonging to SC/ST communities will ease the burden to a great extent. The college also arranges study tours that are part of the curricula, to provide students with an opportunity to collaborate with teachers, and integrate new perspectives with informal environments to enhance learning initiatives. In order to meet several educational tour objectives, students need to apply skills, values and general knowledge in new settings. The college also arranges study tours that are part of the curricula, to provide students with an opportunity to collaborate with teachers, and integrate new perspectives with informal environments to enhance learning initiatives. In order to meet several educational tour objectives, students need to apply skills, values and general knowledge in new settings. To inculcate the habit of deep and extensive studies among the new comers beyond text books, the college has a fully digitized Central Library with a vast collection of above 20,000 books, e-books and journals to cater to the needs of the faculty, staff and students. For better use of ICT, computers and internets - through Wi-Fi connectivity - have been provided to all departments, though science laboratories have separate cable connections for internet also. Projectors are used during seminars or class lectures for Power Point Presentations. Though the facility is presently available in the smart and the virtual classrooms only, the college has a plan to extend it to every classroom in near future subject to the availability of funds. To provide students with simple yet powerful strategies and skills that may be implemented into their lives for an enhanced degree of health, safety, self-awareness, wellbeing, and quality of life, three types of seminars are organized regularly with grants from the GB over and above the UGC sponsored ones: a) seminars by teachers and students of a particular department, b) inter-departmental seminars to address multidisciplinary local and global issues at the basic level and c) seminars by external experts. All these activities are well documented and records are kept in the college in soft or hard copies for future uses.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| 0 | 0 | Nil | 0 | 0 | 0 |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | 0 | Nil |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| Nil | 0 | Nil |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 0 | 0 |

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---------------------|----------------------|-----------------------------|
| 0 | Nil | 0 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------------------------------------|---|---|
| BSc | Geography Department: Field report of Halisahar Municipality | 28 |
| BSc | Zoology: Participated in 6th Kolkata International Paschim Banga Poultry Mela | 16 |
| BSc | Zoology: Study of faunal diversity in Kaziranga National Park and Hoollongapar gibbon sanctuary | 34 |
| BSc | Botany | 110 |
| BSc | Botany | 18 |
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | No |
| Employers | No |
| Alumni | No |
| Parents | No |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

An appropriate semi-structured questionnaire for students' feedback is designed and reviewed for collecting data. The questionnaire is kept anonymous for honest and accurate responses. The questionnaire consists of a total number of 16 questions. The first 12 questions have response options of 'Yes' and 'No'. Through question number 16, the participants have to rate the overall teaching on the scale of 1-10, in which grade 1-3,4-6,7-9 and grade 10 are interpreted as 'Poor', 'Fair', 'Good' and 'Excellent' respectively.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BCom | Hons. | 158 | 285 | 112 |
| BCom | General | 396 | 266 | 127 |
| BSc | Hons. | 362 | 2362 | 243 |
| BSc | GENERAL | 164 | 702 | 119 |
| BA | HONS. | 626 | 2781 | 474 |
| BA | General | 1205 | 2854 | 922 |
| MA | Hindi | 40 | 65 | 14 |

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2017 | 4306 | 20 | 38 | 3 | 3 |

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 20 | 12 | 1 | 2 | 1 | 1 |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The scheme is adapted for the value additions to the students like: Bridging the gap between the teachers and students. Creation of a better environment in college, where students can approach teachers for both

educational and personal guidance. Enhancement of knowledge base for both teachers and students alike, due to effective two-way communication. Awareness and support to students for Govt. examinations. Motivation for higher studies and entrepreneurship. Advice and support for improvement in academic performance. Students are allowed to approach the mentor for both academic personal problems. Personalized professional /career advice is given to the mentee through the Placement Cell.

| | | |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 4326 | 38 | 1:114 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 38 | 38 | 0 | 0 | 18 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|-------------------|---|-------------|--|
| 2017 | Nil | Nil | Nil |
| 2018 | Nil | Nil | NIL |
| No file uploaded. | | | |

