

**KANCHRAPARA COLLEGE**  
**ISO Certificate: GREEN**  
**CAMPUS**



# Certificate of Registration

This is to Certify that  
Quality Management System of

## KANCHRAPARA COLLEGE

KANCHRAPARA, NORTH 24, PARGANAS- 743145,  
WEST BENGAL, INDIA.

has been assessed and found to conform to the requirements of  
**ISO 9001:2015**  
for the following scope :

TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO  
AWARDING OF B.A, B.SC, & B.COM HONS AS WELL AS GENERAL  
COURSES CONSIDERING ENVIRONMENT FRIENDLY AND ENERGY  
EFFICIENCY MANNER IN COLLEGE GREEN CAMPUS.

IAF CODE: 37

Certificate No	: 23EQMQ07		
Initial Registration Date	: 08/12/2023	Issuance Date	: 08/12/2023
Date of Expiry*	: 07/12/2026		
1st Surv. Due	: 08/11/2024	2nd Surv. Due	: 08/11/2025

  
**Director**



(Scan to Verify)

**Assurance Quality Certification LLC**

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: [info@aqcworld.com](mailto:info@aqcworld.com).

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

\*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (in case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawal).

**Certificate Verification:** Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or [www.aqcworld.com](http://www.aqcworld.com) at Active Clients.

Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded



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EFFICIENCY MANNER IN COLLEGE GREEN CAMPUS.

IAF CODE: 37

Certificate No	: 23EEMK22		
Initial Registration Date	: 08/12/2023	Issuance Date	: 08/12/2023
Date of Expiry*	: 07/12/2026		
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WEST BENGAL, INDIA.

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AWARDING OF B.A, B.SC, & B.COM HONS AS WELL AS GENERAL  
COURSES CONSIDERING ENVIRONMENT FRIENDLY AND ENERGY  
EFFICIENCY MANNER IN COLLEGE GREEN CAMPUS.

Certificate No	: 23EEEnMM17		
Initial Registration Date	: 08/12/2023	Issuance Date	: 08/12/2023
Date of Expiry*	: 07/12/2026		
1st Surv. Due	: 08/11/2024	2nd Surv. Due	: 08/11/2025



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**KANCHRAPARA COLLEGE**

**ISO Certificate: GREEN**

**AUDIT CERTIFICATE**



Service Provided: Legal, Safety, Fire, Environment, Energy Audit and ISO, Information Security, Automotive, NABL, NABH, CSR, Food, Medical Certification and Training services  
Govt.Reg.No.200252020048281, MSME Reg.No.UDYAM-WB-14-0014572, GST No. 19FTIPM3803A1ZH

## Green Audit Certificate

This Certificate is awarded to

### KANCHRAPARA COLLEGE

As part of the Institution's Initiatives for a Healthy & Sustainable College the audit was conducted.

We appreciate the immense efforts taken by Staff and Students towards the Efficient Management of Premise.

**Issued on April, 2022 valid till March, 2023**

*Analesh Kr Mandal*

**MANAGEMENT SYSTEM CONSULTANCY**

#### *Authorization:*

- National Safety Council Certified (EMS: Registered ID No. 20210701001, OH&S Auditor: Merit Certificate No. 20211013005)
- National Productivity Council Certified (Energy Management Auditor: Certificate No. N95P15C244453/EL/50)
- ISO 14001:2015 (Environment) (CQI-IRCA Delegate ID: 173839, Certificate No. 46957) Lead Auditor Certificate
- ISO 9001:2015 (Quality) (NABET Accredited, Certificate No. IRCLASS/QMS/2016/02/03/01 of 07) Lead Auditor Certificate
- ISO 45001:2018 (OHSAS) (CQI-IRCA Delegate ID: 111285, Certificate No. 44532) Lead Auditor Certificate.
- ISO 50001:2018 (Energy) (CQI-IRCA Delegate ID: 218048, Certificate No. ENR-00728617) Lead Auditor Certificate
- Certified PG Diploma in Environment and Sustainable Development (En Roll No-BU/13/706432) from Bundelkhand University.
- Certified PG Diploma in Fire and Safety Management from Jawaharlal Nehru Technological University Hyderabad (Cert. No. 15359120506)

UMA Apartment, Rishi Arobindo Road, Madhyamgram, Kolkata-700130

Email ID: [managementsystemconsultancy@gmail.com](mailto:managementsystemconsultancy@gmail.com)

Website: [www.msystemcon.com](http://www.msystemcon.com)



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**KANCHRAPARA COLLEGE**  
**Academic Administrative**  
**Audit**  
**2022 – 2023**



# Kanchrapara College

## Academic Audit Report

2022-2023

### Academic and Administrative Audit Report of Kanchrapara college

held on.....19/08/2023.....using the NAAC Parameters

An academic and Administrative Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the team are mentioned below.

