AQAR (2013 – 14)

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

2013-2014

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   **MAHARANI KASISWARI COLLEGE**

- Name of the Head of the Institution :   **Dr. Sima Chakrabarti**

- Designation: **Principal**

- Does the institution function from own campus: **Yes**

- Phone no./Alternate phone no.:   **033-2530 2008**

- Mobile no.: **9434222687**

- Registered e-mail: **mkcnaac@gmail.com**

- Alternate e-mail : **mkcshyam@hotmail.com**

- Address   : **20, Ramkanto Bose Street, Kolkata- 700 003**

- City/Town   : **Kolkata**

- State/UT   : **West Bengal**

- Pin Code   : **700 003**

2. Institutional status:
- Affiliated / Constituent: **Calcutta University**
- Type of Institution: Co-education/Men/Women : **Women**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) **Grant-in aid**

- Name of the Affiliating University: **University of Calcutta**
- Name of the IQAC Co-ordinator :   - **Dr. Tapan Kumar Chand**
- Phone no. : **8670153691**

  Alternate Phone no.

- Mobile: **9830262504**

- IQAC e-mail address: **mkciqac2017@gmail.com**

- Alternate Email address: **mkcshyam@hotmail.com**

3. Website address: **www.mkc.ac.in**

   Web-link of the AQAR: (Previous Academic Year):
http://www.mkc.ac.in/index.php?option=com_content&view=article&id=53&Itemid=0

 4. Whether Academic Calendar prepared during the year? **Yes**

Yes/No....., if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink: http://www.mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	**B**	**74.00**	2005	from:**2006** to: **2011**
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: 01:04:2012

7. Internal Quality Assurance System

7.1 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
i) Discussion on planning to organize Co-curricular activities of College. ii) Discussion on Student union election. iii) Discussion on Mid-term exam. iv) Discussion on AISHE data uploading.	**30/07/2013**	**08/ All stakeholders**
i)Initiative to purchase library books for FY 2013-14. ii)Discussion on preparation of AQAR. iii)Updating of college website. iv)Discussion on Kanyashree Prakalpa v)NSS activities in College.	**10/01/2014**	**07/ All stakeholders**
i) Making plan for publishing Prospectus of the College. ii) Chalk out strategies to smooth organization of University Exam. iii)Discussion on on-line Admission. iv)Discussion regarding Financial Audit	**25/04/2014**	**08/ All stakeholders**

Note: Some Quality Assurance initiatives of the institution are:
   (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*

- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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
Maharani Kasiswari College		**State Govt.**	**2012**	**200000**

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

   *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 03(THREE)

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No YES
  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

   If yes, mention the amount:
12. Significant contributions made by IQAC during the current year (maximum five bullets)

       * AISHE data uploading

       *College website up-gradation

       *Implementation of Kanyashree Prakalpa

       *Arrangement of Financial Audit

       * Observing NSS activities.

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

Plan of Action	Achievements/Outcomes
1. Curricular Aspects	a) Execution of planning of different co curricular activities both intra and inter College level.
2 Teaching, Learning and Evaluation	All plans regarding Teaching Learning and Evaluation were implemented successfully in accordance to University guideline.
3. Research, Innovations and Extension	Encouragement of Teachers involved in Research activities like Ph.D. work, article writing and Book publishing.
4. Infrastructure and Learning Resources	a) Fruitful discussion on updating the existing website of college. b) Courses of Communicative English has been implemented in collaboration with British Institute, Kolkata.
5. Student Support and Progression	Students' Union Election was successfully completed.
6. Governance, Leadership and Management	Diploma in Pre-primary Teachers Education Montessori courses had been implemented successfully.
7 Institutional Values and Best Practices	a) The facilities of on-line admission and University Exams were successfully implemented. b)Successful Implementation of Kanyashree Prakalpa, Health check-up and dietary awareness camps, Go Green Drive , Thalassemia Awareness Programmes and Pulse Polio Program.

14. Whether the AQAR was placed before statutory body?   Yes /No:

Name of the Statutory body: GB of the college Date of meeting(s):20/07/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: No   Date:

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2013-14   Date of Submission: 18/09/2015

17. Does the Institution have Management Information System?
No
If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

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

- For smooth functioning and uninterrupted curriculum delivery in the coming academic session, the college first of all collects the University Academic Calendar.Taking this into account, college Academic sub-committee prepares all internal schedule for the whole session.

- At the beginning day of new academic session, Principal of the college along with other Teachers, address the new entrants batch by batch and communicate to them the mission, vision and objectives of the college, the rules and disciplines of it, the academic, career oriented and personality building facilities they can avail during their next three years of staying in the college.

- College prepares Lesson Plan for next three years of study for the new entrants (named as Academic calendar), publishes it in a book form and distributes among the students.

- Members of college Class-Routine Sub-Committee prepares a Master Routine for all courses, with names of Teachers and Room numbers where all the Theory and Practical classes will be held, mentioned. Soft copy and Hard copy of this routine are made available for the students.

- Beside scheduled classes, Teachers arrange Extra and Remedial classes for the students.

- Huge collection of text books, reference books, journals is made available for use by the students and the teachers. There are also many Departmental Seminar Libraries, run by individual departments to lend additional books to the students.

- Teachers use modern teaching aids to explain topics to the students. Huge lessions are given to them for ready use.

- Students'performance in examinations are minutely observed. Parent-Teacher meetings are arranged, status of individual students are discussed and necessary suggestions are given.

- Seminars, Workshops, Educational tours, field projects etc. are arranged department-wise for better curriculum delivery. Students are encouraged to present papers in the seminars.

- All examinations are arranged according to scheduled. Departmental head with faculties minutely analyzed the performances of the students, conveys to students and their parents through Parent-Teacher meetings.