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|-------------------|----------------|----------------|--|---|
| BA | Hons | Part-III | 28/03/2018 | 29/05/2018 |
| BA | General | Part-III | 28/03/2018 | 29/05/2018 |
| BCom | Hons | Part-III | 28/03/2018 | 29/05/2018 |
| BCom | General | Part-III | 28/03/2018 | 29/05/2018 |
| BSc | Hons | Part-III | 28/03/2018 | 29/05/2018 |
| BSc | General | Part-III | 28/03/2018 | 29/05/2018 |
| MA | Hindi | Part-II | 11/05/2018 | 03/07/2018 |
| No file uploaded. | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college conducts internal examinations of half an hour duration at departmental levels. They consist of short questions aimed at deep understanding of fundamentals rather than lengthy derivations or discussions. The final marks of internal assessments awarded to the students in each programme in a semester are preserved by the respective departments for future references. Students are encouraged to participate in free and frank group discussions with teachers on intriguing issues that are not addressed in the text books. The students' responses in such informal discussions are also a

part of the internal assessment, in the sense that the teacher can judge the strength and weakness of a student from it and can act accordingly.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

ACADEMIC CALENDAR for the B.A/B.Sc./B.Com (Honours/General)/M.A for the Academic Session 2017 -2018
 1.COURSE OF STUDIES Part-1, Part-2 and Part-3
 2.COMMENCEMENT OF CLASS - Part-1: 4/09/2017, Part-2: 2nd week of August 2017 and Part-3: 1st week of July 2017
 3.FILLING UP OF FORM FOR UNIVERSITY EXAMINATION Part 1 ,Part 2, Part 3 to be announced by the Kalyani University.
 4.INTERNAL ASSESMENT- Part 1: 2nd week of December 2017, Part 2: 1st week of December 2017 and Part -3 : 1st week of December 2017.
 5.COMMENCEMENT OF EXAMINATIO(TENTATIVE) - Part 1, Part 2 Part 3 - To be announced by the Kalyani University.
 6.PUBLICATION OF RESULT(TENTATIVE): Part 1, Part 2 Part 3- Within 45 days from the last date of examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://kanchraparacollege.ac.in/index.aspx>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|---|---|-----------------|
| UG | BA | General | 237 | 171 | 72.15 |
| UG | BA | Honours | 338 | 296 | 87.57 |
| UG | BSc | General | 69 | 51 | 73.91 |
| UG | BSc | Honours | 237 | 214 | 90.295 |
| UG | BCom | General | 55 | 49 | 89.09 |
| UG | BCom | Honours | 41 | 35 | 85.36 |
| PG | MA | Hindi | 10 | 10 | 100 |

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://kanchraparacollege.ac.in/frmStudentFeedBack.aspx>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|-----------------------------|------------------------|---------------------------------|
| Major Projects | 1185 | DST?SERB Young Scientist | 1236000 | 350000 |

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|-------------------|------|
| NIL | NIL | |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| 0 | 0 | 0 | Nil | 0 |
| No file uploaded. | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| 0 | 0 | 0 | 0 | 0 | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| 0 | 0 |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|------------------------------------|--------------------------|-----------------------|--------------------------------|
| International | Department of Commerce | 2 | 0 |
| National | Department of Economics | 2 | 0 |
| International | Department of Philosophy | 2 | 0 |
| National | Department of Philosophy | 2 | 0 |
| View Uploaded File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|-------------------|-----------------------|
| Bengali | 4 |
| Hindi | 2 |
| Physics | 1 |
| Political Science | 5 |
| Sanskrit | 1 |
| No file uploaded. | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| NIL | 0 | 0 | Nil | 0 | 0 | 0 |
| No file uploaded. | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| 0 | 0 | 0 | Nil | 0 | 0 | 0 |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 14 | 19 | 3 | 7 |
| Presented papers | 12 | 21 | 10 | 6 |
| Resource persons | 0 | 3 | 1 | 1 |
| No file uploaded. | | | | |

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------------|--|--|--|
| Blood donation Camp | NSS | 7 | 100 |
| Basic Health Checkup | NSS | 7 | 100 |
| Blood donation Camp | NSS | 7 | 100 |
| Free Blood group Test | NSS | 7 | 100 |
| AIDS awareness programme | NSS | 7 | 100 |
| No file uploaded. | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|----------------------|-------------------|-----------------|------------------------------|
|----------------------|-------------------|-----------------|------------------------------|

| | | | |
|-------------------|---|---|---|
| NIL | 0 | 0 | 0 |
| No file uploaded. | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--|---|--|--|--|
| Sanitary napkin vending machine | NSS | Sanitary napkin vending machine | 7 | 85 |
| National Education Day Toilet for transgender students | NSS | National Education Day Toilet for transgender students | 7 | 134 |
| No file uploaded. | | | | |