OSRG	- Academic Audit Report – Criteria wise
<b>Curricular Aspects:</b>	
2.1.1 Curricular Planning and Implementation:	<p><b>CURRICULUM AND SYLLABUS</b></p> <p><b>Syllabus</b> has been prepared by affiliated University. Some teachers are the members of the Board of Studies.</p> <p><b>Inputs to students are through:</b></p> <ul style="list-style-type: none"><li>Lectures</li><li>Chalk &amp; Talk</li><li>Power Point Presentation</li><li>Case Study</li></ul> <p><b>COURSES OFFERED:</b></p> <p>1. B.A., B.Sc. &amp; B. Com, M.A.( Hindi)</p> <ul style="list-style-type: none"><li>c. The features of the Programmes are: Continuous student orientation program</li><li>d. Field visits</li></ul>



2.1.1 Curricular Design and Development	1. Syllabus has been designed by the university of Kalyani, affiliated university
2.1.2 Academic Flexibility:	<ol style="list-style-type: none"> <li>1. Faculty flexibility in handling number of subjects and participating in extracurricular activities</li> <li>2. CBCS system provides choice of taking credits in a year across the semesters</li> <li>3. Faculty has full freedom to plan and execute Students' seminar and arranging departmental seminar /outreach programmes/workshop</li> </ol>
2.1.4 Feedback System:	<ol style="list-style-type: none"> <li>1. Screening of deficiency of students <ol style="list-style-type: none"> <li>a. Feedback through google form</li> <li>b. Class mentoring – on going process.</li> </ol> </li> <li>2. Additional skill development: <ol style="list-style-type: none"> <li>a. Tally for commerce students</li> <li>b. Higher level language programming for science students</li> </ol> </li> <li>3. Joint research by faculty and students: done ( Economics Departments)</li> <li>4. Inter-disciplinary courses are offered- in the form of open elective.</li> <li>5. Skill training without field exposure attempted.</li> </ol>
<b>Teaching-Learning &amp; Evaluation:</b>	
2.2.2 Catering to Student Diversity:	<ol style="list-style-type: none"> <li>1. Orientation Program conducted</li> <li>2. Remedial classes</li> <li>3. Placements assistance</li> <li>4. Mentoring &amp; Counseling</li> <li>5. Recognizing achievements</li> <li>6. Students aid fund provided</li> <li>7. Parent Teachers Association meetings held</li> </ol>



2.2.3 Teaching-Learning Process:	<p>1. Process adopted; lectures, case studies, class room participation, assignments, Student presentations.</p> <p><b>BEST PRACTICES:</b></p> <ul style="list-style-type: none"> <li>a. Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty.</li> <li>b. Participatory learning methods employed</li> </ul>
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> <li>1. Subject knowledge of the teacher is sound as per the opinion of the students</li> <li>2. Some Faculties are engaged in research and to publish papers and books</li> <li>3. Monitoring of discipline and classroom participation of students,</li> <li>4. Use of computerized presentations.</li> <li>5. Effective utilization of staff.</li> <li>a. Routines – avoid teachers in non-academic activities</li> <li>b. Choice to faculty to get involved in non-academic activities</li> <li>11. Infrastructure - adequate classrooms and other facilities <ul style="list-style-type: none"> <li>a. Internet facilities (100mbps)</li> <li>b. Wi-fi 24X7 availability for teaching &amp; non-teaching staff only.</li> </ul> </li> <li>12. Programmes have been conducted for faculty members both in-house and outside with leave.</li> </ul>



<p>2.2.5 Evaluation Process and Reforms:</p>	<p>Evaluation process.</p> <ul style="list-style-type: none"> <li>a) Class room interactions</li> <li>b) Internal exams and University exams</li> <li>c) Assignments and presentations</li> </ul> <p>Internal assessment</p> <ul style="list-style-type: none"> <li>a. 10 marks through internal assessment/Assignment conducted by the subject teacher</li> <li>b. The best out of 2 internal tests is considered</li> <li>c. Industry institution interaction – done by placement cell as well as by department head.</li> </ul>
<p>2.2.6 Student Performance and Learning Outcomes:</p>	<p><b>Student oriented initiatives</b> are:</p> <ul style="list-style-type: none"> <li>a) Students seminars and workshops</li> <li>b) Introduced CBCS</li> <li>c) Orientation</li> <li>d) Mentoring and counseling by full time faculty</li> <li>e) Few Certificate courses.</li> <li>f) Recognize achievements – scholarships from state, central.</li> </ul> <p><b>STUDENT FEEDBACK</b></p> <ul style="list-style-type: none"> <li>a) Expectations met by the institution</li> <li>b) Academics – excellent</li> <li>c) Flexibility offered.</li> <li>d) Good online admission policy</li> <li>e) Fee structure – no grievance</li> <li>f) Library timings – no concerns were raised</li> <li>g) Certificate, Add-on courses – adequate</li> </ul> <p>Placement - commendable</p>



<b>Research, Consultancy &amp; Extension:</b>	
2.3.1 Promotion of Research:	<p><b>DOCTORAL DEGREE PROGRAMMES</b>  <b>At Kalyani University/ other Universities</b></p> <ul style="list-style-type: none"> <li>No. of Ph. D Scholars (Faculty) Registered: 06</li> </ul> <p><b>PLANNED FOR</b></p> <ol style="list-style-type: none"> <li>UGC funded projects: Nil</li> <li>Bi-Annual journals.</li> <li>Student project: guiding them to choose the subject, conducting and reporting process.</li> <li>Research Initiatives <ol style="list-style-type: none"> <li>For faculty - <ol style="list-style-type: none"> <li>Special leave for Ph. D.</li> <li>book writing</li> <li>Leave for paper presentation in a seminar , Conference &amp; Workshop</li> </ol> </li> </ol> </li> </ol>
a) Research Facilities:	<ul style="list-style-type: none"> <li>Institute has a well-planned library and internet facility to cater to the needs of research.</li> <li>Adequate facility for research scholars</li> <li>Online journal/E-content available</li> <li>Extended library timings</li> </ul>
a) Consultancy:	Not explored
b) Extension Activities and Institutional Social responsibility:	<ol style="list-style-type: none"> <li>Leadership is encouraged among students by outreach programmes to inculcate: <ol style="list-style-type: none"> <li>Social concern</li> <li>Character building</li> </ol> </li> </ol>
c) Collaborations	<ol style="list-style-type: none"> <li>Collaboration with – Different colleges for teacher exchange and arranging joint seminar programme</li> <li>Encouragement to faculty members to take-up more funding projects</li> </ol>
<b>Infrastructure and Learning Resources:</b>	
2.4.1 Physical Facilities:	Institute has a well-designed environment friendly class rooms and conference rooms. There is ample facility for indoor and outdoor games.



