



Yearly Status Report - 2018-2019

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.		03325858790
Mobile no.		9732617441
Registered Email		info@kpcoll.ac.in
Alternate Email		pkbdcb@gmail.com
Address		1, SIRAJ MONDAL ROAD
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. SAMIR DUTTA
Phone no/Alternate Phone no.	03325855159
Mobile no.	9051964098
Registered Email	info@kpcoll.ac.in
Alternate Email	dr.pkbiswas@kpcoll.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://kanchraparacollege.ac.in/frmAQAR.aspx
4. Whether Academic Calendar prepared during the year	No

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
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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 propose a smart class room for the students	26-Dec-2018 365	50
To propose a modernized central library in addition 50 seated student reading room.	15-Feb-2019 365	50

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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
Dr. Biplab Kumar Mukhapadhyay	Monitoring of migrating birds at Selected water Bodies of Nadia District in West Bengal	West Bengal Bio-diversity Board	2019 120	30000

[View Uploaded File](#)

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 :

7

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 propose a smart class room for the students
- To propose a modernized central library in addition 50 seated student reading room.

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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
To take propose a smart class room for	Achieved

the students	
To propose a modernized central library in addition 50 seated student reading room	Achieved
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body, Kanchrapara College	25-May-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	27-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description 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 Internet.
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Part B

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

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. 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. We have seventeen cells to enhance the teaching and learning capabilities and maintain proper atmosphere conducive to academic excellence on the college campus. 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	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
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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
BA	Hons. (CBCS)	01/07/2018
BA	Programme (CBCS)	01/07/2018
BCom	Hons. (CBCS)	01/07/2018
BCom	Programme (CBCS)	01/07/2018
BSc	Hons. (CBCS)	01/07/2018
BSc	Programme (CBCS)	01/07/2018
MA	Hindi (CBCS)	01/07/2018

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	Null	0
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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	Zoology	41
BSc	Botany	15
BSc	Geography, Field tour Dooars	29
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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 15 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
BA	Programme (CBCS)	572	2258	460
BA	Programme (CBCS)	1205	3603	1110
BSc	Hons. (CBCS)	456	2392	317

BSc	Programme (CBCS)	164	824	128
BCom	Hons. (CBCS)	158	309	137
BCom	Programme (CBCS)	396	183	121
MA	Hindi (CBCS)	40	55	27
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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
2018	4168	20	38	2	2

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
4188	38	1:110

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	Designation	Name of the award, fellowship, received from
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	state level, national level, international level		Government or recognized bodies
2018	Nil	Nil	Nil
2019	Nil	Nil	Nil
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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	09/04/2019	02/07/2019
BA	General	Part-III	09/04/2019	02/07/2019
BSc	Hons	Part-III	09/04/2019	02/07/2019
BSc	General	Part-III	09/04/2019	02/07/2019
BCom	Hons	Part-III	09/04/2019	02/07/2019
BCom	General	Part-III	09/04/2019	02/07/2019
MA	Hindi	Part-II	05/06/2019	29/07/2019
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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 2018 -2019
 1.COURSE OF STUDIES : Semester I II (CBCS) , Part-2 and Part-3. 2.COMMENCEMENT OF CLASS - Semester I - 1st Week of July, 2018, Semester -II 3rd week of January, 2019, Part 2: 1st week of August 2018 and Part 3: 1st week of July 2018. 3. FILLING UP OF FORM FOR UNIVERSITY EXAMINATION Semester I II, Part 2, Part 3 to be announced by the Kalyani University. 4. INTERNAL ASSESMENT- Semester -1: 1st Internal 1st Week of September,2018 and 2nd Internal. 3rd week of November, 2018. Semester-II : 1st Internal 2nd Week of March,2019 and 2nd Internal. 2nd week of May, 2019. Part 2 1st week of December 2018 and Part 3 1st week of December 2018. 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/>

