



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

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 its own campus?		Yes
• Phone no./Alternate phone no.		03325302008
• Mobile No:		8777383738
• Registered e-mail		mkcnaac@gmail.com
• Alternate e-mail		mkcshyam@hotmail.com
• Address		20. RAMKANTA BOSE STREET
• City/Town		KOLKATA
• State/UT		WEST BENGAL
• Pin Code		700003
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Women
• Location		Urban
• Financial Status		Grants-in aid

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Tapan Kumar Chand				
• Phone No.	8670153691				
• Alternate phone No.	03325556325				
• Mobile	03325556325				
• IQAC e-mail address	mkciqac2017@gmail.com				
• Alternate e-mail address	mkcshyam@hotmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.mkc.ac.in/aqar-2021-2022.html				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mkc.ac.in/pdf/academic-calendar/Academic-calendar-2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Nil	Nil	Nil	Nil	Nil	Nil
6.Date of Establishment of IQAC			01/04/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year					

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Nil	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Nil	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Successful completion of online admission -2022. 2. Successfully started 3 certificate courses for students to enhance different types of soft and technical skills as well as academic knowledge. 3. Successfully initiated the process of signing the MoU with different organizations to facilitate academic learning and professional development of teachers as well as students. 4. Enhanced the process of building extension and renovation work. 5. Successfully completed the process of NIRF accreditation. 6. Successfully finished the process of restarting the Girls' Hostel facility for the needy students.</p>		
12. 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	
Nil	Nil	
13. Whether the AQAR was placed before statutory body?	Nil	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Nil	Nil	
14. Whether institutional data submitted to AISHE		

Year	Date of Submission
Nil	Nil
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	19
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2896
File Description	Documents
Data Template	View File

2.2	634
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	924
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	45
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	33 + 1 = 34
Total number of Classrooms and Seminar halls	
4.2	71.4377
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	44
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Nil

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<p>1) https://drive.google.com/file/d/1t0iM7VOA DnXa_GUnfIolv0jgZXXeH-m7/view?usp=sharing 2) https://drive.google.com/file/d/12K7JmTKMks5kyBNLih8qksxJN1ltUbfJ/view?usp=sharing</p>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The University of Calcutta's academic calendar is followed by Maharani Kasiswari College in order to conduct the students' Continuous Internal Evaluation (CIE). Exam schedule for all subjects is announced to the students, and they turn in their tutorial projects by the deadlines listed in the class schedule. The college tries continuously to communicate with the students to aid in making ongoing internal evaluations of them.

Throughout the session, the college has been adhering to the academic calendar for the conduct of Continuous Internal Evaluation (CIE).

The institution diligently plans necessary arrangements to implement the curriculum in an efficient manner. The college looks into every option for creating a healthy environment in helping pupils reach their potential. With the assistance of IQAC members, HODs, and committee members, an academic schedule is created. The institution follows the University of Calcutta's recommended curriculum. Prior to the start of the semester, the subjects are distributed. Subjects are assigned to faculty members well in advance so they have plenty of time for preparation. Each teacher has a course file and thorough lesson plans for the particular subjects they teach. Certificate courses, Value added and Skill development programmes play a pivotal role to develop opportunities for students and improve their job

skills. Educational trips and Industrial visits are organised for the students too. The college takes coordinated action to give students plenty of chances to improve their employability skills in all conceivable methods.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	1) https://drive.google.com/file/d/1dlatriWYwoTYvCdXrUZ1LtlhZPxOkLDT/view?usp=sharing

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

717

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

2901

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional ethics is given highest importance by the incumbents of the institution. Punctuality is maintained by the biometric system of

attendance for both teaching and non-teaching staff. The post of an Office Coordinator has been created to promote further harmony between all the staff of the college.

Both male and female staff work together smoothly without any difficulty.

No discrimination is made whatsoever in matters of holding the offices of

governance, decision making and election process of various bodies.

Yoga and self-defense training are given to the students and they participate in NSS and NCC programs.

The students are exposed to gender related academic discussions and interaction with groups like Lady Purohit which by breaking the conventional role of women, question the traditional stereotype and restructure their social status.

