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

2015-2016

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): **2014-15**
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) Formation of NAAC sub-committee. ii) Initiative to organize seminar cum demonstration on Yoga. iii) Holding Thalassemia Camp in collaboration with NSS Unit and Calcutta School of Tropical Medicine. iv) Organizing program to involve students in state level Essay writing Competition. v)Observing National Nutrition week.	14/07/2015	**08/ all stakeholders**
i) Confirmation of previous minutes. ii) Planning for new steps regarding enrichment of academic atmosphere.	08-01-2016	**07/all stakeholders.**
i) CAS Benefit of Prof. Shukla Sarkar, Department of History. ii)Discussion on Co-curricular activities of College.	27-04-2016	**08/ Teaching staff & all stakeholders.**

<u>*Note*</u>*: 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*

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**
		State Govt.	**2016**	**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?   Yes   YES   No

      If yes, mention the amount: 200000   Year: 2016

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

    * Library Automation and Inter Library Loan facilities for research work through DELNET

    * Online Admission and Student e-payment accession

    * Smart class room.

*Initiative to organize seminar cum demonstration on Yoga.

* Holding Thalassemia Camp in collaboration with NSS Unit and Calcutta School of Tropical Medicine.

* Organizing program to involve students in state level Essay writing Competition.

*Observing National Nutrition week

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
i) Formation of NAAC sub-committee. ii) Initiative to organize seminar cum demonstration on Yoga. iii) Holding Thalassemia Camp in collaboration with NSS Unit and Calcutta School of Tropical Medicine. iv) Observing National Nutrition week.. v) Organizing program to involve students in state level Essay writing Competition. vi) Planning for new steps regarding enrichment of academic atmosphere viii) Plan on Co-curricular activities of College	i) NAAC sub-committee was successfully formed by the TC of the College. ii) More than 500 students were participated in this programme. iii) Thalassemia Camp for creating awareness among students was successfully organized with follow up activities. iv) The Food and Nutrition department of the college organized so many activities to success the Nutrition Week. v), vi),vii) Different Sub committees of our college organized a number of Co-curricular activities throughout the session.

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

   Name of the Statutory body: G.B. 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: 2015-16   Date of Submission: 27/02/2016

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)

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

- College receives **Academic Calendar from the affiliating University** before the starting of each new academic session where different dates are specified, viz., starting date of admission , date for commencement of class , dates for internal and final examinations, dates for form fill-up, etc. College schedule for different examinations, workshops, competitions, parent - teacher meetingetc. are prepared by taking into account this University Calendar.

- On the very first day of First Year class, **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.

- The **lesion plan** for full syllabus of each subject (College **Academic calendar**) is prepared each year before beginning of new academic session and later on distributed among the new students, from which students get their syllabus and also the distribution of term – wise topics of syllabus to be taught by individual faculties of each department, for their coming years of study.

- The Class-Routine Sub-Committee of college prepares a **Master Routine** for all courses, where all the Theory and Practical classes are allottedby names of the faculties with room numbers mentioned. Uploads it in the official web-site of the college, also hard -copy is made available for use by the students and the teachers.

- Whenever possible teachers arrange **Extra classes** for more intensive coverage of subject topics. Weak learners are special attention.

- Faculty maintain **good student – teacher relationship** for lively environment in the class rooms. Encourage students to join discussions, raise questions and to share any problem or grievance with them.

- Over and above the conventional chalk and talk method, curriculum is delivered through **modern teaching aids** like LCD presentation, OHP, providing hand-outs, giving home assignments.

- Vast collections of reading resources are made available for use by the students and also by the teachers in the college Library. **Two Libraries and Departmental Seminar Libraries** are available in the college to cater learning resources to faculties and the students.

- Librarian of the college takes**Library Orientation class** for the new students to guide them about how they can utilize the vast stock of knowledge, waiting for them.

- For making the teaching-learning process morelively and interesting, **Inter-departmental talks, Seminars, Lectures by Invited Speakers, Workshops** etc., on curriculum related topics are arranged. Students are encouraged to present papers.

- **Educational Tours** (local or distant), **Industry visit, Field survey, Hotel survey, Household survey, Project work** on chosen area etc. are arranged for the students for effective curriculum implementation at the practical level.