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	Hons.	362	286	79.01
UG	BA	General	230	154	66.96
UG	BCom	Hons.	64	34	53.12
UG	BCom	General	18	5	27.78
UG	BSc	Hons.	230	180	78.26
UG	BSc	General	47	43	91.49
PG	MA	Hindi	9	9	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
Minor Projects	120	West Bengal Bio-diversity Board	0.4	0.3

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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
0	0	

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

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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

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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	Commerce	3	Nil
National	Commerce	1	Nil
International	Computer Science	2	2.3
National	Sanskrit	3	Nil
National	Library	2	Nil
National	Philosophy	2	Nil
National	Hindi	1	Nil

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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
Political Science	1
Sanskrit	2
Botany	3

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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
0	Nil	Nil	Nil	0	0	0

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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	Nil	0	Nil	0	0	0

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

Number of Faculty	International	National	State	Local
Presented papers	8	8	0	1
Resource persons	1	4	7	0
Presented papers	0	5	7	0
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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	6	83
Fire Safety	NSS	6	83
Thalassemia Test	NSS	6	83
Eye and Medical Checkup	NSS	6	83
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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
0	0	0	0
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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
NIL	NIL	NIL	0	0
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
0	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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
0	0	Nil	Nil	Nil	Nil
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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
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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
24596000	665500

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
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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	3.18.03.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20800	9372236	1126	507362	21926	9879598
Reference Books	2003	902451	120	54148	2123	956599
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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
0	0	0	Null
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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	68	39	9	6	30	0	0	0	0
Added	3	2	0	0	5	0	0	0	0
Total	71	41	9	6	35	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
0	Null

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
1302000	772000	20546000	665500

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)	0	0
Financial Support from Other Sources			
a) National	Kanyashree K-1 And K-2	515	10739000
b) International	0	0	0
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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
0	Nil	0	Nil
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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	0	0	0	0	0
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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
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	4	Kanchrapara College	Political Science	University of Kalyani	M.A.
2019	3	Kanchrapara College	Political Science	Rabindra Bharati University	M.A.
2018	1	Kanchrapara College	Sanskrit	Rabindra Bharati University	M.A.
2018	6	Kanchrapara College	Microbiology	University of Kalyani	M.Sc
2019	1	Kanchrapara College	Microbiology	West Bengal state University	M.Sc
2018	7	Kanchrapara College	Zoology	University of Kalyani	M.Sc
2018	5	Kanchrapara College	Zoology	West Bengal state University	M.Sc
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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
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
15TH AUGUST 2018 INDEPENDENCE DAY	INSTITUTIONAL	243
5TH SEPTEMBER 2018 TEACHERS DAY DAY	INSTITUTIONAL	983
21ST SEPTEMBER 2018 HINDI DIVAS	INSTITUTIONAL	142
23RD JANUARY 2019 NETAJI SUBHAS CHANDRA BOSE BIRTHDAY CELEBRATION	INSTITUTIONAL	472
26TH JANUARY 2019 REPUBLIC DAYS	INSTITUTIONAL	137
7th February, 2019 FEBRUARY 2019 ANNUAL SPORTS	INSTITUTIONAL	1628
21ST FEBRUARY 2019 INTERNATIONAL MOTHERS LANGUAGE DAY	INSTITUTIONAL	172
26-27 September 2018 Knowledge fair	INSTITUTIONAL	1198
10th February, 2019, Saraswati Puja	INSTITUTIONAL	3527
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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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) VicePresident. 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

	<p>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.</p>
Teaching and Learning	<p>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.</p>
Examination and Evaluation	<p>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.</p>
Research and Development	<p>The college encourages the teachers to carry out research and extend support to them by way of granting facilities as far as possible.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>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.</p>
Human Resource Management	<p>The college aligns its resources, systems and employees to strategic objectives and priorities.</p>
Industry Interaction / Collaboration	<p>There is no scope for direct interaction with the industry.</p>