The students require a new orientation in the present world of volatility,

uncertainty, complexity and ambiguity (VUCA). Seminars are organized

for this purpose. In order to improve the mental health of the students and

the faculty and to overcome performance stress and anxiety by

reinforcing spiritual values, meditation sessions, workshops and

interactive sessions are organized in collaboration with the Brahma

Kumari Sisters.

To avoid wastage of paper questions for internal exams are written on the board and dictated, wherever possible. Craft exhibitions are made from recycled solid waste materials. The ENVIS department

organizes seminars and workshops. Plant saplings are distributed every year and are planted to observe the World Environment Day.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

42

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1286

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Nil

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
995	46

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teacher uses various ICT enabled tools for effective teaching learning process. The teachers of our college use various ICT tools such as computer with internet facility, projector, CD/DVD, e-learning resource to make learning lively and interesting. The students are given various assignments and projects to do in home by their own devices and then to submit with in time period. The teachers uses various online platforms to conduct online classes like google meet, zoom, Microsoft team etc.. Even during the pandemic the teacher took regular classes without any trouble and students are enriched and encouraged to continue their studies with interest. The teachers' uses the google forms after finishing one unit and then give the feedback to the students in their learning. Thus continuous evaluation and feedback are given and both teacher and students modified their teaching learning pattern. The teachers are using PowerPoint presentations in their teaching also and encouraged students in learning without burden. Thus teachers use online evaluation, video conferencing and online competition for maximum participation of students. The teachers of our college are in the budding stage of development of LMS for students' benefits. Some teachers develop various programmes for the benefit of students and provide links of various e-resources which are advantageous for the intellectual growth of students

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

NA

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

B.A

SANS , EDCA , ENG , PSIC , PHIA , BNGA , PSYA , GEOA , PLSA , HISA , LST , CMSA , TTMV

1,3,5:2,4,6

2nd week of December2022:2nd week of june2023

25thjuly 2023

4th week of January2023: 4TH week of august2023

B.Sc

FNTA

1,3,5:2,4,6

2nd week of December2022:2nd week of june2023

19th AUG 2023,

4th week of January2023: 4TH week of august2023

B.COM

FA, CMA....

1,3,5:2,4,6

2nd week of December2022:2nd week of june2023

27th july2023

4th week of January2023: 4th week of august2023

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Affiliated to the University of Calcutta, Maharani Kasiswari College, conducts the internal assessments as per the prescribed directives of university. The head of all departments prepare an examination routine and circulated to students in advance of 2 weeks. There are various ways by internal examination are conducted in the form of tutorial, project and internal theory test, viva-voce, class performance, and practical exams on day to day basis. Occasionally surprise tests are also conducted in all streams (science, commerce, humanities and arts) and the students papers are checked and evaluated and informed the correct way of answering with key points. This helps students to enable them to learn better in corrective way and learn from their own mistakes. Formative assessment is also designed according to the need of the subjects in the form of MCQ, VIVA -VOCE , short questions, term-paper, etc. the internal examination numbers are uploaded in the university examination portal by the concerned teachers of each departments.

Any grievance during the examination is first addressed by grievance committee and if necessary referred to competent authority. If any discrepancy or grievance is found, proper measures should be taken in the right time. Both the teaching and non teaching staffs are performing their duties punctually and sincerely. If the student is not satisfied with the marks then she can apply for the reexamination of answer scripts , FSI or FSI and reexamination of answer scripts by providing requisite fees in the stipulated time period.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Nil

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Nil

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the

year

706

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.mkc.ac.in/student-feedback.html>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NA

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NA

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

9

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry,

community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

62

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

62

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

17

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Since its establishment in 1964, the college has focused on the development of its infrastructure and teaching process. The college premises spread over 2.5 acres comprises one (01) Main Building, two (02) Annex Buildings, and one (01) Science Building. The Science Building and the Girls' Hostel of Maharani Kasiswari College are maintained independently by Maharani Kasiswari College.