2.4.2 Library as a Learning Resource:	Has library with latest editions of volumes of books
2.4.3 IT Infrastructure	Wi-Fi campus, provides free access to faculty and students.
2.4.4 Maintenance of Campus Facilities:	Hygienically maintained campus.
<b>2.5 Student Support and Progression:</b>	
2.5.1 Student Mentoring and Support:	<b>COUNCELLING:</b> <ol style="list-style-type: none"> <li>1. SWOT at entry level</li> </ol>
	<ol style="list-style-type: none"> <li>2. Identification of slow learning students</li> <li>3. Remedial measures taken, suggests remedies for non-performers.               <ol style="list-style-type: none"> <li>a. Observation</li> <li>b. Questionnaire</li> <li>c. Work on weaknesses</li> </ol> </li> <li>4. PTM – parent teacher Meeting</li> </ol>
2.5.2 Student Progression:	<ol style="list-style-type: none"> <li>1. NSS for students</li> <li>2. Participation at the National Republic Day parade as an NSS contingent</li> </ol>



### 2.5.3 Student Participation and Activities:

The sports department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound.

Indoor games area - Gym, Carom – and others.

Outdoor Games – Foot ball, cricket, The college has produced athletes and sportspersons of National . The Playground and facilities are adequate

#### **STUDENT SUPPORT**

- Scholarship
- Breakfast & Snacks
- TA & DA
- Awards
- Concessions are provided to sportspersons

#### **Social and cultural activities organized are:**

1. Seminars, lectures, workshops on social issues
2. Blood donation camps
3. Cleanliness drives, awareness campaigns& recycling projects



Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<p>1. Vision statement is clear and noble</p> <ul style="list-style-type: none"> <li>To achieve academic excellence with social concern</li> <li>Institute supports students from marginalized and poor segments of society</li> </ul> <p>2. Investment on faculty:</p> <ol style="list-style-type: none"> <li>Conduct faculty development programmes in line with the demand</li> <li><b>Faculty hiring policy</b> is strictly followed- based on the need identification by the Principal, based on workload, and in consultation with external subject experts.</li> <li>Principal makes the decision based on qualification, experience and remuneration.</li> <li><b>Faculty motivation policy:</b> encourage for higher studies with leave</li> <li>Deputation to national seminars, workshops by the college and educational institutions encouraged</li> </ol> <p>Faculty attrition is minimal</p>
2.6.2 Strategy Development and Deployment	<p>Admission policy:</p> <p>Inclusive promotion</p> <ol style="list-style-type: none"> <li>Admission Committee approved by the Governing Body looks into the admission policy</li> </ol> <p>New courses and add-ons:</p> <ul style="list-style-type: none"> <li>Certificate courses.</li> </ul> <p>PLACEMENT:</p> <ul style="list-style-type: none"> <li>No Full-time placement officer – full time faculty given additional responsibility.</li> </ul>



<ul style="list-style-type: none"> <li>• Faculty Empowerment Strategies:</li> </ul> <ul style="list-style-type: none"> <li>- Faculty development initiatives</li> <li>- Support staff development initiatives</li> <li>- Student development initiatives</li> </ul>	<p>Faculty empowerment:</p> <ul style="list-style-type: none"> <li>a) Full autonomy to HODs &amp; DICs.</li> <li>b) Right faculty choice – from external sources with remuneration flexibility.</li> <li>c) Faculty encouraged to attend external programmes</li> <li>d) HODs &amp; DICs prepare budget – academic expenses pertaining to their departments.</li> </ul>
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#### OVERALL ANALYSIS: Observations

##### 3.1 Institutional Strengths

- Sound value based Management
- Efficient Administration.
- Reasonably good infrastructure.
- Committed Faculty.
- High brand equity.
- Good placement record.
- Good quality of students
- Skill based education introduced.
- Tally, Excel, E-ticketing, Analytics tools.
- Collaboration with different colleges for faculty exchange programmes



2.6.4 Financial Management and Resource	<ol style="list-style-type: none"> <li>1. Finance Committee looks into the financial management</li> <li>2. Budgeting: deficit is allowed</li> <li>3. Revenue &amp; disbursement: <ol style="list-style-type: none"> <li>a) Infrastructure</li> <li>b) Repair and maintenance</li> <li>c) Purchase of lab equipment</li> <li>d) Purchase of Books</li> </ol> </li> </ol>
2.6.5 Internal Quality Assurance System:	<p>Monitoring system: Have a structured system to monitor outcome of courses, value added courses.</p> <ul style="list-style-type: none"> <li>• IQAC is proactive in innovating curriculum on a regular basis.</li> <li>• Faculty performance is evaluated effectively</li> <li>• Student performance is evaluated effectively</li> <li>• Remedial classes arranged for weaker students</li> </ul>
<b>OVERALL ANALYSIS: Observations</b>	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> <li>• Sound value based Management,</li> <li>• Efficient Administration,</li> <li>• reasonably good infrastructure,</li> <li>• Committed Faculty,</li> <li>• High Brand equity,</li> <li>• Good placement record,</li> <li>• Good quality of students</li> <li>• Skill based education introduced – Tally, Excel, E-ticketing, Analytics tools.</li> <li>• Collaboration with different colleges for faculty exchange programme</li> </ul>