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------|-------------|-----------------------------|----------|
| NIL | 0 | 0 | 0 |
| No file uploaded. | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| 0 | 0 | 0 | Nil | Nil | 0 |
| No file uploaded. | | | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|-------------------|--------------------|--------------------|---|
| 0 | Nil | 0 | 0 |
| No file uploaded. | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 1234357 | 706662 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Existing |
| Value of the equipment purchased during the year (rs. in lakhs) | Existing |
| View File | |

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| KOHA | Partially | 3.18.03 | 2015 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|----------|---------|-------------|--------|-------|---------|
| | | | | | | |
| Text Books | 19404 | 4454227 | 2010 | 460550 | 21414 | 4914777 |
| Reference Books | 1003 | 0 | 386 | 0 | 1389 | 0 |
| e- Journals | 0 | 0 | 5725 | 0 | 5725 | 0 |
| No file uploaded. | | | | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| NIL | NIL | NIL | Nil |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 61 | 39 | 9 | 6 | 30 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|-------|----|----|----|---|----|---|---|---|---|
| Added | 7 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 68 | 39 | 13 | 6 | 30 | 0 | 0 | 0 | 0 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| |
|----------------|
| 120 MBPS/ GBPS |
|----------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| NIL | Nil |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 429000 | 8830150 | 1234357 | 706662 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college founded nearly forty three years ago is now mainly a three storied building with plenty of open space and a new two storied building to accommodate almost all the science departments with overlapping interests. The college is committed to provide quality education to the students through sincere and effective teaching and this can't be achieved without proper infrastructure. Apart from various state grants for infrastructure development, the Governing Body on recommendations of various subcommittees and cells allocate college funds to infrastructure projects on a priority basis. The college is also trying to get sponsors for the development of infrastructure to promote the learning environment. The college runs 20 departments under day and evening sections together and has well-furnished class rooms, good laboratories, photo copying centre, auditorium, gymnasium, common rooms, canteen, sports ground, gardens and a fully digitized central library. The college auditorium and the college ground are used for holding cultural events of the college and sports and games. As a community outreach, the college authority encourages local clubs to use these facilities on Sundays and holidays to organize similar events. There is a central computer facility in the college, though many departments are well equipped with computers. The college office including the Cash and the Accounts Departments have been computerized with LAN connections. Recent initiatives to enhance infrastructure: a) New two storied science building with class rooms and laboratory rooms b) Computer with internet facilities in all the departments c) Air-conditioned laboratory (Computer Science) d) Auditorium e) Gymnasium f) Water purifiers with water coolers are installed in various blocks to provide safe drinking water to the students and the staff of the college. g) Indoor game facilities h) Playground i) Cycle and two wheelers stands (covered) j) Car-parking space (covered) k) Eco friendly silent Generators to supply power during power outage l) Digital library m) Installation of 18 CCTVs at the campus n) Proposed Biotech laboratory for Molecular level research work o) Proposed central science museum for bioscience departments p) In view of the requirements of a large number of outstation female students admitted to the college every year, the authority is considering a proposal for construction of a women's hostel on the campus with UGC funds. The college maintains the

infrastructure facilities existing in the college by hiring services through tenders. Minor maintenance works are done under the supervisions of the college employees the tasks are assigned to.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|---|--------------------|------------------|
| Financial Support from institution | STUDENTS FEES CONSESSION (College Fund) | 383 | 62075 |
| Financial Support from Other Sources | | | |
| a) National | Kanyashree K-1 And K-2 | 512 | 9987000 |
| b) International | NIL | 0 | 0 |
| No file uploaded. | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|-----------------------|-----------------------------|-------------------|
| Nil | Nil | 0 | 0 |
| No file uploaded. | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|-------------------|--------------------|--|--|--|---------------------------|
| Nil | NIL | 0 | 0 | 0 | 0 |
| No file uploaded. | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 0 | 0 | 0 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| Nil | 0 | 0 | Nil | 0 | 0 |

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2017 | 6 | Kanchrapara College | History | University of Kalyani | M.A |
| 2018 | 3 | Kanchrapara College | Political Science | University of Kalyani | M.A |
| 2018 | 2 | Kanchrapara College | Political Science | Kazi Nazrul University | M.A |
| 2018 | 1 | Kanchrapara College | History | University of Kalyani | M.A |

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|-------|---|
| SET | 1 |

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|----------|-------|------------------------|
| NIL | Nil | Nil |

No file uploaded.