At present the college has thirty two classrooms. Out of these 39 classrooms, 19 classrooms are in the Main Building and Annex Building which are shared with the sister colleges and 13 classrooms in the Science Building owned exclusively by Maharani Kasiswari College. Out of these 39 classrooms 12 classrooms are at present Wi-Fi/LAN enabled. The college has a total of six (06) laboratories for Food and Nutrition, Geography, Psychology, Computer and electronics, one (01) Seminar hall with ICT facilities, two (02) library and reading rooms and two (02) student's common rooms. For uninterrupted supply of electricity, the college has the provision of a generator system. The College-Office has undergone a major renovation and is more ergonomic now. Air conditioners are installed in the IQAC Room, Seminar Room, Smart Classrooms, Food and Nutrition Lab, Library. During COVID period, the College subscribed to Zoom (Pro-version) and G-Suite tool to ensure a seamless online teaching-learning delivery platform. Library subscriptions to N-LIST is a major source

of e-resources for students and teachers. With the help of additional online resources, namely, Zoom, Google-classroom and Google-Meet, numerous online webinars including national and international webinars which were held. t

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College and all its Departments consistently strives to achieve both academic and cultural excellence. There is a separate room allocated to NCC in the main building for conducting meetings, storing uniforms and miscellaneous items used for various activities. With the infrastructural development, there has been an addition of a new separate room on the rooftop of the Science Building dedicated to the NCC and Yoga sessions. Focusing on the health and hygiene of the students there has been new constructions of washrooms in the Science Building. Water coolers and purifiers have been installed in both the Main Building as well as the Science Building to provide safe drinking water for the students.

Students and teachers actively participate in various extracurricular activities like - Basanta Utsava, Rabindra Jayanti, Naree Diwas, Agamani, Intra-College Competitions, NSS Activities, Various awareness workshops and programs (AIDS Rally, Anti-Tobacco day, Two day workshop and exhibition on Ecobricks-Composting-Microgreens organized by NSS Unit with Mrittika Earthly Talks, etc)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Learning Management System [LMS] -

The library maintains the service of cloud-based Learning Management System through Moodle to act as facilitator of educational platforms through blended mode [link - <https://moocs.mkclibrary.ac.in/>]. In LMS, all the courses, defined by the University of Calcutta, have been created within the Moodle instance along-with the assignment of roles of Head of the Departments, teachers and students.

VIDWAN Portal -

VIDWAN is a portal developed by INFLIBNET to manage the academic profile of faculty members of an academic institution. College librarian, Mr. Anindya Basu is acting as Nodal Officer to create and maintain the academic profiles of the faculty members. The nodal officer has already created profiles of all the faculty members of the college and is awaiting for them to complete the profiles.

Facilities Provided by the Library -

- N-LIST Consortium for E-Resources
- Book Circulation
- Reference Service for Teachers and Students
- Reprographic Service
- Computers for Students and Teachers

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://moocs.mkclibrary.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.1097

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college campus is fully wi-fi enabled. To cater the need of users, two separate ISP connections have been subscribed to ensure network connections to College Office, Library and Computer Laboratory. The Internet Service Provider of the college is Alliance Broadband.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has specific committees for maintaining and upgrading the available college facilities with the view to help and accommodate the students. The building committee comprises the Principal, Bursar, GB nominated member and its main responsibility is to maintain the physical infrastructure of the college. Any decisions regarding the construction and repair of the building infrastructure are passed through the building committee which then

decides on the budget and feasibility required to complete the anticipated challenges. The classroom and beautification committee looks after the upkeep of the classrooms.

The college has dedicated staff and working people including the caretakers, support staff, electrician, plumber, etc. who carries out instant repairs when required and the responsibility of proper functioning of basic needs lies with them. Hygiene protocols are rigorously and diligently followed to ensure clean and sanitised college premises for the safety of every individual present on the campus. For security and discipline purposes the college premises are CCTV enabled and the footage is recorded constantly.

The routine committee sees to it that the classrooms are allocated in such a way to maximise its utilisation in the most productive way. The library committee is responsible for constantly updating the collection of textbooks, reference books, journals and other reading resources on the recommendation of the faculty members. Proper rules and regulations are set up to establish a smooth functioning and utilisation of the available library resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=111&Itemid=0

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1010

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

127

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

127

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

28

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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. 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. The basic activities of the union are to communicate the demands of the students, to create and maintain a healthy academic environment, to engage in development activities in a friendly manner between the higher authorities and the students. For this purpose they organize cultural events, important days such as welcoming freshers, annual cultural events, Saraswati Puja, Women's Day, Teacher's Day, Independence Day, College Wall Magazine publication, annual picnic, sports etc. with the help of the authorities 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