<p>3.2 Institutional Weakness</p>	<ul style="list-style-type: none"> <li>• Industry interface,</li> <li>• Lack of research orientation in curriculum,</li> <li>• Limited space for academic expansion,</li> <li>• Exit policy of the govt .in recruitment of aided faculty ,</li> <li>• Lack of consultation,</li> <li>• No full-time office for placement – full time faculty given additional responsibility</li> <li>• Limitation – for inter-disciplinary course</li> <li>• Skill training without field exposure has little value.</li> <li>● No. Of full-time faculty</li> </ul>
<p>3.3 Institutional Opportunities:</p>	<ul style="list-style-type: none"> <li>• Faculty and student exchange</li> <li>• New programmes, choice of electives, dual electives</li> </ul>
<p>3.4 Institutional Challenges:</p>	<ul style="list-style-type: none"> <li>• Coping with Changing policies of the government</li> <li>• Competition from private Universities and Colleges, handling modern students in discipline</li> <li>• Faculty retention</li> <li>• Financing academic development</li> <li>• Space for expansion</li> <li>• Academic excellence in line with changing domestic and global employers' demands</li> </ul>



## Recommendations for Quality Enhancement of the Institution:

1. Research –
  - Encourage faculty to take up more of funded projects.
  - Introduction of Research projects at UG level
2. Placement:
  - Dedicated placement cell with a professional heading the cell.
3. All the activities planned by various departments, under various criteria are to be measured and quantified.
- a. Library - increase the seating capacity
5. Seeking collaboration with Institutional funding agencies for projects.
6. Collaboration with other Industry Bodies
7. Benefits for research and book writing to be relooked by the faculty
8. More and more skill components to be added in the Curriculum

On the basis of the recommendation given by the Academic and Administrative Audit Team.

## Conclusion

Thus, required action has been taken on the basis of the suggestions given by the AAA team for quality enhancement of the institution.

Signature of the Academic and Administrative Audit Team:

1.

*19.08.23*

Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia, (W.B.)



2.

*19.08.2023.*

प्रोफेसर / Professor  
गणित विभाग / Department of Mathematics  
विश्व - भारती / Visva-Bharati  
शान्तिनिकेतन-731235/Santiniketan-731235

3.

*19/8/23*

प्रोफेसर / Professor  
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शान्तिनिकेतन-731235/Santiniketan-731235

4.

*19/08/2023*

Principal  
Chapra Bangalji Mahavidyalaya  
Chapra, Nadia.



**KANCHRAPARA COLLEGE**  
**Academic Administrative**  
**Audit**  
**2021 – 2022**



# Kanchrapara College

## Academic Audit Report

2021-2022

### Academic and Administrative Audit Report

of Kanchrapara college

held on...16/07/2022...using the NAAC Parameters

An academic and Administrative Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the team are mentioned below.

OSRG	- Academic Audit Report – Criteria wise
<b>Curricular Aspects:</b>	
2.1.1 Curricular Planning and Implementation:	<p><b>CURRICULUM AND SYLLABUS</b></p> <p>Syllabus has been prepared by affiliated University. Some teachers are the members of the Board of Studies.</p> <p><b>Inputs to students are through:</b></p> <ul style="list-style-type: none"><li>Lectures</li><li>Chalk &amp; Talk</li><li>Power Point Presentation</li><li>Case Study</li></ul> <p><b>COURSES OFFERED:</b></p> <p>1. B.A., B.Sc. &amp; B. Com, M.A.( Hindi)</p> <ul style="list-style-type: none"><li>c. The features of the Programmes are: Continuous student orientation program</li><li>d. Field visits</li></ul>



2.1.1 Curricular Design and Development	1. Syllabus has been designed by the university of Kalyani, affiliated university
2.1.2 Academic Flexibility:	<ol style="list-style-type: none"> <li>1. Faculty flexibility in handling number of subjects and participating in extracurricular activities</li> <li>2. CBCS system provides choice of taking credits in a year across the semesters</li> <li>3. Faculty has full freedom to plan and execute Students' seminar and arranging departmental seminar /outreach programmes/workshop</li> </ol>
2.1.4 Feedback System:	<ol style="list-style-type: none"> <li>1. Screening of deficiency of students               <ol style="list-style-type: none"> <li>a. Feedback through google form</li> <li>b. Class mentoring – on going process.</li> </ol> </li> <li>2. Additional skill development:               <ol style="list-style-type: none"> <li>a. Tally for commerce students</li> <li>b. Higher level language programming for science students</li> </ol> </li> <li>3. Joint research by faculty and students: done ( Economics Departments)</li> <li>4. Inter-disciplinary courses are offered– in the form of open elective.</li> <li>5. Skill training without field exposure attempted.</li> </ol>
<b>Teaching-Learning &amp; Evaluation:</b>	
2.2.2 Catering to Student Diversity:	<ol style="list-style-type: none"> <li>1. Orientation Program conducted</li> <li>2. Remedial classes</li> <li>3. Placements assistance</li> <li>4. Mentoring &amp; Counseling</li> <li>5. Recognizing achievements</li> <li>6. Students aid fund provided</li> <li>7. Parent Teachers Association meetings held</li> </ol>