- Periodical **discussion among the faculty members** about progress of syllabus coverage is held and steps, if required, are identified.

- After evaluation of students' performance in Tests or whenever necessary, **Parent- Teacher meeting** is arranged where the latter group share their opinion about academic status of each relevant students with them. Parents are also invited to express their own views or suggestion for more effective curriculum delivery.

- Faculties always try to **improve** their **teaching qualities** by attending Orientation Programme, Refresher Course, National and International Seminars, presenting papers. College authority is always keen to patronize these intellectual schemes.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year 2015 - 16				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NA	NA	NA

1.2 Academic Flexibility			
1.2.1 New programmes/courses introduced during the Academic year 2015 - 16			
Programme with Code	Date of Introduction	Course with Code	Date of Introduction
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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 2015 -16

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 2015-16		
Value added courses	**Date of introduction**	**Number of students enrolled**
Communicative English Course	**2004**	**36**
NSS Course	**Since inception of College**	**100**
NCC Course	**2004**	**90**
Pre-Primary Teachers Training (DPTE-M) Course	**2003**	**61**

1.3.2 Field Projects / Internships under taken during the year 2015 -16	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
• **Geography Dept.: B.A./ B.Sc. General** • **Socio-Economic Analysis of Baranagar Municipality**	**22**

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.**
	46
	
	53

Tourism and Travel Management Dept. • **Educational Excursion to Gangtok , Pelling, Yumtham**	**33**

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)

Rather than relying on one specific formal feedback through ticking a long questionnaire, the college practices to arrange face to face three - party meetings involving the Faculties, the Students and their Parents, within the college premises, for getting feedback about the whole teaching learning process.

At the end of different terms or after publication of result for college tests, Heads of different departments arrange parent-teacher meetings. It enables parents to come to the institutions where their wards read in and at the same time to interact with the teachers of the college.

Parents are asked to feel free to express their opinion, good or bad, about the college, the office, the library facility and the departmental teachers. Students also remain present and express their views also. Listening to them act as feedback for the whole teaching learning process offered by the institution. View of parents and students are used to bring appropriate changes in the system, if required.

Criterion II -Teaching-Learning and Evaluation 2015-16

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	2215	834

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	Stream	Hons	Gen	Total	NA	32 +1 (Principal)	NA	NA
	BA	540	638	1178				
	BSc	260	20	280				
	BCom	493	369	862				
	voc	37	--	37				
				2357				

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
2	2	Projector & Laptop with help of internet	11	11	E-BOOKS &JOURNALS

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
2357	32	**1:74**

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned	No. of filled positions	Vacant	Positions filled during	No.

positions		positions	the current year	of faculty with Ph.D
	O/B= **35**+1 as on 01/07/2015 C/B= 32+1 as on 30/06/2016 Prof SantuSinghahas resigned on 20/08/2015 Prof Ananya (Guha)Majumder, Prof.Champabhattecharyahas retired on 29/02/2016, 30/04/2016			**12**
46		**13**	**Nil**	

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
NA	NA	NA	NA

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. 2016	**Test/3rd /16**	**3rd year** *HONS & GEN*	**14-01-2016**	**27-01-2016**

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

The college plans and organized 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	Research Work	

			7. Publishing House 8. Administrative jobs 9. Content Writing 10. Journalism	
		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,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	Hons	1. Teacher	

	SCIENCE		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	
	LIBRARY & INFORMATION STUDIES	Hons	1. Librarian 2. Jobs in National Library 3. Teaching	
MAJOR	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 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=**2016** (University of Calcutta	970	879	90.61

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)
Yet to be assessed on the basis of feedback form.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION 2015-2016

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	NA	NA	NA	NA
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 *(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)
NA	NA	NA

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NA	NA	NA	NA	NA

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

Incubation Centre	Name	Sponsored by
NA	NA	NA

Name of the Start-up	Nature of Start-up	Date of commencement
NA	NA	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	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	
	Education	2	
	Political Science	1	
	Hindi	2	
	Sanskrit	1	
	History	1	
	Library Science	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