- College authority always gives support to teachers who want to join Orientation Programme or Refresher Course or National and International seminars or want to do minor or major research projects, so that can make better curriculum delivery possible.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year2013– 14				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
--	--	--	--	--

1.2 Academic Flexibility			
1.2.1 New programmes/courses introduced during the Academic year2013– 14			
Programme with Code	Date of Introduction	Course with Code	Date of Introduction
—	—	—	—

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Program adopting CBCS	UG	PG	Date of Implementing Of CBCS/Elective Course System	UG	PG

1.2.3 Students enrolled in Certificate / Diploma Course introduced during the year 2013 – 14

No of students	Certificate	Diploma Courses
--	--	--

1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year2013 – 14		
Value added courses	**Date of introduction**	**Number of students enrolled**
Communicative English Course NSS Course NCC Course Pre-Primary Teachers Training (DPTE-M) Course	**2004** **Since inception of College** **2004** **2003**	**40** **100** **90** **45**

1.3.2 Field Projects / Internships under taken during the year2013 – 14	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
• **Geography Dept.: B.A./ B.Sc. General** **A study on Ganga Pollution**	**25**
Food & Nutrition Dept. 3rd Year Honours • **Field work : Herald Pvt. Ltd.** • **Internship : for half month in Nursing Homes/Hospitals Viz. ColumbiaAsia, Belle Vue , Ruby, B.M.Birla , Medica Super Speciality , Peerless, Sanjeevani, Kothari, CMRI and many more.** **Students undergo training in the Dietetics Depts. and learn to be dieticians** • **Field work/Training :** 2nd Year Honours 1. **ICDS Centre, Baghbazar (Integrated Child Development Scheme, under the Ministry of Women & Child Health, Govt. of India)** 2. **Visit to Immunization Centre.** 3. **Market Survey – Visiting several shops at different levels and doing a survey on different food commodities. This helps them to gain experience in the areas of** • **food availability** • **consumers choices** • **shopkeepers preferences** • **market trends etc.** 4. **Field work on collection of data from families and individuals of different economic groups and analyzing there nutritional studies.**	**41** **49**
Tourism and Travel Management Dept. • **Educational Excursion to Vishakhapatnam and Hyderabad**	**16**
1.3.2 Field Projects / Internships under taken during the year2013 – 14	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
• **Geography Dept.: B.A./ B.Sc. General** **A study on Ganga Pollution**	**25**
Food & Nutrition Dept. 3rd Year Honours • **Field work : Herald Pvt. Ltd.** • **Internship : for half month in Nursing Homes/Hospitals Viz. ColumbiaAsia, Belle Vue , Ruby, B.M.Birla , Medica Super Speciality , Peerless, Sanjeevani, Kothari, CMRI and many more.** **Students undergo training in the Dietetics Depts. and learn to be dieticians** • **Field work/Training : 2nd Year Honours** 5. **ICDS Centre, Baghbazar (Integrated Child Development Scheme, under the Ministry of Women & Child Health, Govt. of India)** 6. **Visit to Immunization Centre.** 7. **Market Survey – Visiting several shops at different**	

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the Stake Holders				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Verbal from PTM	--	--	--	Verbal from PTM

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

Parent – Teacher meetings are one-on-one forum that enable one educational institution and the Faculties to get feedback and set revised goals. Rather than feeling up of a formal questionnaire, such direct verbal communication becomes more effective to promote positive changes in the teaching learning process.

After completion of different terms or publication of results of different Tests, Head of different departments arrange such meetings. Parents are asked to tell freely about what they like and what they dislike in the institution. Students are also asked to tell what they find difficult in the institution they read in. Views expressed by them are discussed later on and necessary corrective steps are taken.

CRITERION II - TEACHING-LEARNING AND EVALUATION				2013-2014			

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Admission (first year)	1432	2145	788

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2013-2014	stream	Hons	Gen	total	NIL	26+1	NIL	NIL
	BA	580	802	1382				
	BSc	263	104	367				
	BCom	833	545	1378				
	Voc	25	---	25				
				3152				

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers usingICT foreffective teaching with Learning Management Systems (LMS), E-learningresourcesetc. (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
Nil	Nil	NIL	0	0	0

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

Yes, the college publishes a prospectus every year prior to the commencement of the admission

process. The prospectus of the college is designed in such a way that it can provide a comprehensive

picture of the functioning of the college in a nutshell. The prospectus includes the following:

☐☐The genesis of the college

The Governing Body that governs the college

The chronology of academic growth of the college

Academic departments and their human resources

The college office and the Non-teaching staff of the college

Infrastructure like Classrooms, Laboratories, Library, Teachers'

Room,

Girls' Common Room

Students' Union

Students' Canteen

Toilets and washrooms

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
	O/B= **26**+1 as on 01/07/2013 C/B= **26**+1 as on 30/06/2014 Prof. Ira Mukherjee & Prof. ShampashriMitra retired on 30/11/2013& 31/12/2013 Prof Priyanka Roy & Prof shipra Das Bagchi joined on 01/04/2014 & 12/04/2014			10
46		**19**	**02**	

2.4.2 Honours and recognitions received by teachers			
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)			
Year of award	*Name of full time teachers receiving awards from state level, national level, international level*	*Designation*	*Name of the award, fellowship, received from Government or*

				recognized bodies
2013	NIL		NIL	NIL

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
Test Exam. 2013	**Test/3rd /13**	**3rd year** *HONS & GEN*	**19-12-2013**	**03-01-2014**

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

The college plans and organised the teaching, learning and evaluation schedules of the start of each session. The academic sub-committee of the college published the academic calendar each year before the commencement of the session which contains full and final planning of teaching learning and evaluation for the whole academic year. The academic calendar provides details about –

i)   The duration of the session for each class(1st, 2nd and 3rd year)
ii)   The dates of all internal examination (Mid-term and selection tests)
iii)   The dates of publication of results.
iv)   The list of holidays.
v)   Duration of reverse vacations etc.