100

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has an Alumni Association. But after Pandemic situation, the college could not organize any kind of alumni meet.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Holistic and complete development and growth is the primary mission of the institution. The college provides a second home to all the students, provides them with a conducive atmosphere for better learning and prepares them to face the world as responsible and capable citizens. thereby helping the institute in its pursuit to become a center of excellence. The IQAC oversees the teaching-learning process, adopts measures to promote a quality system for continuous, consistent actions for improving the academic and administrative performance of the institution. Apart from academic endeavors the teachers are also associated with the financial management and the infrastructural development of the institution through numerous sub-committees. The faculty members are encouraged to initiate plans for the career development and the placement program of the students. They handle vital and sensitive issues through the grievance and the sexual harassment cells. The teachers play a key role in executing the various welfare policies for the students, teachers and the nonteaching staff of the college. The Teachers' Council has its own Students Welfare Fund - sponsored by the faculty members to help the needy students. The teaching and non-teaching staff of the college together constitutes the Board Of Directors of the Maharani Kasiswari College Credit Cooperative Society. A dynamic and socially responsive management approach is maintained and followed by the institution to contribute in Nation building.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The process of admission of students to the new session involves

coordination and participation of various people at various levels. Since the entire process is conducted online, tenders by online-vendors are invited through advertisements in the media. The sealed tenders are then opened by the Admission Committee in the presence of the Principal and the vendor is selected by the team after much deliberation. The vendor is then approved by the Governing Body based on his work description and quotation and based on this approval a work order is issued by the office. The Heads of department along with the Admission Committee determine the eligibility criteria of each subject and then the Admission committee along with the vendor discusses the particulars of the online programme. After the entire online programme is framed, the logic of the programme is checked by the members of the committee by allotting different subjects to different members to check the programme at a micro level. Errors are immediately conveyed and removed. Once the online admission is active, regular updates regarding application status, admission details are posted in the WhatsApp group and the entire process is closely monitored by the Admission committee. Queries regarding admission are handled via telephone by the Committee members. Once the process is completed, An Orientation programme is held for the students. The Principal along with the coordinators of various committees like NSS, NCC address the students. Then the verification of documents of the new entrants is carried out by faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute's quality policy is well conveyed in its vision and mission statements.

The strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process.

Strategy to strengthen collaborative research and consulting environment with industry and other institutes:

- Encouraging the faculty for research publications.

- Motivating the students for research by organising technical competitions and also presenting papers at conferences.
- Forming MoUs with industries and other institutes.

Strategy to inculcate social and ethical values:

- Establishing NSS cell and organising social programmes and activities.
- Establishing community and ethical value-based cells and organising

Strategy to improve Placement Activities:

The college Career Guidance and Placement Unit (CGPU) prepared an Action Plan to improve the placement activities, training, and analysis. The Action Plan includes:

1. Conducting sessions on Aptitude, Group Discussion and interviews for the final year students.
2. The Placement Coordinators of all departments must identify and submit the department-wise training and analysis requirements.
3. Preparation of list of possible Placement drives that can be brought to campus with the collective efforts of the CGPU team and personal contacts.

It is developed by Principal under the guidance of governing council and HODs of various departments. Based on academic schedule given by the affiliated university, academic calendar was prepared by the Academic Affairs Committee which includes a list of pre-planned programmes of various departments and exam schedules. To ensure the development of the college, all planning and execution are monitored regularly.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body: The Governing Body as per the Constitution of the college has 11 members in all; the President; 2 external nominees of University of Calcutta; 2 expert nominees of the State Government; 1 expert nominee from Higher Education Department. Principal is acted as Secretary of the body while there are 3 Teacher Representatives; 1 Non-Teaching Staff Representative and 1 Students Union Representative.

Administrative Set Up: The President and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal who is the Secretary of the Governing Body shares this work and vets all financial projects before the latter endorses the same. The IQAC Coordinator, the Teachers' Council Secretary and the Head Clerk assist her in the discharge of this work. All meetings are conducted as per the UGC, MHRD, State/Government/ and University guidelines.