2.2.3 Teaching-Learning Process:	<p>1. Process adopted; lectures, case studies, class room participation, assignments, Student presentations.</p> <p><b>BEST PRACTICES:</b></p> <ul style="list-style-type: none"> <li>a. Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty.</li> <li>b. Participatory learning methods employed</li> </ul>
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<p>2.2.5 Evaluation Process and Reforms:</p>	<p>Evaluation process.</p> <ul style="list-style-type: none"> <li>a) Class room interactions</li> <li>b) Internal exams and University exams</li> <li>c) Assignments and presentations</li> </ul> <p>Internal assessment</p> <ul style="list-style-type: none"> <li>a. 10 marks through internal assessment/Assignment conducted by the subject teacher</li> <li>b. The best out of 2 internal tests is considered</li> <li>c. Industry institution interaction – done by placement cell as well as by department head.</li> </ul>
<p>2.2.6 Student Performance and Learning Outcomes:</p>	<p><b>Student oriented initiatives are:</b></p> <ul style="list-style-type: none"> <li>a) Students seminars and workshops</li> <li>b) Introduced CBCS</li> <li>c) Orientation</li> <li>d) Mentoring and counseling by full time faculty</li> <li>e) Few Certificate courses.</li> <li>f) Recognize achievements – scholarships from state, central.</li> </ul> <p><b>STUDENT FEEDBACK</b></p> <ul style="list-style-type: none"> <li>a) Expectations met by the institution</li> <li>b) Academics – excellent</li> <li>c) Flexibility offered.</li> <li>d) Good online admission policy</li> <li>e) Fee structure – no grievance</li> <li>f) Library timings – no concerns were raised</li> <li>g) Certificate, Add-on courses – adequate</li> </ul> <p>Placement - commendable</p>



<b>Research, Consultancy &amp; Extension:</b>	
2.3.1 Promotion of Research:	<p>DOCTORAL DEGREE PROGRAMMES At Kalyani University/ other Universities</p> <ul style="list-style-type: none"> <li>No. of Ph. D Scholars (Faculty) Registered: 06</li> </ul> <p><b>PLANNED FOR</b></p> <ol style="list-style-type: none"> <li>UGC funded projects: Nil</li> <li>Bi-Annual journals.</li> <li>Student project: guiding them to choose the subject, conducting and reporting process.</li> <li>Research Initiatives <ol style="list-style-type: none"> <li>For faculty – <ol style="list-style-type: none"> <li>Special leave for Ph. D.</li> <li>book writing</li> <li>Leave for paper presentation in a seminar , Conference &amp; Workshop</li> </ol> </li> </ol> </li> </ol>
a) Research Facilities:	<ul style="list-style-type: none"> <li>Institute has a well-planned library and internet facility to cater to the needs of research.</li> <li>Adequate facility for research scholars</li> <li>Online journal/E-content available</li> <li>Extended library timings</li> </ul>
a) Consultancy:	Not explored
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2.4.2 Library as a Learning Resource:	Has library with latest editions of volumes of books
2.4.3 IT Infrastructure	Wi-Fi campus, provides free access to faculty and students.
2.4.4 Maintenance of Campus Facilities:	Hygienically maintained campus.
<b>2.5 Student Support and Progression:</b>	
2.5.1 Student Mentoring and Support:	<b>COUNCELLING:</b> <ol style="list-style-type: none"> <li>1. SWOT at entry level</li> <li>2. Identification of slow learning students</li> <li>3. Remedial measures taken, suggests remedies for non-performers. <ol style="list-style-type: none"> <li>a. Observation</li> <li>b. Questionnaire</li> <li>c. Work on weaknesses</li> </ol> </li> <li>4. PTM – parent teacher Meeting</li> </ol>
2.5.2 Student Progression:	<ol style="list-style-type: none"> <li>1. NSS for students</li> <li>2. Participation at the National Republic Day parade as an NSS contingent</li> </ol>



2.5.3 Student Participation and Activities:

The sports department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound.

Indoor games area - Gym, Carom – and others.

Outdoor Games – Foot ball, cricket, The college has produced athletes and sportspersons of National . The Playground and facilities are adequate

**STUDENT SUPPORT**

- Scholarship
- Breakfast & Snacks
- TA & DA
- Awards
- Concessions are provided to sportspersons

**Social and cultural activities organized are:**

1. Seminars, lectures, workshops on social issues
2. Blood donation camps
3. Cleanliness drives, awareness campaigns& recycling projects



Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<p>1. Vision statement is clear and noble</p> <ul style="list-style-type: none"> <li>• To achieve academic excellence with social concern</li> <li>• Institute supports students from marginalized and poor segments of society</li> </ul> <p>2. Investment on faculty:</p> <ol style="list-style-type: none"> <li>a) Conduct faculty development programmes in line with the demand</li> <li>b) <b>Faculty hiring policy</b> is strictly followed- based on the need identification by the Principal, based on workload, and in consultation with external subject experts.</li> <li>c) Principal makes the decision based on qualification, experience and remuneration.</li> <li>d) <b>Faculty motivation policy:</b> encourage for higher studies with leave</li> <li>f) Deputation to national seminars, workshops by the college and educational institutions encouraged</li> </ol> <p>Faculty attrition is minimal</p>
2.6.2 Strategy Development and Deployment	<p>Admission policy:</p> <p>Inclusive promotion</p> <ol style="list-style-type: none"> <li>i. Admission Committee approved by the Governing Body looks into the admission policy</li> </ol> <p>New courses and add-ons:</p> <ul style="list-style-type: none"> <li>• Certificate courses.</li> </ul> <p>PLACEMENT:</p> <ul style="list-style-type: none"> <li>• No Full-time placement officer – full time faculty given additional responsibility.</li> </ul>



<p style="text-align: center;"><b>Faculty Empowerment Strategies:</b></p> <ul style="list-style-type: none"> <li>- Faculty development initiatives</li> <li>- Support staff development initiatives</li> <li>- Student development initiatives</li> </ul>	<p><b>Faculty empowerment:</b></p> <ul style="list-style-type: none"> <li>a) Full autonomy to HODs &amp; DICs.</li> <li>b) Right faculty choice – from external sources with remuneration flexibility.</li> <li>c) Faculty encouraged to attend external programmes</li> <li>d) HODs &amp; DICs prepare budget – academic expenses pertaining to their departments.</li> </ul>
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#### OVERALL ANALYSIS: Observations

##### 3.1 Institutional Strengths:

- Sound value based Management
- Efficient Administration
- reasonably good infrastructure
- Committed Faculty
- High Brand equity
- Good placement record
- Good quality of students
- Skill based education introduced
- Fully Excel E-learning Analytics tools
- Collaboration with different colleges for faculty exchange programme



2.6.4 Financial Management and Resource	<ol style="list-style-type: none"> <li>1. Finance Committee looks into the financial management</li> <li>2. Budgeting: deficit is allowed</li> <li>3. Revenue &amp; disbursement: <ol style="list-style-type: none"> <li>a) Infrastructure</li> <li>b) Repair and maintenance</li> <li>c) Purchase of lab equipment</li> <li>d) Purchase of Books</li> </ol> </li> </ol>
2.6.5 Internal Quality Assurance System:	<p>Monitoring system: Have a structured system to monitor outcome of courses, value added courses.</p> <ul style="list-style-type: none"> <li>• IQAC is proactive in innovating curriculum on a regular basis.</li> <li>• Faculty performance is evaluated effectively</li> <li>• Student performance is evaluated effectively</li> <li>• Remedial classes arranged for weaker students</li> </ul>
<b>OVERALL ANALYSIS: Observations</b>	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> <li>• Sound value based Management,</li> <li>• Efficient Administration,</li> <li>• reasonably good infrastructure,</li> <li>• Committed Faculty,</li> <li>• High Brand equity,</li> <li>• Good placement record,</li> <li>• Good quality of students</li> <li>• Skill based education introduced – Tally, Excel, E-ticketing, Analytics tools.</li> <li>• Collaboration with different colleges for faculty exchange programme</li> </ul>



3.2 Institutional Weakness	<ul style="list-style-type: none"> <li>• Industry interface,</li> <li>• Lack of research orientation in curriculum,</li> <li>• Limited space for academic expansion,</li> <li>• Exit policy of the govt .in recruitment of aided faculty ,</li> <li>• Lack of consultation,</li> <li>• No full-time office for placement – full time faculty given additional responsibility</li> <li>• Limitation – for inter-disciplinary course</li> <li>• Skill training without field exposure has little value.</li> <li>● No. Of full-time faculty</li> </ul>
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> <li>• Faculty and student exchange</li> <li>• New programmes, choice of electives, dual electives</li> </ul>
3.4 Institutional Challenges:	<ul style="list-style-type: none"> <li>• Coping with Changing policies of the government</li> <li>• Competition from private Universities and Colleges, handling modern students in discipline</li> <li>• Faculty retention</li> <li>• Financing academic development</li> <li>• Space for expansion</li> <li>• Academic excellence in line with changing domestic and global employers' demands</li> </ul>



## Recommendations for Quality Enhancement of the Institution:

1. Research –
  - Encourage faculty to take up more of funded projects.
  - Introduction of Research projects at UG level
2. Placement:
  - Dedicated placement cell with a professional heading the cell.
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On the basis of the recommendation given by the Academic and Administrative Audit Team.

## Conclusion

Thus, required action has been taken on the basis of the suggestions given by the AAA team for quality enhancement of the institution.

Signature of the Academic and Administrative Audit Team:

1.

*16.07.22*

Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia (W)



2.

*Moder Jushant*  
16-07-2022

प्रोफेसर / Professor  
गणित विभाग / Department of Mathematics  
विश्व - भारती / Visva-Bharati  
शान्तिनिकेतन-731235/Santiniketan-731235

3.

*Prashanta Kr Mandal*  
16/7/2022

प्रोफेसर / Professor  
गणित विभाग / Department of Mathematics  
विश्व - भारती / Visva-Bharati  
शान्तिनिकेतन-731235/Santiniketan-731235

4.

*Niranjan*  
16/07/2022

Principal  
Chapra Bangalji Mahavidyalaya  
Chapra, Nadia.