The academic calendar is distributed among all the stake-holders of the beginning of the session.
Before the academic session starts, the heads of the departments allocate the syllabus, prescribed by the present university and the faculty members who thereafter allocate their complete syllabus among its facilities for the whole session. It is the duty of the HOD's to monitor & supervisor that the whole syllabus be through as per the allocation covered within the stipulated time.
The students are continuously evaluated by the regular class test & also by mid-term test & selection test held according to the schedule announced in the Academic calendar. The HOD's keep full and systemic record of the result of these tests in the department from the time to time.
The teachers meet very frequently both within the department and with the head of the Institution to make the whole process run smoothly.

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)		

BA	subject	program specific outcomes	Students would be able to get jobs and engagements relating to the field.....	course outcomes	
	BENGALI	Hons	1. Teaching 2. Proof-reading 3. Creative writing 4. Script writing 5. Publishing house 6. Administrative Jobs		
		Gen	1. Teaching 2. Proof-reading 3. News reading		
	ENGLISH	Hons	1. Teaching 2. Script Writing 3. Interpreter 4. Translator 5. Creative writing 6. Proof-reader 7. Publishing House 8. Administrative jobs 9. Content Writing 10. Journalism	Research Work	
		Gen	1. Teaching 2. Anchoring 3. News Reader 4. Travel guide 5. Advertisement	1.Higher Studies 2.Tuition	
	HINDI	Hons	1. Teaching 2. Hindi Translator 3. Language office		
		Gen	1. Teaching 2. Hindi Translator 3. Language office		
	SANSKRIT	Hons	1. Teaching	Research	

		2. Priest profession 3. Editor of Journals and Books 4. Manuscript Reading 5. Script Writing	Work	
	Gen	1. Proof reading 2. Teaching	1.Higher Studies 2.Tuition	
EDUCATION	Hons	1. Teaching 2. Research work 3. Job preference in NCERT, SCERT,DIET etc. 4. Educational guidance		
	Gen	1. Teaching		
HISTORY	Hons	1. Teaching 2. Civil Service Examination 3. Jobs in Archives 4. Jobs in Museum		
	Gen	1. Teaching 2. Tour guide 3. Competitive Examinations		
PHILOSOPHY	Hons	1. Teaching 2. Researcher 3. Psychiatrist 4. HR strategist 5. Interviewer 6. Lawyer	Research Work	
	Gen	1. Teaching	1.Higher Studies 2.Tuition	
POLITICAL SCIENCE	Hons	1. Teacher 2. Journalist 3. Political Analyst 4. Psychologist 5. Administrative Job		
	Gen	1. Teaching 2. NGO Worker 3. Administrative job		
SOCIOLOGY	Hons	1. Teacher (school, college, universities) 2. Research scholar 3. NGO Worker 4. Administrative jobs		

			5. Public Sector jobs 6. Journalism 7. Content Writing 8. Private sector jobs 9. Counsellor 10. Urban planner 11. ~~Gerontologist~~ 12. HR strategist		
B.SC.		Gen	1. Media 2. Teacher (school) 3. NGO worker 4. Journalism 5. Content Writing 6. Private sector jobs 7. Counsellor 8. HR strategist		
	ECONOMICS	Hons	1. Teaching 2. Accountant 3. Statistician 4. Investment Analyst 5. Data Analyst		
		Gen	1. Teaching 2. IT Sector 3. Bank 4. Hospital Job		
	GEOGRAPHY	Hons	1. Cartography 2. Survey in Geographical Requirements 3. Assistant in Project work. 4. Climate Expert 5. GSI Related Job 6. Geomorphologist		
		Gen	1. Climatologist 2. Assistant for Travel & Tourism		
	FOOD & NUTRITION	Hons	1. Academician in Educational Institutions. 2. As Dietician and Nutritionist in hospital/nursing homes/fitness center/community health		

			centres as Diet counsellor, Diabetic educator,fitnessexpert,community nutritionist etc 3. As nutritionist in reputed MNC for health and nutrition products. 4. As nutritionist in govt organization and NGOs 5. Quality Control expert in food precessing companies.		
		Gen	1. As food processing expert in small scale food processing unit. 2. Can plan balanced diets for family and others 3. Can work as Anganwariworker or in other health related activities.		
	PSYCHOLOGY	Hons	1. Teaching 2. Psychologist 3. Counselling/ Psychotherapist 4. Project associates in NGOs		
		Gen	1. Teaching 2. Counselling		
	COMPUTER SCIENCE	Hons	1. Teacher 2. IT Officer(in Bank & other PSU) 3. Software Programmer 4. IT Sector 5. Data entry operator		
MAJOR		Gen	1. Teacher 2. Data Entry operator 3. Software Programmer 4. IT Sector		
	LIBRARY & INFORMATION STUDIES	Hons	1. Librarian 2. Jobs in National Library 3. Teaching		
B.Com	TTMV	Major	1. Tour Consultants in Government and private sector		

			2. Tourist Guide 3. Tour Agent 4. Hospitality and Management job	
	COMMERCE	Hons	1. Teaching Profession in colleges & Universities 2. Chartered Accountant 3. Cost & Management Accountant 4. Banking sector 5. Insurance sector 6. Investment banker 7. Company secretaries 8. Share market 9. Government jobs	Research Work
		Gen	1. Teaching Profession in Schools 2. Chartered Accountant 3. Cost & Management Accountant 4. Banking sector 5. Insurance sector 6. Investment banker 7. Company secretaries 8. Share market 9. Government jobs	1.Higher Studies 2.Tuition

2.6.2. Pass percentage of students.

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	Final Examination=**2014** (University of Calcutta	1282	866	67.55

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)
Student Satisfaction Survey is yet to be assessed on the basis of feedback form.