Commerce	2
Education	3
Sociology	1
Food And Nutrition	2

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	NA	NA	NA	NA	NA	NA

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	NA	NA	NA	NA	NA

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	NA	03	02
Presented papers	NA	03	NA	01
Resource Persons	NA	NA	NA	NA

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 of pregnant women of the	NSS Unit in collaboration with Education and Food and	03	50

adopted slum and encouraging them to have low cost high protein diet was held on 1st week of September	Nutrition Department		
Go green Drive held on 5th June (distributing sapling among students)	NSS unit	03	100
Thalassemia awareness and counselling programme(year long programme)	NSS Unit in collaboration with Calcutta School of Tropical Medicine	03	50
AIDS Awareness Camp (1st December)	NSS unit	03	50
Combined Annual Training Programme and Thal Sainik Camp (12 July-1 August)	NCC Unit	02	04
Combined Annual Training Programme and Thal Sainik Camp (22 July-1 August)	NCC Unit	02	04
Thal Sainik Camp (4-14 August)	NCC Unit	----	04
Thal Sainik Camp (15-24 August)	NCC Unit	02	01
Swaach Bharat Obhijan (15 September-20 October)	NCC Unit	02	10
Pre Inter-Group Competition (7-	NCC Unit	02	01

16 October)			
Inter-Group Competition-2 (6-15 November)	NCC Unit	02	01
Trekking Camp to Darjeeling from 23.11.2015-2.12.2015)	NCC Unit	02	02
Programme on World AIDS Day was held on 1st December (An awareness programme on HIV)	NCC Unit	02	15
Local Republic Day Camp (8-18 January)	NCC Unit	02	02
Local Republic Day Camp (18-27 January)	NCC Unit	02	03
Combined Annual Training Programme (8-18 February)	NCC Unit	02	02
Cadets participated in CATC Camp held from 9-18 May.	NCC Unit	02	02

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	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities

	agency			
	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
NA	NA	NA	NA

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	NA	NA	NA	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
WEBEL	16.05.2016	Providing computer training to the students at an affordable price and Annual certificate to the students by Webel Technology Limited.	
Breitish Institute		Communicative English	Teacher – 1 Students - 36

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES 2015-16		
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	
12,25,000	10,35,772	
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	2,11,500
Value of the equipment purchased during the year (Rs. in Lakhs)		30,15,799	2,47,678
Others		15,09,612	7,88,094

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	27078		495		27573	
Reference Books	157		00		157	
e-Books	**NA**		**NA**		**NA**	
Journals	06		00		06	
e-Journals	**NA**		**NA**		**NA**	
Digital Database						
CD & Video	12		04		16	
Library automation						
Weeding (Hard & Soft)	00		00		00	
Others (specify)	03				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	32	01	**yes**	01		01	02 Psychology Commerce	100	02 Central Library Principal' room
Added	09	00		00		00	01 (Geography)	00	00
Total	41	01		01		01	03	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
Anindya Basu	Module3:Statistical Methods for Information Retrieval	e-PG-Pathshala	Feb-2016

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
5,00,000	4,80,050	6.35	8,01,400

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) (SKB)**

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 (2015-16)

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	110	MKC

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	Number of benefited students by Career Counselling	Number of students who have passed in the	Number of students placed

	examination	activities	competitive exam	
	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 **NOT APPLICABLE (TILL JUNE 2018 NO RECORD IS FOUND)**

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 2015-16

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2015					
2016					

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

Activity	Level	Participants
Intra college cultural competition	College level	250
Freshers' welcome/Social	College level	1500
Annual picnic	College level	40
Annual Sports	College level	1200
International Women's Day	College level	250
Basanta Utsav	College level	
Rabindra Jayanti	College level	300

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. 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 2015-16

Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

Vision:

The college since its inception has adhered to its envision to provide education to an optimum number of girl students. The purpose of the institute has always been to empower girls. There is a conscious, earnest and untiring endeavor on the part of the college to develop its students intellectually, morally, physically and aesthetically. Thus enabling an approach that ensures holistic development of the person through propagation of knowledge and the inculcating of the values of justice, love and peace—is the vision of our institution.

