AQAR (2014 -15)

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

2014-2015

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): **2013-2014**

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) Initiative to form a data base template for COSA. ii) Observing National Nutrition week. iii) Discussion on planning to organize Co-curricular activities of College. iv) Discussion on Student union election. v) Discussion on Mid-term exam.	11/07/ 2014	08/ All stakeholders
i) Planning on installation of CC camera inside of the college. ii) Initiative to purchase library books for FY 2014-15. iii) Discussion on Library Automation, Bar code generation, stock taking and verification and transfer books to new library .(GYANDHARA)	16/01/2015	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 and revised registration fee for SC,ST,OBC,BPL students.	03/04/2015	09/ 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**
		State Govt.	**2015**	**300000**

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: Year:

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

     * Library book purchase.

     *Formation of Database template for COSA

     * Online Admission and revised fee structure for SC, ST, OBC, BPL students.

     * Guiding the publication of College Prospectus.

     * Installation of CC Camera in College campus.

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. b) Observation of National Nutrition week.
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) All program of Library upliftment were implemented. b) CC Cameras were installed in Science Building.
5. Student Support and Progression	Students' Union Election was successfully completed.
6. Governance, Leadership and Management	Data base templates for COSA were formed.
7 Institutional Values and Best Practices	The facilities of on-line admission and revised registration fee for SC, ST, OBC, BPL students were successfully implemented.

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

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: 2014-15   Date of Submission: 06-10-2015

17. Does the Institution have Management Information System?

   Yes   **No** NO

   If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)

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 schedules 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 tothe 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 is 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 year 2014 - 15				
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 year2014 - 15			
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 2014 - 15

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

1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year 2017-18		
Value added courses	**Date of introduction**	**Number of students enrolled**
Communicative English Course	**2004**	**38**
NSS Course	**Since inception of College**	**100**
NCC Course	**2004**	**90**
Pre-Primary Teachers Training (DPTE-M) Course	**2003**	**51**

1.3 Curriculum Enrichment		
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1.3.2 Field Projects / Internships under taken during the year 2014 - 15	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
• **Geography Dept.: B.A./ B.Sc. General** • **Socio-Economic Study of Child Labour in Ward No. 1 and 2.**	**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.**
	44
	
	51

Tourism and Travel Management Dept. • **Educational Excursion to Simla and Manali**	**25**

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)

Effective feedback encourages the instructor, improves motivation and effort. Negative opinion also make self - critical and stimulates corrective steps.

The college gets feedback about the Institution, the Library, the Office and the Teachers through conducting meetings of Teachers vis- a –vis Parents and the Students. After completion of different terms or publication of results of different Tests, Head of different departments arrange such meetings. Guardians along with their wards sit in a room, teachers meet them. Parents and students are invited to talk freely about whatever they feel good and what bad in the institution.

Free discussion with parents and students act like feedback for the institution including faculties. Teachers make several modification and devise new ways to make the learning process more effective, and at the same time, enjoyable.

CRITERION II -TEACHING-LEARNING AND EVALUATION 2014-2015								
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 (1st yr)	**1432**	**2365**	**829**

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
2014-2015	Stream	Hons	Gen	Total	NIL	O/B= **26**+1 as on 01/07/2014 C/B= **35**+1 as on 30/06/2015	NIL	NIL
	BA	508	817	1325				
	BSc	217	41	258				
	BCom	771	441	1212				
	Voc	22	--	22				
				2817				

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	Nil

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

☐☐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
2817	**35**	**1 : 80**

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 01/07/2014 C/B= **35**+1 as on 30/06/2015 Prof. Dr. RiniDhar retired on 28/02/2015 Prof. Ramesh Yadav , Prof Santu Singha, Prof. Amrita Halder, Dr..Tapan Kumar Chand, Prof.Shyamprasad Ram, Prof ArpitaBhaduri, Mr. AnindyaBasu, Prof.GovindaMandal Prof.Moumita Biswas and Dr.ChandrimaKarmakar joined respectively on 18/07/2014 , 21/07/2014, 11/08/2014,16/09/2014, 08/11/2014, 18/11/2014, 19/11/2014,09/12/2014, 04/03/2015 and 11/03/2015				**12**
46			**14**	**7**	

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
2014	*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. 2015	Test/3rd /15	3rd year HONS & GEN	03-01-2015	14-01-2015

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

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (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 this 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 2. Priest profession 3. Editor of Journals and Books 4. Manuscript Reading 5. Script Writing	Research 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	