**KANCHRAPARA COLLEGE**  
**Academic Administrative**  
**Audit**  
**2020 – 2021**



# Kanchrapara College

## Academic Audit Report

2020-2021

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#### of Kanchrapara college

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#### OVERALL ANALYSIS- Observations

##### 1.1 Institutional Strengths:

- Sound value based management.
- Efficient Administration.
- reasonably good infrastructure.
- Committed Faculty.
- High Brand equity.
- Good placement record.
- Good quality of students.
- Skill based education introduced – Tally, Excel, E-tickering, Analytics tools.
- Collaboration with different colleges for faculty exchange programmes.



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## Recommendations for Quality Enhancement of the Institution:

1. Research –
  - Encourage faculty to take up more of funded projects.
  - Introduction of Research projects at UG level
2. Placement:
  - Dedicated placement cell with a professional heading the cell.
3. All the activities planned by various departments, under various criteria are to be measured and quantified.
- a. Library - increase the seating capacity
5. Seeking collaboration with Institutional funding agencies for projects.
6. Collaboration with other Industry Bodies
7. Benefits for research and book writing to be relooked by the faculty
8. More and more skill components to be added in the Curriculum

On the basis of the recommendation given by the Academic and Administrative Audit Team.

## Conclusion

Thus, required action has been taken on the basis of the suggestions given by the AAA team for quality enhancement of the institution.

Signature of the Academic and Administrative Audit Team:

1. Niranjana Ghose 07/08/21  
Madan Mohan Ghose  
07.08.2021

Principal  
Chapra Bangalji Mahavidyalaya  
Chapra, Nadia.

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4. Swapan Kumar Ray  
07/08/21

Principal  
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Nabadwip, Nadia-741302



**KANCHRAPARA COLLEGE**  
**Academic Administrative**  
**Audit**  
**2019 – 2020**



# Kanchrapara College

## Academic Audit Report

2019-2020

### Academic and Administrative Audit Report of Kanchrapara college held on.....07/08/2021.....using the NAAC Parameters

An academic and Administrative Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the team are mentioned below.

OSRG	– Academic Audit Report – Criteria wise
<b>Curricular Aspects:</b>	
2.1.1 Curricular Planning and Implementation:	<p><b>CURRICULUM AND SYLLABUS</b></p> <p><b>Syllabus</b> has been prepared by affiliated University. Some teachers are the members of the Board of Studies.</p> <p><b>Inputs to students are through:</b></p> <ul style="list-style-type: none"><li>Lectures</li><li>Chalk &amp; Talk</li><li>Power Point Presentation</li><li>Case Study</li></ul> <p><b>COURSES OFFERED:</b></p> <p>1. B.A., B.Sc. &amp; B. Com, M.A.( Hindi)</p> <ul style="list-style-type: none"><li>c. The features of the Programmes are: Continuous student orientation program</li><li>d. Field visits</li></ul>



2.1.1 Curricular Design and Development	1. Syllabus has been designed by the university of Kalyani, affiliated university
2.1.2 Academic Flexibility:	<ol style="list-style-type: none"> <li>1. Faculty flexibility in handling number of subjects and participating in extracurricular activities</li> <li>2. CBCS system provides choice of taking credits in a year across the semesters</li> <li>3. Faculty has full freedom to plan and execute Students' seminar and arranging departmental seminar /outreach programmes/workshop</li> </ol>
2.1.4 Feedback System:	<ol style="list-style-type: none"> <li>1. Screening of deficiency of students               <ol style="list-style-type: none"> <li>a. Feedback through google form</li> <li>b. Class mentoring – on going process.</li> </ol> </li> <li>2. Additional skill development:               <ol style="list-style-type: none"> <li>a. Tally for commerce students</li> <li>b. Higher level language programming for science students</li> </ol> </li> <li>3. Joint research by faculty and students: done ( Economics Departments)</li> <li>4. Inter-disciplinary courses are offered– in the form of open elective.</li> <li>5. Skill training without field exposure attempted.</li> </ol>
<b>Teaching-Learning &amp; Evaluation:</b>	
2.2.2 Catering to Student Diversity:	<ol style="list-style-type: none"> <li>1. Orientation Program conducted</li> <li>2. Remedial classes</li> <li>3. Placements assistance</li> <li>4. Mentoring &amp; Counselling</li> <li>5. Recognizing achievements</li> <li>6. Students aid fund provided</li> <li>7. Parent Teachers Association meetings held</li> </ol>



2.2.3 Teaching-Learning Process:	<p>1. Process adopted; lectures, case studies, class room participation, assignments, Student presentations.</p> <p><b>BEST PRACTICES:</b></p> <ul style="list-style-type: none"> <li>a. Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty.</li> <li>b. Participatory learning methods employed</li> </ul>
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> <li>1. Subject knowledge of the teacher is sound as per the opinion of the students</li> <li>2. Some Faculties are engaged in research and to publish papers and books</li> <li>3. Monitoring of discipline and classroom participation of students,</li> <li>4. Use of computerized presentations.</li> <li>5. Effective utilization of staff. <ul style="list-style-type: none"> <li>a. Routines – avoid teachers in non-academic activities</li> <li>b. Choice to faculty to get involved in non-academic activities</li> </ul> </li> <li>11. Infrastructure - adequate classrooms and other facilities <ul style="list-style-type: none"> <li>a. Internet facilities (100mbps)</li> <li>b. Wi-fi 24X7 availability for teaching &amp; non-teaching staff only.</li> </ul> </li> <li>12. Programmes have been conducted for faculty members both in-house and outside with leave.</li> </ul>