☐☐NCC/NSS Unit of the college

☐☐SC/ST/OBC cell of the college

☐☐Students' Aid and other prizes and scholarships

☐☐Regular courses on offer

The students get themselves admitted to the college as a result of their 'Informed Decision' regarding

different aspects of the college. By the other token, college remains committed to deliver at least not

less than the facilities and services declared through the prospectus.

These days, our website also speaks about the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3152	26	**1:121**

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION2013-2014

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 Academic year
Major projects				
Minor projects	NA	**NA**	**NA**	**NA**
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored Projects	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students Research Projects	NA	NA	NA	NA

(other than compulsory by the College)				
International Projects	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	NA	NA	NA

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(s)
NIL		

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

Title of the innovation	Name of the Awardees	Awarding Agency	Date of Award	Category
NIL				

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

Incubation Centre	Name	Sponsored by
NA		
Name of the Start-up	Nature of Start-up	Date of commencement
NA		

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

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

Name of the Department	No. of Ph. Ds Awarded
NA	

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

	Department	No. of Publication	Average Impact Factor, if any
National	Commerce	**2**	
	Hindi	**2**	
	Sociology	**1**	
International			

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

Department	No. of publication
Hindi	1
Food And Nutrition	1
Education	1

Library Science	1

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NA/NIL	NA/NIL	NA/NIL	NA/NIL	NA/NIL	NA/NIL	NA/NIL

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NA/NIL	NA/NIL	NA/NIL	NA/NIL	NA/ NIL	NA/NIL	NA/NIL

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	**NA**	02	NA	NA
Presented papers	NA	02	NA	NA
Resource Persons				**01**

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 **co-ordinated** such activities	Number of students participated in such activities
Health check-up and	MKC NSS Unit in collaboration with Food and	03	50

spreading awareness of having low cost high calorie food among slum dwellers of the adopted slum	Nutrition department of the college		
Go green drive in adjacent area of the college (5 June)	NSS Unit	03	50
Thalassemia awareness and screening program	NSS Unit in collaboration with Calcutta School of Tropical Medicine	03	70
Thal Sainik Selection Camp (1-10 August)	NCC Unit	01	08
Thal Sainik Selection Camp (12-21 August)	NCC Unit	01	07
Combined Annual Training Camp (24 September-3 October)	NCC Unit	01	07
Combined Annual Training Camp (30 October-8 Nov)	NCC Unit	01	05
Combined Annual Training Camp (9-18 Nov)	NCC Unit	01	04
National Integration Camp (16-27 Nov)	NCC Unit	01	02
National Integration Camp (9-20 December)	NCC Unit	01	01
Local Republic Day Camp (21 December-3 January)	NCC Unit	01	08
Local Republic Day Camp (8-17 January)	NCC Unit	01	03
Local Republic Day Camp (18-27	NCC Unit	01	02

January)				
Combined Annual Training Camp (10-19 May)	NCC Unit		01	11
Combined Annual Training Camp (19-30 May)	NCC Unit		01	06
Combined Annual Training Camp (23 May-3 June)	NCC Unit		01	04

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	No. of Students benefited
NA	**NA**	**NA**	**NA**

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 **coordinated** such activities	Number of students participated in such activities
NA	**NA**	**NA**	**NA**	NA

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
NA				

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 and Activities	Number of students/teachers participated under MOUs
BRITISH INSTITUTION	June 2004	Communicative English	**Teacher – 1** **Students - 40**

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES   2013-14

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
4,55,000	2,21,041

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2.5 Acres	Nil
Class rooms	28	Nil
Laboratories	04	Nil
Seminar Halls	01	Nil
Classrooms with LCD facilities	01	Nil
Classrooms with Wi-Fi/ LAN	??	Nil
Seminar halls with ICT facilities	11	Nil
Video Centre	NA	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	4,14,540	1,93,520
Value of the equipment purchased during the year (Rs. in Lakhs)	26,09,852	2,21,041
Others	13,69,660	Nil

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
NA	**NA**	**NA**	**NA**

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26295		176		26471	
Reference Books	146		00		146	
e-Books	**NA**		**NA**		**NA**	
Journals	06		00		06	
e-Journals	**NA**		**NA**		**NA**	
Digital Database						
CD & Video	09		00		09	
Library automation						
Weeding (Hard & Soft)	40		00		40	
Others (specify)	03		0		03	

	4.3 IT Infrastructure								
4.3.1 Technology Upgradation (overall)									
	Total Com puter s	Comp uter Labs	Internet	Browsing Centres (computer lab)	Comp uter Centr es	Offi ce	Departments	Available band width (MGBPS)	Others
Exist ing	30	01	**yes**	01		01	02 Psychology Commerce	100	01 Principal' room
Adde d	00	00		00		00	00	00	01(Centr al Library)
Total	30	01		01		01	02	100	02

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

100 MBPS

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
NA	NA

4.3.4 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
NA	NA	NA	NA

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
Rs. 39,46,000.00	Rs. 43,83,423.50		

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**)

Maintenance of the college is the prior provision to college authority. The premises 01(Main Building) and 02(Annex Building) of the college are shared with two other sister colleges. Maintenance of these premises

are done in consultation with the other colleges through the passage of Co-ordination Committee (of three colleges-Maharaja Manindra Chandra College, Maharani Kasiswari College and Maharaja Srish Chandra College), and the expenses for the same is shared equally by these Colleges. The separate building (i.e. Science Building) of the college as well as the Girls Hostel is maintained independently.

The **Governing Body** of the college with the help of the building committee (that includes the principal, the Bursar, few teaching and non teaching staff) undertakes, coordinate and supervise all programs of development and maintenance.