		Gen	1. Media 2. Teacher (school) 3. NGO worker 4. Journalism 5. Content Writing 6. Private sector jobs 7. Counsellor 8. HR strategist	
B.SC.	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, fitness expert, community nutritionist etc 3. As nutritionist in reputed MNC for health and nutrition products. 4. As nutritionist in govtorganization 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 Anganwari worker 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	
		Gen	1. Teacher 2. Data Entry operator 3. Software Programmer 4. IT Sector	
MAJOR	LIBRARY & INFORMATION STUDIES	Hons	1. Librarian 2. Jobs in National Library 3. Teaching	
	TTMV	Major	1. Tour Consultants in Government and private sector 2. Tourist Guide 3. Tour Agent 4. Hospitality and Management job	
B.Com				
	COMMERCE	Hons	1. Teaching Profession in colleges & Universities 2. Chartered Accountant 3. Cost & Management	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

(continued from previous) Accountant; 4. Banking sector; 5. Insurance sector; 6. Investment banker; 7. Company secretaries; 8. Share market; 9. Government jobs)

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=**2015** (University of Calcutta	1275	1029	80.70

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION 2014-2015

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 (Principal Investigator-Prof.Sudipta Ghosh)	2015-2017	**UGC**	1.85 Lacs	
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 *(other than compulsory by the College)*	NA	NA	NA	NA
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	Education	**1**	
	Food And Nutrition	**2**	
	Sociology	**1**	
	History	**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	2
Education	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/	**10**	**13**	**09**	**20**

Workshops				
Presented papers	**15**	**15**	**02**	**01**
Resource Persons				**03**

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
Planting trees on World Environment Day (5 June)	NSS Unit	02	20
Thalassemia Test (year long programme)	NSS Unit	02	50
Swaach Bharat Abhijan (15 September-2 October)	NCC Unit	01	20
Seminar on cancer awareness (7 November)	NCC Unit	02	15
Seminar on HIV Awareness (3 December)	NCC Unit	02	10
Army Attachment Camp (5-19 December)	NCC Unit	01	03
Local Republic Day Camp (19-26 January)	NCC Unit	01	03

Combined Annual Training Camp (24 Febraury-4 March)	NCC Unit	01	23
A lecture on saving water held on 8 March	NCC Unit	02	08
A rally on anti-tobacco day	NCC Unit	02	15
A program held on international yoga day (21 June)	NCC Unit	02	32

NSS & NCC should be answered

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
NIL			

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	18.08.2014 (Date of Renewal of MOU)	Communicative English	**Teacher -1** **Students - 38**

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES 2014-15

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
5,05,000	3,24,858

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	28/2	Nil
Seminar halls with ICT facilities	11	Nil
Video Centre	NA	Nil
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	6,08,080	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	28,30,893	1,84,906
Others	13,69,660	1,39,952

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	26471		607		27078	
Reference Books	146		11		157	
e-Books	**NA**		**NA**		**NA**	
Journals	06		00		06	
e-Journals	**NA**		**NA**		**NA**	
Digital Database						
CD & Video	09		03		12	
Library automation						
Weeding (Hard & Soft)	00		00		00	
Others (specify)	03		0		03	

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres (Computer Lab)	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	30	01	**yes**	01		01	02 Commerce Psychology	100	01 Principal Room
Added	02	00		00		00	00	00	01 Central Library
Total	32	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. 45,00,000.00	Rs.44,36,441.00		
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 (2014-15)

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. YOGA	15.03.2015	90	MKC

5.1.3 Students benefited by guidance for competitive examinations and career counseling 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 Counseling 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 2014-15

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2014					
2015					

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 2014-15		
Activity	Level	Participants
Intra college cultural competition		200
Freshers' welcome/Social		900
Annual picnic		150
Annual Sports		1000
International Women's Day		155
Basanta Utsav		190
Rabindra Jayanti		150

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
	N.A.					

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. organizations 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 (2014-15)

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To protect and promote the right of basic education our institution provide quality, equitable, culture-based, and complete knowledge 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. In addition to this, the college is imparting higher education to the girl students drawn from weaker sections of society

as well as remote and backward areas of the state and neighboring states. So, to serve the nation a continuous flow of empowered, self-reliant, unprejudiced human force and at the same time to build up an overall development of woman who can meet the rapid changes in global community effectively—is our prime objective. Our objective upholds irrespective of caste, creed, religion and economic background.

Mission:

- ➢ To extend and develop the scope of education especially for girls students.
- ➢ To provide formal as well as informal curriculum of girl students during a separate time span, within a separate infrastructure.
- ➢ To offer a scholarly and student-friendly atmosphere that enables students and entire staff of the institution to make long-term relationship for the advancement of knowledge.
- ➢ To fulfill the needs of society—socially, culturally, morally or aesthetically.
- ➢ To produce globally competent graduates with creative skills and moral values,

To develop inherent skills other than academic potentialities, such as cultural, sports, and extension work.