The Functions of Various Bodies:

The Finance Sub-Committee and the Buildings Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance. The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper implementation.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the State Government as amended from time to time in this regard. The recruitment rules for the teaching staff are as per the recommendation of the WBCSC and the approval from DPI.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and nonteaching staff. Welfare measures taken towards the staffs reflect on the output and selfless contribution towards tremendous growth of any institution. Our institution has welfare measures for both teaching and nonteaching staff. Existing welfare measures for teaching and non-teaching staff are itemized below:

- Option to join Govt. Health Insurance scheme.
- Existence of the co-operative society which facilities loan as per requirement of the teachers and non-teaching staff.
- Prompt facilitation of Provident Fund loans.
- Advances for the festivals without interest.
- Sanctioned medical leave and maternity leave for eligible staff members.
- Faculty members are eligible for earned leave.
- Organizes tour, picnic and sports activities for the staff.
- Facilities of FDP for faculty members on regular basis.
- Internet and free Wi-Fi facilities are also available.
- Gym is also accessible for the staff.
- Facilities of CAS and Ph.D. increment for eligible faculty members

on regular basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The success of any institutions in general and educational institutions in particular heavily depends on the quality of its employees that is both teaching (faculty members) and non-teaching staff for their role in enabling the institution to achieve the heights of success. Therefore, their quality and productivity is regularly assessed through Performance Appraisal System- a kind of

tool that is widely used in order to measure the productivity of employees and also prescribed by the UGC and other bodies of government. There are laid down guidelines for assessment of faculty members learning profile, curriculum, and research activities of concerned faculty. The faculty member is required to earn the special number of points in API in accordance with laid down criterion to be eligible for promotion. The performance-based appraisal system is also applicable for Nonteaching staff those are assessed through the laid criterion by the governing body of the college and promotion committee from time to time. Only the satisfaction of the governing body and their formal approval, the concerned staff is made eligible for promotion which is subject to the assessment and approval of the GB. The appraisal system has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

Besides this, a semester wise feed-back form is also collected from the students to assess their satisfaction regarding the teaching faculty and non-teaching staff in order to gauge drawbacks and find out areas of improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly. The college maintains the account of the cash receipts, payments and bank accounts. Receipts and disbursement of salary is procured from government and college funds. Grant receipt and disbursement, PF, Income Tax and miscellaneous expenses are handled exclusively by the college financial sections. Internal audit is being conducted under the supervision of Bursar of the College with the help of the office staff and experts of accounting system. Then it is being verified and approved by the audit firm Debabrata & Associates. Statutory audit is conducted at regular intervals by the auditor approved by the DPI, Govt. of West Bengal. The whole process is duly approved by the Governing Body. Registered Chartered

accountants, appointed by the college authority conduct the audit of funds sanctioned by the UGC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fees: Fees charged as per the university and government norms from students of various granted and self-financed courses. **Salary Grant:** The College receives a salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as SAC teachers working on granted posts.

To purchase any necessary articles, teachers gives requisition to the office, the finance committee members float the e-tenders through college website. After receiving quotations from vendors', they are scritinized in Finance Committee meeting to select the lowest one and the selection of such L1 vendors are approved in the Governing Body meaning. Any financial decision, as recommended by the Finance Committee, is ratified by the Governing Body.

Regular internal audits from the Chartered Accountant and external

audits from the government make sure that the mobilization of the resources is being done properly .The time-table committee looks after the proper utilization of classrooms and laboratories. The library takes care that the resources in library are utilized optimally and books are purchased time to time to satisfy the needs of the library patrons. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes the vision of our college is to uphold a healthy academic environment through well- coordinated participation of all sectors of our institution—staff, students, stakeholders etc. This is supported by the IQAC of this college which is responsible for not only the quality assurance of the institution but also maintenance of the wellbeing of all teaching, non-teaching staff members and the students. IQAC conducts regular meetings within short intervals of time and organizes various programmes that have become integral part of the college calendar.