The **Teachers' Council** is responsible for the general cleanness of the Staff Room and Canteen.

The students' Union helps to maintain the Students' Common Room, Gymnasium etc.

Regular meetings among the faculty members and students in the presence of the principal helps better coordination, allow prompt incorporation of suggestion and overall improvement of the quality of life within the premises.

Above noted curriculum takes oxygen to furnish itself by college's strong mechanism having following stages =>

a) For routine **maintenance** of the **civil structures** of the college we engage civil contractors who keep on adding to the existing infrastructure or maintain the structure that needs upkeep under the supervision of a qualified engineer.

b) Our Electrician/Caretaker supervise to the upkeep of all **electrical equipments**, generators etc. at least once in a month. Caretaker ensures that the upkeep and maintenance of all infrastructural facilities available in the campus.

c) For the **maintenance of computer** systems, related gadgets and network facility, in general the respective vendors are contacted within the warranty period. The institute is planning to go for **Annual Maintenance Contract** with private service providers.

d) Other infrastructural issues such as power supply, electric connections, water supply, computers and printers go under checking and verification time to time, especially before the examinations.

e) To assure long lasting infrastructure especially for computers and others instruments **Air-conditioners** have been installed in the Principal's chamber, Teachers' Room, IQAC room, office, seminar room, smart room Food & Nutrition Lab. We are planning to install Air- conditioners in all laboratories.

f) **Stabilization systems** are targeted to be placed in most of the laboratories while the desktops obviously have supply from UPS.

g) Instruments and equipments are upgraded from time to time in accordance with the changing requirements.

h) For new construction external architects are employed.

i) Any problem or issues observed are promptly taken to the notice of the **authority** and **immediate** measures are taken.

The Finance Committee of the college meets on regular basis and discusses at length the apt measures

to be taken for optimum allocation and utilization of financial resources (i.e. college-funds, grants from State Government, UGC etc.).

The committee constantly keeps a track of the construction work, **renovations** and the maintenance needs of equipments including the computers.

CRITERION V - STUDENT SUPPORT AND PROGRESSION (2013-14)

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	50% Tuition Fee Relaxation		
Financial support from other sources			
a) National			
b) International			
c) State Govt.			

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 implementation	Number of students enrolled	Agencies involved
1. NOT APPLICABLE			

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	NA	NA	NA	NA	NA

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	No. of grievances redressed	Average number of days for grievance redressal
NIL	**NIL**	**NIL**

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

5.2.2 Student progression to higher education in percentage during the year 2013-14

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2013					
2014					

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) **NO RECORD FOUND**

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year 2013-14		
Activity	Level	Participants
Intra college cultural competition	College	220
Freshers' welcome/Social	College	700
Annual picnic	College	160
Annual Sports	College	450
International Women's Day	College	110
Basanta Utsav	College	150
Rabindra Jayanti	College	125

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/ International	Sports	Cultural	Student ID number	Name of the student
NOT APPLICABLE						

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

The college has a Students' Union. All the students of the college are the part of the said union. The office bearers of the Students' Union are selected from amongst the elected Class Representatives. Every year that election is held under the rules and regulations provided by the Govt. Of West Bengal in which Local Administrative stay in touch too.

Then their activities come into stage through some mechanism, theoretically called constitution as stated below :

The Principal of the college is the President of the executive committee of the Students' Union.

Class Representatives to the students Union are elected or selected from their respective classes to obey the said Constitution.

Selected or elected Class Representatives are become office bearers on the basis of requirements.

The term of this Students' Union is one year constitutionally until further notification of next Election by the State Government.

Other than the Principal i.e. the President, the office bearers are =

   a) The vice-President
   b) General Secretary
   c) Assistant Secretary

d) Cultural Secretary
e) Game Secretary
f) Magazine Secretary
g) Library Secretary
h) Canteen Secretary etc.
i) **Activities**
j) The basic activity of the Union is to voice the demands of the students, create and maintain a healthy academic atmosphere, get involved in the development activities having cordial relation between Higher Authority and students. In fact Students Union is the platform for the students to come together for a common cause.
k) The major activities of the Students Union are being execution of the followings:
l) Organizing cultural activities like Fresher's welcome, Annual Cultural programme, Saraswati Puja etc.
m) Celebration of Important Days like Women's Day, Teachers' Day, Bhasa Divas (EKUSHE FEBRUARY) Independence Day etc.
n) Assistance in decision making for granting financial support to needy students.
o) Assistance in Annual Cultural Competition.
p) Participation in College- Wall- Magazine and Magazine publication.
q) Assistance in the distribution of the Students' medical Aid at any time.
r) Organizing Annual Sports and Games in association with the college administration.
s) Orientation of students to various Welfare programme.
t) Organizing Annual picnic in association with the college administration.
u) Interaction with the College Authorities on the general problems of the students.
v) The General secretary of the Students' Union is the member of the Governing Body of the College with the other committees such as Admission Committee, Students' concession, Grievance Redress cell etc.

   To measure their above noted journey, the college allow to create a fund is provided mainly by subscription of general students, collected every year at the time of admission. The fund is maintained in a bank account (a/c no - ....) operated by the Principal.

   It is needless to mention that, the students of this College are an integral portion/part of all college activities. So, students' representatives are involved naturally in various important process of the College. Students' representatives are present in the following academic and administrative bodies of the college:
   1) The Governing Body.
   2) The IQAC.
   3) The Admission Committee
   4) The Cultural, Sports, Picnic and ST/SC/OBC Cell .

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

YES. To establish, operate, maintain, foster and promote educational, civic, literary, artistic, scientific, cultural activities, enquiries, researchers and to collaborate with govt. and non-govt. organisations or institutions to further the cause of education in general and of Maharani Kasiswari College in particular, the college has a registered Alumni Association. The name of the society is MAHARANI KASISWARI COLLEGE PRAKTANI called in brief PRAKTANI . The registered office of the society is located at c/o the Principal, Maharani Kasiswari College,20, Ramkanto Bose Street, Kolkata- 700003. The Institution has good networking with alumni.