6.2 Does the Institution has a management Information System

Yes, partially our college maintains a system of participative management through which information flow and decision making processes are passed to the concerned departments. 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 governing body as well as of Principal. Most of the committees comprise members of teaching faculty administrative staff and representatives from student's forum. 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

Our college is affiliated by University of Calcutta, so, the curriculum is solely designed by the university after discussion in its Board of Studies (BOS) meetings. Our institute has a very little

scope to design internal curriculum for its own. 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

- As the college does not have the liberty to furnish its own courses and syllabus, combination of subject to be offered to the students, etc, therefore the scope for innovation is limited only to the type of fieldwork, and extension activities that are initiated in the college for the students.
- Traditional chalk and talk method is mixed up judiciously with the modern teaching aids.
- Eminent experienced teachers from different Institution, colleges and universities are invited to take special lesson in the various departments.
- Students of vocational subjects participate in on-job training programmes as a part of the syllabi.
- The progress and performance of every student is closely monitored through examinations, class room interactions, question answer session and seminars organized by the college.

6.3.3 Examination and Evaluation

The college communicates the evaluation methods to students at the beginning of the year. In this regard the college adopts following mechanism:

o The mode of evaluation regarding the process of examination is clearly illustrated in our prospectus.

o For periodic internal assessment of the students for both theoretical and practical papers, class test, mid-term and test examinations take places on stipulated period of time.

o Orientation lectures are offered to students to familiarize themselves with the syllabus as well as with the evaluation methods before the examinations.

o A report card for each Honours Student is maintained by the HOD throughout the academic year.

o University Examination Questions of past years are kept in the central library, so that students can have access to these for understanding the nature of the questions.

o Model questions prepared by affiliating University and question papers of past 10 years are also available in central Library.

o In general, answer scripts are shown to each and every examinee after evaluation by concerned teachers. Constant dialogue, estimation, suggestions are offered to the students over their performances.

o 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 position either with principal or with teachers. Suggestions are always offered for our students betterments.

6.3.4 Research and Development

As the college has an only undergraduate department so there is a very little scope for research work at UG level. To enrich the said practice some facilities provided by the college may be listed as follows –

✓ Project work has been incorporated in some departments.

✓ Departmental laboratories are well equipped.

✓ Computer facilities are available.

- ✓ Planning for e-journals to available through INFLIBNET facility.
- ✓ Internet connectivity is also available.

For the same, institutional strategies are made every year for planning, upgrading and creating infrastructural facilities to meet the need of the researchers especially in the new and emerging areas of research too.

▪ Faculty members are always motivated to apply for funding from UGC and other agencies to undertake major and minor research projects,

Name	Department	Agency	Project	Duration	Amount
Sudipta Ghosh	Department of Commerce	UGC	Minor	27-02-2015 to 26-02-2017	Rs1,25,000/-

▪ Advanced level academic discussion takes place in each and every study circle meet.
▪ Encourage Departments to arrange seminars,
▪ Provide support to faculty members, plan to present papers at different seminars and conferences and publish articles in peer-reviewed journals.
▪ Publish 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. Every year more than 1200 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.

This year IQAC of our college has proposed to take initiatives to begin a digital library within a short period of time.

ICT and physical infrastructure / instrumentation:

Infrastructural facilities in ICT in our college are listed below:

- Fully online admission system
- LAN facilities
- Internet facilities
- Wi-fi 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. Few repair works of water line, water reservoir, drainage, electric lines and other civil works are solely done by our college.

6.3.6 Human Resource Management

The teaching and library staff attend OP and RC programmes for career development. The NSS coordinators are sent for OP and NCC coordinator goes for training for their periodic enhancement.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Guest	Permanent	Temporary
10	02	--	01

6.3.8 Industry Interaction / Collaboration

Programme/Workshop	Agency/Company	Date/Period
Financial Education and Investment Awareness Program	Sheetal Joshi, Entrepreneur	12.09.2014

6.3.9 Admission of Students

- Fully on line process of admission where all information i.e. procedure, important dates etc is published on line. Merit list generation &publication done online. All documents from students are uploaded online.

- Admission portal verified by teachers for error free process.

- College office available during recess for all queries.

- Flex regarding important dates, eligibility criteria also hung on college premises. Merit list checked by subject teachers prior to online publication to prevent errors.

- Updated information regarding seat availability per subject posted regularly for transparency.