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2017 | Nil | Nil | Nil | Nil | Nil | Nil |
| 2018 | Nil | Nil | Nil | Nil | Nil | Nil |

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As dictated by the statute of the affiliating university the students union elected by the existing students has to follow a constitution provided by the university. The Executive Body of the Students Union, selected by the class representatives consists of the following office bearers: a) President. b) Vice-President. c) General Secretary. d) Assistant General Secretary. e) Treasurer. f) Games and sports secretary. g) Magazine secretary. h) Secretary of Bigyan Parishad. i) Secretary of students welfare. j) Common room secretary for boys.

k) Common room secretary for girls. l) Cultural secretary. Activities: a) Annual athletic meet. b) Annual cultural festival. c) Fresher's welcome. d) Magazine publication. e) Organization sports activities. f) Annual cultural programmes. g) Saraswati puja. h) Teachers day celebration. i) Republic Day and Independence Day celebration. j) Annual football and cricket tournaments. k) Inter-college cricket tournament. Funding: Fund is raised for such activities through collection of a sum of Rs.100 from each student at the time of admission to meet the expenses. The GS represents the Students' Union on the following academic and administrative bodies: a) Governing Body b) Admission sub-committee c) IQAC d) Magazine sub-committee e) Students fees concession committee. f) College/State/National level seminar committee (when such seminars are organized).

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization: Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Governing Body delegates all the academic and operational decisions based on policy to the Academic Sub-Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Sub-Committee formulates common working procedures and entrusts the implementation with the faculty members. 1. Faculty Level: Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are appointed as coordinator and convener for organizing seminars/workshops/conferences. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells. 2. Participative management : The institute promotes a culture of participative management by involving the staff and students in various activities. Students are empowered to play an active role as a coordinator of co-curricular and extracurricular activities, social service group coordinator. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed expressing themselves of any suggestions to improve the excellence in any aspect of the Institute.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|--|---|
| Curriculum Development | The syllabus for the affiliated colleges is framed and published by the university with the division of marks and number of classes allotted to each chapter of a particular subject. The members of Board of Studies from our college play an effective role in this process. |
| Teaching and Learning | We have seventeen cells to enhance the teaching and learning capabilities and maintain proper atmosphere conducive to academic excellence on the college campus. Academic calendar and class routines are prepared at the beginning of each session. The detailed planning of the curriculum along with the names of the teachers responsible for teaching the respective chapters are communicated to each student immediately after his/her admission verbally. |
| Examination and Evaluation | Over and above the University Examinations, the teacher continuously monitors the progress of a student by interacting with him verbally or by holding internal tests from time to time. The marks are kept in the college records for future assessments. If the progress is not satisfactory, he may guide him to choose a different subject before it is too late. |
| Research and Development | The college encourages the teachers to carry out research and extend support to them by way of granting facilities as far as possible. |
| Library, ICT and Physical Infrastructure / Instrumentation | The college founded nearly forty three years ago is now mainly a three storied building with plenty of open space and a new two storied building to accommodate almost all the science departments with overlapping interests. The college runs 20 departments under day and evening sections together and has well-furnished class rooms, good laboratories, photo copying centre, auditorium, gymnasium, common rooms, canteen, sports ground, gardens and a fully digitized central library with a vast collection of above 20,000 books, e-books and journals to cater to the |

| | |
|--------------------------------------|--|
| | needs of the faculty, staff and students. |
| Human Resource Management | The college aligns its resources, systems and employees to strategic objectives and priorities. |
| Industry Interaction / Collaboration | There is no scope for direct interaction with the industry. |
| Admission of Students | Kanchrapara College is a pioneering institute affiliated to the University of Kalyani serving the purpose of higher education in the semi-urban and rural areas of North 24 Parganas and Nadia districts of West Bengal. The College has a transparent admission process which is guided by an experienced 'Admission Committee' for ensuring complete transparency. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area | Details |
|-------------------------------|---|
| Planning and Development | Feedbacks from different stakeholders are taken in various meetings, plans and policies are modified accordingly. |
| Administration | 1. Governing Body 2. Principal 2.1. Academic 2.1.1. Teacher's Council 2.1.2. Head of The Department 2.1.2.1. Department 2.2. Accountant 2.2.1. Accounts Section 2.3. Administrative 2.3.1. IQAC 2.3.2. Subcommittee 2.3.3. Cells 2.3.4. Head Clerk 2.3.4.1. Group-C 2.3.4.2. Group-D 2.4. Cashier 2.4.1. Cash Section |
| Student Admission and Support | The college introduced the online admission process partially in the 2014-2015 academic years. The admission process has been made fully online from the academic year 2015-2016. The students get notifications on each and every step of admission process via SMS alerts provided by the college free of cost. The conventional offline admission process was followed till 2013-2014 academic year. |
| Examination | Over and above the University Examinations, the teacher continuously monitors the progress of a student by interacting with him verbally or by holding internal tests from time to time. The marks are kept in the college records for future assessments. If the progress is not satisfactory, he may guide him to choose a different subject before it is too late. |