Furthermore:

☐ The Alumni Association was formed in the year 2005 (on 01.06.2005).

☐ There are twelve members on the executive committee.

☐ Committee members meet once in three/four months.

☐ They discuss alumni activities.

☐ The College coordinates with the association to contact alumni.

☐ An Alumni reunion is held annually.

5.4.2 No. of registered enrolled Alumni:	
	N.A.
5.4.3 Alumni contribution during the year (in Rupees) **:**	
	N.A
5.4.4 Meetings/activities organized by Alumni Association **:**	
	N.A

Criterion – VI   2013-14

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The vision of our college is to develop holistic approach of the person through propagation of knowledge and the inculcating of the values of justice, love and peace. The primary objective of the institution is to provide education to an optimum number of girl students resulting in their empowerment. There is a conscious, earnest and untiring endeavour on the part of the college to develop its students intellectually, morally, physically and aesthetically.

Mission:
- ✓ To explore and expand the scope of education for women,
- ✓ To develop responsible and sensitive youths on integration from diverse cultural, linguistic and religious groups who have social commitments and have panoramic view of the society.
- ✓ To satisfy maximum number of stakeholders
- ✓ To adopt innovative teaching mechanisms
- ✓ To promote research culture
- ✓ To provide formal as well as informal curriculum to girl students within a separate infrastructure and time span of our shared college.

6.2 Does the Institution has a management Information System

Yes, partially our college ensures a system of participative management whereby information flow and decision making processes are processed and passed to needy destinations. The strategic planning given by our Governing body has been implemented by various committees, such as IQAC, Redressal and Harassment cell, Students Welfare cell and Finance Committee etc. are implemented under the

leadership and guidance of the Principal. The college has automated accounting system, namely, Tally and COSA.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Being an affiliated college to University of Calcutta, the curriculum is solely designed by the university after discussion in its Board of Studies (BOS) meetings. There is little scope of internal curricular designing. However every department has its own academic calendar/module to run and complete the syllabus. The College has a good number of representatives in the BOS in different subjects. Moreover the faculty members of different departments are invited to interact at the workshops periodically conducted by BOS of the University regarding the modification of the existing courses.

6.3.2 Teaching and Learning

- On regular basis, each and every department organise departmental meetings to evaluate the extent of progress by the students and the difficulties encountered by our students in comprehending the subject matter. Accordingly all teachers plan their future course of teaching and curriculum delivery.
- Accessibility of free Wi-Fi facility in the college helps them to access online educational resources.
- Enrichment of the departmental libraries and increased access by the students.
- All departments organize students' seminars, quiz contests, group discussions and workshops.

6.3.3 Examination and Evaluation

- For periodic internal assessment of the students of both theoretical and practical papers, class test, mid-term and test examinations take places on scheduled span of time.
- In general, answer scripts are shown to each and every examinee after evaluating by concerned teachers. Constant dialogue, estimation, suggestions are offered to the students over their performances.

- Parent-teacher meeting always takes place after each exam on the performances of students. Slow learners and also Low achievers are counselled by departmental teachers. Parents are invited to discuss their under achievement either with principal or with teachers. Suggestions are always offered for our students betterments.

6.3.4 Research and Development

- Faculty members are always motivated to apply for funding from UGC and other agencies to undertake major and minor research projects,
- Advanced level study circle meets with convenience,
- Encouraged Departments to hold seminars.
- Provided support to faculty members planned to present papers at different seminars and conferences and publish articles in peer-reviewed journals.
- Published departmental Journals regularly.
- Computer facility as well as internet connectivity is available for both teacher and student.
- Departmental labs are well-equipped and provide enough scope for on-going research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

This college has fully furnished central library. Each year more than 1000 students enrol themselves to avail the library services. To meet the needs of the library users library staff have started on-demand book requisition register.

Each and every academic department has their own seminar library. Usually, all departmental heads are the custodians of this library.

ICT and physical infrastructure / instrumentation:

Infrastructural facilities in ICT in our college are listed below:
- ✓ Partial online admission system

- ✓ LAN facilities
- ✓ Internet facilities
- ✓ Computers and laptop
- ✓ Xerox machine
- ✓ Printer
- ✓ Overhead projector
- ✓ Microphone
- ✓ Digital camera etc.

Physical Infrastructure

❖ The main building of our college premises is shared by other two colleges. The planning of any new construction/renovation/repair is mainly proposed and sanctioned by co-ordination committee.
❖ College exclusively own a Science building and a Girls' hostel.

6.3.6 Human Resource Management

The teaching staff is encouraged to undertake various courses, including OP RC PhD and other course works. The non teaching staff are sent for training to university and government offices.

6.3.7 Faculty and Staff recruitment

Teaching Faculty and administrative staff are recruited in accordance with Government norms/rules. Faculty members on substantive posts are recruited by the College Service Commission. Any contractual teacher or guest teacher is recruited by an expert committee which includes a University expert and members of governing body of college. Similarly, in case of staff recruitment, a selection committee comprises of GB members and related experts selects proper candidate through written examination and viva voce.

6.3.8 Industry Interaction / Collaboration

Our college provides Industry Interaction for relevant courses and undertakes various industrial collaborations since long back. Field visits as well as industrial visits are arranged. College also makes collaborations with industries and other noted institutions to organize seminars, workshops and value added courses.