- During counselling separate rooms for separate subjects allotted. Students meet their teachers on this day. The admission committee conducts the entire process with a help desk in front of the college to dispel parents' queries.

- Post admission, students congregate to meet the Principal, all subject teachers, those who hold various administrative posts and are made aware rules and regulations and various facilities in the college.

- All dates regarding students' admission per subject are uploaded on university portal.

- Online registration of students to the university portal.

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/ Principal
Administrative	--		Yes	IQAC/ Principal

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

College has no Parent Teacher Association (PTA) that is formally registered. But, every department frequently organises parent-teacher meeting especially about the academic progress of a student, her problems or any behavioural problems she faces. Such meetings mainly conveyed by focusing on students' strengths and weaknesses. All these meeting may either be one-to-one (a parent and a teacher) or many-to-many meeting.

6.13 Development programmes for support staff

College arranges training for our support staff especially on earliest 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, AISHE)

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,
- ➢ College encourages economic use of AC machines as well as refrigerator to minimize carbon footprints.

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CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES 2014-15 (final)			
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	05/06/15	58	
Food and Nutrition Week(Special Emphasis on Women's Dietary Habits)	03/09/15-10/09/15	65	
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	3	
Provision for lift	No	0	
Ramp/ Rails	Yes	3	
Braille Software/facilities	Yes	3	
Rest Rooms	Yes	3	
Scribes for examination	Yes	3	
Special skill development for differently abled students	N/A	0	
Any other similar facility	Yes	3	

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
2014-15	2	4	12.09.14	AI)Financial Education and Investment Awareness Programme	Entrepreneurship Development Skill	45
				A2)Traffic Management by NCC cadets	A2) Locational centrality gave cadets an opportunity to learn traffic management ski	8 cadets
			Community Engagement			24
			B1) 31.10.14	B1) Swachh Bharat Abhiyan	Community engagement in cleaning local area	25
			B2)22.03.15	B2)World Day of Water	Community members made aware of the significance of saving water resources.	NSS -50 NCC 16 CADETS
			B3) 03.09.14	B3) Nutrition Week	Community children were	58

			B4) 03.12.14	B4) HIV Awareness Day	given diet charts Raising awareness about the disease among community members.	53

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**	**July-August** **Commencement of every Academic Session**	The College Prospectus lays down certain cardinal rules regarding proper conduct within the college campus.Anti-ragging instructions are clearly mentioned. An Internal Complaints Committee is in place for redressal of grievance relating to sexual harassment. It sensitizes students to general codes of conduct, instructs them to attend classes regularly. Students are also instructed to refrain from unfair practices during examinations.

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-------to------)	Number of participants
Unity, Integrity and Security of the Nation-Anniversary of Sardar Ballavbhai Patel	**30/10/14**	**75**
National Youth Day (Birth Anniversary of Swami Vivekananda)	**12/01/15**	**50**

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
Regular Go Green Drive organized by the NSS and NCC cadets **Plastic-free campus. Certain areas of the campus have been declared plastic-free zones.** **Ongoing process for paper-less office administration** **Students are encouraged to plant saplings of medicinal plants in the hostel garden** **Dust-bins are regularly changed to ensure that garbage-free pollution free campus**
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:

The NSS unit of the college has been engaging in various social services towards the community inside and outside the college. Regular health checkups were held in adjoining areas. BMI tests were conducted on children. Diet charts were distributed among the residents.

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 2014.
- Mosquito-borne Diseases Awareness Camp.
- 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:

There is general apathy among community members regarding certain issues. Thalassemia is one such issue where many parents/students have expressed reservations about the tests. The NSS programme officers and doctors from the School of Tropical Medicines have been present at the camps to sensitize parents and students to the far-reaching impact of such tests. This has yielded positive results with greater participation in current times.

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 in social service

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(among others) in 2014-15
- AAC(DEC 2014)
- TSC II/III (AUG 201S)
- LRDC (/JAN. 2015
- CATC XV(FEB/MAR 2015)
- Yoga and Self-Defence Camp(Jun 2015)

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
- Digital resources, mainly computers, digital cameras and mobile devices required.

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 weblink of the institution in not more than 500 words

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

- **Library resources have been upgraded to provide access to digital resources for bette**

understanding of the syllabus

- **In order to optimize the reception of a subject ,teachers have been using digital resou They often make use of laptops, tablets and projector devices to ensure effective de target students**
- **Free Wi-Fi network in the library has enables students from the economically weake access the internet**
- **Availability of laptops and computers in the computer lab of the college has given stude to ICT enabled learning modes**
- **Teacher too, make use of digital resources such as IFLIBNET to access a repository of i**