<p>2.2.5 Evaluation Process and Reforms:</p>	<p>Evaluation process.</p> <ul style="list-style-type: none"> <li>a) Class room interactions</li> <li>b) Internal exams and University exams</li> <li>c) Assignments and presentations</li> </ul> <p>Internal assessment</p> <ul style="list-style-type: none"> <li>a. 10 marks through internal assessment/Assignment conducted by the subject teacher</li> <li>b. The best out of 2 internal tests is considered</li> <li>c. Industry institution interaction – done by placement cell as well as by department head.</li> </ul>
<p>2.2.6 Student Performance and Learning Outcomes:</p>	<p><b>Student oriented initiatives are:</b></p> <ul style="list-style-type: none"> <li>a) Students seminars and workshops</li> <li>b) Introduced CBCS</li> <li>c) Orientation</li> <li>d) Mentoring and counseling by full time faculty</li> <li>e) Few Certificate courses.</li> <li>f) Recognize achievements – scholarships from state, central.</li> </ul> <p><b>STUDENT FEEDBACK</b></p> <ul style="list-style-type: none"> <li>a) Expectations met by the institution</li> <li>b) Academics – excellent</li> <li>c) Flexibility offered.</li> <li>d) Good online admission policy</li> <li>e) Fee structure – no grievance</li> <li>f) Library timings – no concerns were raised</li> <li>g) Certificate, Add-on courses – adequate</li> </ul> <p>Placement - commendable</p>



<b>Research, Consultancy &amp; Extension:</b>	
2.3.1 Promotion of Research:	<p><b>DOCTORAL DEGREE PROGRAMMES</b>  <b>At Kalyani University/ other Universities</b></p> <ul style="list-style-type: none"> <li>No. of Ph. D Scholars (Faculty) Registered: 06</li> </ul> <p><b>PLANNED FOR</b></p> <ol style="list-style-type: none"> <li>UGC funded projects: Nil</li> <li>Bi-Annual journals.</li> <li>Student project: guiding them to choose the subject, conducting and reporting process.</li> <li>Research Initiatives <ol style="list-style-type: none"> <li>For faculty – <ol style="list-style-type: none"> <li>Special leave for Ph. D.</li> <li>book writing</li> <li>Leave for paper presentation in a seminar , Conference &amp; Workshop</li> </ol> </li> </ol> </li> </ol>
a) Research Facilities:	<ul style="list-style-type: none"> <li>Institute has a well-planned library and internet facility to cater to the needs of research.</li> <li>Adequate facility for research scholars</li> <li>Online journal/E-content available</li> <li>Extended library timings</li> </ul>
a) Consultancy:	Not explored
b) Extension Activities and Institutional Social responsibility:	<ol style="list-style-type: none"> <li>Leadership is encouraged among students by outreach programmes to inculcate: <ol style="list-style-type: none"> <li>Social concern</li> <li>Character building</li> </ol> </li> </ol>
c) Collaborations	<ol style="list-style-type: none"> <li>Collaboration with – Different colleges for teacher exchange and arranging joint seminar programme</li> <li>Encouragement to faculty members to take-up more funding projects</li> </ol>
<b>Infrastructure and Learning Resources:</b>	
2.4.1 Physical Facilities:	Institute has a well-designed environment friendly class rooms and conference rooms. There is ample facility for indoor and outdoor games.



2.4.2 Library as a Learning Resource:	Has library with latest editions of volumes of books
2.4.3 IT Infrastructure	Wi-Fi campus, provides free access to faculty and students.
2.4.4 Maintenance of Campus Facilities:	Hygienically maintained campus.
<b>2.5 Student Support and Progression:</b>	
2.5.1 Student Mentoring and Support:	<b>COUNCELLING:</b> 1. SWOT at entry level
	2. Identification of slow learning students 3. Remedial measures taken, suggests remedies for non-performers. a. Observation b. Questionnaire c. Work on weaknesses 4. PTM – parent teacher Meeting
2.5.2 Student Progression:	1. NSS for students 2. Participation at the National Republic Day parade as an NSS contingent



2.5.3 Student Participation and Activities:

The sports department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound.

Indoor games area - Gym, Carom – and others.

Outdoor Games – Foot ball, cricket, The college has produced athletes and sportspersons of National . The Playground and facilities are adequate

**STUDENT SUPPORT**

- Scholarship
- Breakfast & Snacks
- TA & DA
- Awards
- Concessions are provided to sportspersons

**Social and cultural activities organized are:**

1. Seminars, lectures, workshops on social issues
2. Blood donation camps
3. Cleanliness drives, awareness campaigns& recycling projects



<b>Governance, Leadership and Management:</b>	
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### Recommendations for Quality Enhancement of the Institution:

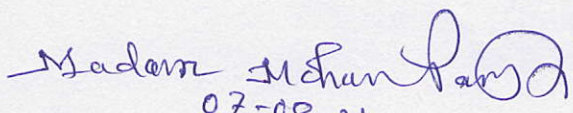
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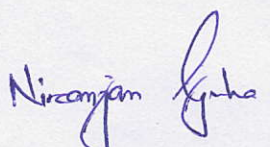
Signature of the Academic and Administrative Audit Team:

1.   
07-08-21

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3.  07/08/2021

Principal  
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