Course	Agency/Company	Date/Period
Diploma in Pre-primary Teacher's Education Montessori (DPTE-M)	Affiliated by Netaji Open University	Since 2003.
Communicative English	British Institute	since 2004-05

6.3.9 Admission of Students

Process of admission is strictly on the basis of merit. The guidelines, rules & regulation, norms of seat reservation—all these policies are formed as per the rules/ guidelines provided either by University of Calcutta (affiliated University) or by Government of West Bengal**.** All informations are properly communicated to stake holder in our college website, notice board in the college.

After collecting and screening application forms, following university guideline several merit lists are published centrally. The selected students were called for counselling and admission is done accordingly as per list of merit.

At the time of admission, college provides prospectus to students for the information about fees structure, subject combination, student support, etc. College provides printed lesson plan for each academic departments. This year admission committee takes sincere initiatives to execute fully online admission procedure for next academic year.

6.4 Welfare schemes for

Teaching Staff	✓ Term deposit facility and availability of loan from the Co-operative society of Maharani Kasiswari College, ✓ Festival Advance, ✓ Provident Fund

Non-Teaching Staff	✓ Term deposit facility and availability of loan from the Co-operative society of Maharani Kasiswari College, ✓ Festival Advance, ✓ Provident Fund
Student	✓ Each and every teaching faculty of Maharani Kasiswari College contributes Rs. 50/-per month to Student Aid Fund for fee waiving schemes/medical necessities/other urgencies for financially weaker students. ✓ The College mediates scholarships offered for minority (SC/ST) students offered by the State Govt. ✓ Economically backward students may avail concession ✓ The College takes sincere initiatives to avail the financial benefits under Kanyasree scheme of the State Govt for the girl students (starting from March, 2013). ✓ Carrier counselling and placement cell for training for job oriented training. ✓ Anti-ragging and anti-sexual harassment cell for addressing the grievances. ✓ NSS book bank

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   YES   √ **No** ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?
In most cases, no.
6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA
6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
NA
6.11 Activities and support from the Alumni Association

- Provide a platform for meeting and exchange the ideas among the alumni, present student, faculty members and other members of our institute.

- Career planning assistance is available to students through alumni meets. Alumni sometimes play the role of a career mentor.

- Maintaining a positive relationship with our alumni means that the message they share about our institution will always be positive and current.

6.12 Activities and support from the Parent – Teacher Association

This institute has no formally registered Parent – Teacher Association. Each and every academic department conducts parent-teacher meeting with certain intervals, especially after each exam about the performances of students. Slow learners and also Low achievers are counselled by departmental teachers. Parents are invited to discuss their under achievement either with principal or with teachers. Department as well as college provide feed-back forms to the parents for the up gradation of the respective departments.

6.13 Development programmes for support staff

College organizes workshop/ arrangement of training for our support staff especially on the basis of demand:

- ✓ Computer Awareness and Computer Literacy Programme for non-teaching employees (eg. The website, admission related concerns).
- ✓ Technology enabled techniques (projector, OHP, various equipments related to existing Smart classes), software based scheme (COSA, Tally).

6.14 Initiatives taken by the institution to make the campus eco-friendly

By making

- ✓ The campus a plastic free zone,
- ✓ Cleanliness initiatives taken by NSS students to keep the campus clean and sensitize students
- ✓ Paperless office administration-efforts are being taken to minimize use of paper and shifting to e-communication
- ✓ Distribution of potted plants to students to raise awareness about the importance of a green environment
- ✓ The college encourages economic use of a/c and refrigerator machines to minimize carbon footprints.

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CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES 2013-14

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-to)**	Participants	
		Female	Male
International Women's Day	08/03/14	55	
Combined Annual Training Camp/Course (NCC))	1/8/13 to 10/8/13	8	
Thal Sainik Camp	12/8/13 to 21/8/13	7	
Local Republic Day Camp	21/12/13 to 03/01/14	8	
CCTV Cameras offer surveillance to students		NA	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
N.A

7.1.3 Differently-abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	2
Provision for lift	No	
Ramp/ Rails	Yes	2
Braille Software/facilities	No	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	NA	
Any other similar facility	Yes	2

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2013-14	3	4	A)Locational Advantages-Ongoing since 2003	**A1)** Communicative English Classes	A1) As the college is centrally located, a number of students can avail of Communication English training classers by experts at a subsidized rate	A1) 35
				A2) Pre-Primary Teachers' Training Courses	A2) The PPT courses cater to students from across the city as the college is well connected to an excellent transport network	
				A3) Rabindrabharati University runs its off-campus, distance learning courses	A3) Students take advantage of the college's location to gain access to off-campus courses	
			Community Engagement BI) 1st week of September (Nutrition Week)	B1) Health check-up and dietary awareness camps	B1) Raising awareness about high –calorie, low cost diets among residents of adjoining Kanarajabagan slum.	50 students and 100 slum residents
			B2) 05/0614	B2) Go Green Drive	B2) Cleansing and sanitizing adjoining areas	50 NSS students
			B3) Year long	B3) Thalassemia Awareness Programmes	B3) Creating awareness about the disease and ensuring successful eradication of the same	Doctors from the School of Tropical Medicine and

			B4)September 2013	B4) Pulse Polio Programme		teachers and students from the NSS UNIT(60-70) per camp 12 Cadets(NCC)

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College Prospectus Orientation Sessions held at the beginning of each Academic Session(July-August)	**June-July(Every Session)** **Commencement of every Academic Session**	Orientation sessions are held at the beginning of each session to sensitize students about their rights and responsibilities within and outside the college campus.
Statute for University and College teachers. UGC Guidelines regarding the code of conduct, academic principles and responsibilities of teacher	**Reprinted/Published/ Notified at regular intervals**	As the profession of teaching demands not only high academic but also high ethical standards, statutes lay down strict guideline regarding the ethical and moral responsibility of teachers. They contain sets of rules that guide the privileges and duties of teachers.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
World Blood Donor Day	**14/06/13**	**12 NCC Cadets and 50 students**
World Cancer Awareness Day	**07/11/13**	**15 NCC Cadets and 30 students**