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 of girl students during a separate time span, within a separate infrastructure

6.2 Does the Institution have a management Information System

The college ensures a partial participative management system. This helps in a hassle free information flow and decision making process. Such information are processed and passed to needy destinations. Various sub committees within the college – IQAC, Redressal and Harassment cell, Students Welfare cell and Finance Committee etc. implement strategic planning given by our Governing Body. These strategic planning are overviewed by 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 and Council for Undergraduate Studies. 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

The college tries to employ innovative methods for teaching and learning. Effective class-room teaching is ensured with the help of maps, charts and data tables. The college is also planning to build a Smart-class which will be technologically equipped. This will make the students more digitally aware.

Departmental meetings are organised to evaluate the extent of progress of students and planning of the future course of teaching and curriculum delivery.

Enrichment of the departmental libraries has increased the access to them by the students.

All departments organise students' seminars, quiz contests, group discussions and workshops.

6.3.3 Examination and Evaluation

The college follows a yearly examination system (Part I, Part II, Part III). In order to ensure that the students perform well in the annual examination various departments conduct internal assessments, Mid-term examinations and project works. The College conducts a Test Examination so that the students are evaluated and made aware of their inadequacy in preparation before they sit for the university examination.

Students are shown their answer scripts and a parent-teacher meeting is held so that there is a mutual exchange of information regarding the student's progress.

6.3.4 Library, ICT and physical infrastructure/ instrumentation

The college has a fully furnished central library and departmental seminar libraries. Students have access to a vast repository of text books in both the libraries. 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 Machines
- Printer
- Overhead projector
- Microphone
- Digital Camera

Physical Infrastructure

The college shares the premise of the main building with two other colleges. Hence, the design of any new construction/renovation/repair is proposed and sanctioned by the coordination committee

The Science Building and Girls' hostel are however exclusive properties of MKC.

6.3.6 Human Resource Management

Human Resource Management commonly referred to as 'Staff Pattern' for Teaching and Non-teaching staff is sanctioned and approved by the Higher Education Department of the Government of West Bengal.

The larger share of Human Resource Management is catered to adhering to the statutes of the Higher Education Department. Therefore, most of the substantive teaching posts are filled up on a regular basis as per the recommendation of the West Bengal College Service Commission. This is done to fulfil the 100-point roaster monitored by the Backward Class Welfare section of the Government of West Bengal.

Further augmentation takes place through the recruitment of Government approved Contractual Whole Time and Part Time Teachers (This is generally done based on the requisition of the respective college departments).

However, the dearth of sanctioned substantive posts necessitates the induction of Guest faculties in various departments for justifying the teaching-learning process.

There are several sub-committees that ensure the proper management of Human Resources on a more internal level.

Leave committee ensures that the leaves (CL, EL, DL, Others) are well calculated and recorded for all the staffs of the college.

The college also ensures that both teaching and non-teaching staffs are encouraged and permitted to attend various Development Programmes as defined and acknowledged by UGC/ the affiliated University.

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

Career Development and Placement Counselling cell of college makes sincere efforts to avail N-LIST digital library, by INFLIBNET-UGC at the earliest.

Programme/Workshop	Agency/Company	Date/Period
Digital Literacy Programme By For Supporting Digital India Mission	AITA	07.08.2015
Seminar Presentation And Students' Data Collection	EDMIRON	21.08.2015
Career Development And Placement Assistance Seminar	*WEBEL INDUS*	*25.08.2015*
Career Seminar By Digital Marketing	ICA	14.12.2015
Workshop On Interview Skills	*STATE PRODUCTIVITY COUNCIL, WEST BENGAL.*	*18.01.2016 and 19.01.2016*

6.3.9 Admission of Students

1) Admission is strictly on the basis of merit. All rules & regulation, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holder in college website, notice board in the college. The admission procedure has been planned to be totally on-line next year, for which necessary steps are initiated.

2) The College gives prospectus at the time of admission to students from where students know the information about fees structure, student support, etc. Lesson plan for the running academic session has been offered to all students for yearlong distribution of syllabus.