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.
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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
Finance and Accounts	Send to Auditor but Audit Report not yet received .
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	Name of the professional body for which membership	Amount of support

		support provided	fee is provided	
Nil	NIL	NIL	NIL	0
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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)
No Data Entered/Not Applicable !!!						
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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
Orientation Programme	2	22/06/2018	22/07/2018	31
Orientation Programme	1	09/07/2018	04/08/2018	27
Short Term Course	1	23/08/2018	29/08/2018	7
Refresher Course	1	23/08/2018	12/09/2018	21
Refresher Course	1	27/08/2018	15/09/2018	20
Orientation Programme	1	04/09/2018	01/10/2018	28
Short Term Course	1	14/11/2018	20/11/2018	7
Refresher Course	1	22/11/2018	12/12/2018	21
Refresher Course	1	28/11/2018	18/12/2018	21
Refresher Course	1	30/11/2018	20/12/2018	21
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	0	5	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	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	0
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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	Null	No	Null
Administrative	No	Null	No	Null

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)

0

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	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC			participants
Nil	Nil	Nil	Nil	Nil	0
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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
0	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
0

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
2018	1	1	27/11/2018	1	Blood Donetion Camp	Kanchra para College	83
2018	1	1	28/11/2018	1	Fire Safety	Kanchra para College	83
2018	1	1	29/11/2018	1	Thalass	Kanchra	83

			018		emia Test	para College	
2018	1	1	30/11/2018	1	Eye Checkup Basic Helth checkup	Kanchra para College	83
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
o	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
0	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 activates of the Health Cell are: 1)To look after health centre in its day to day activities. 2)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.

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

The College of Education conducts its programs and activities guided by overarching Vision, Mission, Goals, Values, Beliefs statements. All are revisited periodically and revised, if appropriate. VISION The College of Education will be a world leader in the integration of (a) teaching and learning, (b) advancement of the knowledge base through research and scholarship, and (c) leadership in service and outreach. Further, the College will be a world leader in preparing professionals who provide leadership and

exemplary educational and related services to improve the lives of individuals in a changing and complex global society. MISSION The mission of the College of Education is to help prepare outstanding educators, scholars, and researchers, and to advance the profession of education, as broadly defined, through research on the science and art of teaching and learning, the application of clinical processes, the effective uses of technology, and the analysis and development of leadership and educational policy. GOALS 1. Help to prepare educational professionals recognized for the quality and significance of their teaching, research, scholarship, service, outreach, and leadership. 2. Provide widely recognized leadership in the improvement of teaching, learning, and the assessment of educational outcomes across the life span through research, scholarship, and technology. 3. Enhance the commitment of faculty, staff, and students to the centrality of diversity, social justice, and democratic citizenship. 4. Provide leadership in the development of collaborative, professional relationships with schools, organizations, and other institutions focused on the improvement of education in schools, communities, and workplace settings. 5. Sustain a caring, supportive climate throughout the College. 6. Enhance the effective and efficient management of the College. VALUES 1. Academic excellence and integrity 2. Outstanding teaching and service 3. Scholarly research and professional leadership 4. Integration of teaching, research, and service 5. Individual and collective excellence 6. Diversity, equity, and social justice 7. Education of individuals across the life span 8. Collegiality and collaboration VALUES 1. A literate and educated citizenry is vital to a democratic society. 2. All people are entitled to a high-quality education, grounded in sensitivity to individual dignity, professional integrity, and a positive and nurturing environment. 3. A dynamic education system fosters an equitable, productive economy in a global environment. 4. Teaching and learning should be informed by scholarly research and effective practice. 5. School improvement should be based on sound research, the application of theory as it relates to effective practice, policy development, and collaboration with practitioners. 6. Technology should be used to improve the quality of teaching and learning, research and scholarship, and outreach to the state, nation, and the world. 7. Interdisciplinary programs should be used to enhance human learning, growth, and development across the life span.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

The new CBCS system adopted by the college with the guidance of University of Kalyani from 2018 -19 Sessions. The College is planning to recruit more temporary staff to cope with the additional burden and appple to the state government for creation of new post also. The college authority also takes deferent initiative likes new world class seminar room smart room and cubicle for humanities. Further P.G. department also renovated with research facilities. In addition college will plan to comprehensive development of the college.