HIV Awareness Day	03/12/13	10 NCC Cadets and 65 students
Identifying and Releasing Stress-Lecture by Prof Udita Boral (Dept. Of Psychology ,Maharani Kasiswari College**)**	**25/04/2014**	**100 participants**

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

Plastic-free Zone

Economic use of refrigerators in the food and nutrition labs to minimize carbon footprint

Green landscaping of hostel gardens with medicinal plants

Physiological waste from food and nutrition lab is disposed of through special chemical treatment of bio-degradable waste

Separate disposal for e-waste; storage facility for computer and peripherals (which are no longer in use)

7.2 Best Practices

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

BEST PRACTICE I :

TITLE OF THE PRACTICE: NATIONAL SERVICE SCHEME

THE CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE: The NSS unit of the college has been active since in inception. It is a part of the government–sponsored programme conducted by the Ministry of Youth Affairs. The college unit engages students in various community services in the local neighbourhood. Over the years various programmes have been conducted to identify the needs of the local community and to address them in an effective way. Its focus has always been on gender and women's empowerment given the fact that it is a girls' college.

OBJECTIVES OF THE PRACTICE:

To develop a sense of responsibility towards civic and social community

Develop inter-personal communication skills

Analyse the problems/ needs of the community and offering solutions thus developing problem-solving skills in practical situations

Responsibility sharing and delegating duties for collective –living

Inspiring communal harmony

THE PRACTICE:

Over the years the NSS unit has been actively engaged in various programmes. In the last five years (following past tradition) the unit has organized student-based programmes, special camps, community services. Every year the NSS unit conducts various programmes to secure the community-institution bond. Although it is not a mandatory course, yet it adds another dimension to the existing pedagogical structure. The volunteers participate in various activities throughout the year and their constant efforts make the education a more meaningful and socially sustainable practice. Some of the activities that NSS has engaged in are as follows:

First Aid Training

Mosquito-borne disease counselling

General cleaning of the college campus

Community services include:

- Health check-up and awareness camp for low cost high-calorie food among slum-dwellers of Kanarajabagan area (slum adopted by NSS Unit of the college. BMI tests held. (First week of September 2013--- 50 students participated.
- World Environment Day (05/06/14) . Go Green Drive in adjacent areas of the college.
- Thalassemia Awareness and screening Programme held in collaboration with School of Tropical Medicine : Held periodically throughout the year in camps of 60-70 students each

OBSTACLES FACED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM :

Infrastructural: As this college shares premise with its sister colleges, space constraint come in the way of conducting programmes with larger audience/participants. However, a the college uses the rooms in its annexe building (one of which is a smart room) to conduct its indoor programmes.

IMPACT OF THE PRACTICE:

Students have had first hand training of community services

NSS volunteers have honed their leadership skills; their soft skills have improved in course of their community service

They have learnt to identify the needs of their community and address them accordingly

Their interaction with their community has sensitized them to a feeling of common nationhood.

NSS activities have given female students of the college an exposure to opportunities around them and have instilled a sense of pride and productive engagement

RESOURCES REQUIRED:

Better infrastructural facilities such as separate rooms, computers required s for facilitating smoother running of the unit.

BEST PRACTICE II :

TITLE OF THE PRACTICE : NATIONAL CADET CORPS

THE CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE :

The NCC Unit OF Maharani Kasiswari College started functioning from 24th July 2004, under the 19th Bengal Battalion of Eastern Command at the Fort William. Within this period it has shown promise of a full-blown unit with multi-dimesional interests. It is heartening to find cadets, especially female cadets ready to offer voluntary services to the community and greater society.

OBJECTIVES :
- To create a resource pool of organized trained and motivated youth to provide leadership in all walks of life
- To provide a suitable environment to motivate the youth to take up a career in the armed forces
- To develop character, comradeship, discipline, leadership secular outlook, spirit of adventure, ideals of selfless service among youth of the country.

THE PRACTICE:
NCC cadets have been engaged in the following activities in 2013-14
- CATC IV (AUG/ OCT/NOV/DEC 2013)
- TSC I (AUG 2013)
- LRDC I,II,III (DEC. 2013/JAN. 2014)

OBSTACLES FACED :
- Space crunch: The college shares space with two other colleges so NCC cadets are constrained to work within limited spaces
- Infrastructural facilities have room for development

STRATEGIES ADOPTED TO OVERCOME THEM :
- Arrangements have made so that cadets can practice on the college terrace .

IMPACT OF THE PRACTICE:
- Active participation in NCC has resulted in our ex-cadets gaining entry into services under Kolkata Police, Mountaineering Department and Air Services.

RESOURCES REQUIRED
- Laptops, Cameras required to smoothen the regular activities of the unit.

7.3 Institutional Distinctiveness

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

One the primary concerns of the institution is to ensure empowerment of women students through education. The college, since its inception and especially in the last five years has been constantly striving to achieve this goal through various programmes and teaching modes. These are in conformity with broader university curriculum that aims at gender sensitivity. One of the major approaches to gender equity is to give women students access to ICT enabled learning resources. The college has taken the following steps to ensure the same:

- **Smart classes have been introduced to address the deficiencies of chalk-and-talk method**
- **Library resources have been upgraded to provide access to digital resources for better learning and understanding of the syllabus**
- **In order to optimize the reception of a subject ,teachers have been using digital resources in class They often make use of laptops, tablets and projector devices to ensure effective delivery to the target students**
- **Free wi-fi network in the library has enables students from the economically weaker sections to access the internet**
- **Availability of laptops and computers in the computer lab of the college has given students exposure to ICT enabled learning modes**
- **Teacher too, make use of digital resources such as IFLIBNET to access a repository of information**