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 from college Welfare fund. ✓ 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) ✓ Scope for applying National Scholarship

	✓ Availability of Chief Minister Relief Fund
	✓ 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 of the 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 (PTA). But, 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 develop a bunch of feed backs 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,
- 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 2015-16				
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	
Demonstration of Self-defence Techniques at Swami Nishwambalananda Girls College	08/03/2016	100	NA	
Sanitary Napkin Vending machine installed in the college	March 2016		NA	
Digital Literacy Programme by AITA for supporting Digital India Mission	07/08/2015	120	NA	
Workshop on interview skill by STATE PRODUCTIVITY COUNCIL (WB)	18/01/2016 19/01/2016	100	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	3
Provision for lift	N.A.	
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.	

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
2015-2016	3	4	A1)14/12/2015 A2)21/08/2015	**A1)** Career counselling workshops and seminars: Career Seminar by ICA Digital Marketing **A2)** Seminar presentation and Students' Data Collection by EDMIRON **A3**) Seats for competitive examinations conducted by WBJEE,RRB and others.	Soft-skill development to secure employability of students The locational advantage has enabled the college to be chosen as a seat for competitive examinations.	30 65
			1st week of Sept 2015 **05/06/2016**	Community Engagement : B1) Nutrition Week Health check-up of pregnant women of the slum adopted by the NSS Unit. B2) Go Green Drive	B1) Sensitizing pregnant women fr40om economically weaker sections of society to have low-cost high-protein diet.	53 students and teachers (NSS and Food and Nutrition Department)Alumni members of the Food and Nutrition Department cooked food for community members. 103

			Year long campaign 205-16	B3) Thalassemia Awareness and Counselling Programme	B2) Raising awareness among students about minimizing carbon footprints.	54
			01/12/15		B3)Raising awareness about the disease among community members	51
				B4) AIDS Awareness Camp	B4) Creating awareness about eradication of the disease	

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	July –Aug(every academic year)	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. The Prospectus sensitizes students to general codes of conduct, instructs them to attend classes regularly. Students are also instructed to refrain from unfair practices during examinations.
Orientation Programmes Statute for University and College teachers.	Beginning of each 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

UGC Guidelines regarding the code of conduct, academic principles and responsibilities of teachers and Statute published by the University of Calcutta for University and College Teachers	Published/notified/reprinted at regular intervals	These publications/ notifications provide regular guidance to teachers regarding their academic and other professional duties towards the institution and the greater society. They reinforce the discipline and codes of conduct for teachers so that the students are ensured maximal academic benefits from these individual.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Social Service by NCC cadets at Baghbazar Naba Bikas Club (Local Club)	08/01/2016	40

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

- **Strategically placing waste management bins to ensure cleanliness in the campus**
- **Use of LED bulbs to minimise unnecessary electricity consumption**
- **Promotion of paperless e-administration in the college office**
- **Biomedical waste disposed after acid wash and glassware sterilised**
- **Inflammable reagents disposed in special containers**

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 check ups 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 2013--- 50 students participated.**
- **AIDS Awareness Campaign.**
- **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**
- **Parental Counselling of Thalassemia carriers**

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 and productive engagement

RESOURCES REQUIRED:

- Better infrastructural facilities such as separate rooms ,computers 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 2015-16
- CATC (Aug 2015/Feb 2016)
- TSC   (Aug 2015)
- LRDC   (/Jan. 2016)
- Trekking Camp to Darjeeling (23rd Nov-2nd Dec 2015)
- Swachh Bharat Abhiyan   (15th Sept-2nd Oct 2015)
- IGC (Nov 2015)

OBSTACLES FACED :

- Usually the NCC training classes begin at 10.30 a.m. A few classes clash with this schedule

STRATEGIES ADOPTED TO OVERCOME THEM :
- Adjustments have been made in the college routine.

IMPACT OF THE PRACTICE:
- Active participation in NCC has resulted in a pool of human resources committed to the cause of the community.

RESOURCES REQUIRED
- Laptops, digital cameras   are required for smoothening of the regular activities of the unit.

7.3 Institutional Distinctiveness
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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**:**

- **Plans underway for the creation of a Smart class.**
- **OHP and laptops used by teaching faculty to enhance quality of delivery**
- **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**

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