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|-------------------|-----------------|---|---|-------------------|
| Nil | Nil | Nil | Nil | 0 |
| No file uploaded. | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|-------------------|---|---|-----------|---------|--|--|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|--|------------------------------------|------------|------------|----------|
| Short Term Course | 1 | 21/11/2017 | 27/11/2017 | 7 |
| Refresher Course | 1 | 01/12/2017 | 22/12/2017 | 21 |
| Workshop | 1 | 04/05/2018 | 11/05/2018 | 7 |
| No file uploaded. | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 0 | 0 | 0 | 0 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|----------|--------------|------------------------|
| Nil | Nil | (Half free/ Full Free) |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The management sometime seeks advice of competent internal auditors on better execution of the responsibilities. The accounts are prepared by the accountant and checked by the bursar. The statutory auditor appointed by the State Government does external audit yearly. The last audit was done for the financial year 2015-16 and there were no major objections. Very shortly, we will be able to complete audit for 2016-2017

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| Nil | 0 | Nil |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

| |
|---|
| 0 |
|---|

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | NIL | No | NIL |
| Administrative | No | NIL | No | NIL |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

| |
|---|
| Though there is no formal Parent - Teacher Association in our college, parents are sometimes asked for their opinions and suggestions on specific academic and administrative problems faced by the students of the college in general and their wards in particular. |
|---|

6.5.3 – Development programmes for support staff (at least three)

| |
|--|
| Both teachers and non-teaching staff participate in seminars organized by the IQAC to get accustomed with changing technology. |
|--|

6.5.4 – Post Accreditation initiative(s) (mention at least three)

| |
|-----|
| NIL |
|-----|

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | Yes |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|-------------------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| Nil | NIL | Nil | Nil | Nil | 0 |
| No file uploaded. | | | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|------------------------|-------------|-----------|------------------------|------|
| | | | Female | Male |
| | | | | |

| | | | | |
|-----|-----|-----|---|---|
| NIL | Nil | Nil | 0 | 0 |
|-----|-----|-----|---|---|

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| |
|---|
| Percentage of power requirement of the University met by the renewable energy sources |
| NIL |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|--|--------|-------------------------|
| Physical facilities | No | 0 |
| Provision for lift | No | 0 |
| Ramp/Rails | No | 0 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | No | 0 |
| Scribes for examination | No | 0 |
| Special skill development for differently abled students | No | 0 |
| Any other similar facility | No | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|--|--|------------|----------|--|----------------------|--|
| 2017 | 1 | 1 | 31/08/2017 | 1 | Blood donation Camp | Kanchra para College | 123 |
| 2017 | 1 | 1 | 01/09/2017 | 1 | Sanitary napkin vending machine | Kanchra para College | 153 |
| 2017 | 1 | 1 | 04/09/2017 | 1 | Basic health Checkup | Kanchra para College | 243 |
| 2017 | 1 | 1 | 11/11/2017 | 1 | National Education Day Toilet for transgender students | Kanchra para College | 114 |
| 2017 | 2 | 2 | 17/11/2017 | 1 | Blood | Kanchra | 78 |

| | | | | | | | |
|-------------------|---|---|------------|---|--------------------------------|----------------------------|-----|
| | | | 017 | | donation Camp | para College | |
| 2018 | 1 | 1 | 27/02/2018 | 1 | Free Blood group Test | Kanchra para College | 219 |
| 2018 | 1 | 1 | 31/03/2018 | 1 | AIDS awareness programme | Kanchra para College | 142 |
| No file uploaded. | | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|-------|---------------------|--------------------------|
| NIL | Nil | Nil |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|-------------------|---------------|-------------|------------------------|
| NIL | Nil | Nil | Nil |
| No file uploaded. | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

| |
|-----|
| NIL |
|-----|

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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 nonteaching 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 activites of the Health Cell are: ??To look after health centre in its day to day activities ??Health checkups 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

| |
|--|
| |
|--|

Provide the weblink of the institution

<http://kanchraparacollege.ac.in/frmMissionVission.aspx>

8.Future Plans of Actions for Next Academic Year

1. Arrange a new Computer Laboratory for department of Computer Science and a new Computer Laboratory for Department of Cornmerce 2. Beautify the College Garden.