1. All the faculty members are encouraged and supported to participate in different FDPs like Orientation, refresher courses, Short term courses, Workshops, Webinars and conferences related to the teaching-learning process and research.
2. The IQAC provides guidelines and supervises the entire process of online admission, in collaboration with the admission committee. IQAC, in each academic year, sets up an offline help desk through which all applicants can get adequate information, queries or avail suitable solutions to any queries like network/portal issues, payment - related problems, etc. Each year, IQAC provides a telephone number for use all through the admission period and the number remains active 24x7. Moreover accounts in social media (like Facebook, Whats App) to assist admission seeking candidates are also

monitored all round under the auspices of the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and records the incremental improvement in various activities. It does so through the following processes:

1. **Syllabus Monitoring:** The Principal keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time. IQAC also promotes and encourages to teacher-members those who belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non availability of textbooks, study materials, reference-books etc. other faculty member is involved at any stage.
2. **Academic monitoring:** The academic committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is being informed accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives

B. Any 3 of the above

**with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- The Career Development and Placement Cell conducts seminars, workshops, training programmes on placements inviting various companies to facilitate employment opportunities for students.
- The Department of Sociology conducted a seminar titled Undoing Gender- Breaking the Conventions on 10.05.2023. Women priests were invited to speak on the challenges they encounter while officiating weddings. They also have highlighted the rewards of breaking new grounds in contemporary culture.
- Self-defense Courses are conducted by the college to equip students with requisite skills to resist physical/sexual assault when necessary. On the occasion of International Yoga Day (21/06/23) trainers from Indian School of Martial Arts (ISMA) gave a live demonstration of self-defense skills.
- The department of English in collaboration with the British Institute of Engineering and Technology, Kolkata, conducts six-month long certificate courses on Communicative English. The BIET awards certificates at the end of each course to students who pass the terminal examination successfully. This course trains students to perform in interviews and help them develop soft-skills for placements.
- The college runs Pre-Primary Teacher's Training courses in collaboration with Netaji Subhash Open University.

- CCTV cameras, installed in strategic positions, ensure security of students.
- An Internal Complaints Committee is in place for redressal of grievances regarding sexual harrasment of students.

The college facilitates the disbursement of various government-sponsored scholarships and schemes to financially assist female students. These include Kanyashree, Vivekananda Scholarships. Apart from these, the teachers of the college make monthly donation to create a Student Welfare Fund.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Maharani Kasiswari College has been consistently prioritising empowerment of students by emphasizing on the need for education-industry tie-up.It has anactive Career Development and Placement Cell which secures placement opportunities for the students.
- The CDPC holds regular workshops,seminars, mock- interviews

and arranges interviews for students.

- CDPC, takes college students to visit JOB- FAIRS held in other college to provide them with a platform where they meet representatives from various companies .
- Students are given hands-on training to prepare them as prospective employees. Companies such as Tech- Mahindra conducted a workshop in the college campus in December 2022.
- The CDPC members are constantly in touch with the college alumni group and keep our ex-students posted about placement opportunities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://docs.google.com/document/d/1ISiNcfCOmgvsCyP_gI3_3YCcao_aQV0mu3Z7dbGXW3Q/edit?usp=drivesdk
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college offers equal opportunities and promotes equal representation of students belonging to different communities, castes, regions. Institution strictly adheres to government policies regarding schedule caste, tribes and other backward classes.

In Session 2022-23 the figures for admission are as follows:

General: 878 SC : 56 ST : 05 OBC-A : 05 OBC-B : 26

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organizes several programs regularly to usher constitutional obligations, moral duties, citizens' rights and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above 4.

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes several programs regularly to usher constitutional obligations, moral duties, citizens' rights and responsibilities.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college has a dedicated committee for Career Development and Placement Cell. Through out the year, this committee conducts several workshops, seminars to guide the students for professional development and to be industry ready.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Nil

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<p>1) https://drive.google.com/file/d/lt0iM7VQADnXaGUnfIolv0jgZXXeH-m7/view?usp=sharing 2) https://drive.google.com/file/d/12K7JmTKMks5kyBNLih8qksxJN1ltUbfJ/view?usp=sharing</p>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The University of Calcutta's academic calendar is followed by Maharani Kasiswari College in order to conduct the students' Continuous Internal Evaluation (CIE). Exam schedule for all subjects is announced to the students, and they turn in their tutorial projects by the deadlines listed in the class schedule. The college tries continuously to communicate with the students to aid in making ongoing internal evaluations of them.

Throughout the session, the college has been adhering to the academic calendar for the conduct of Continuous Internal Evaluation (CIE).

The institution diligently plans necessary arrangements to implement the curriculum in an efficient manner. The college looks into every option for creating a healthy environment in helping pupils reach their potential. With the assistance of IQAC members, HODs, and committee members, an academic schedule is created. The institution follows the University of Calcutta's recommended curriculum. Prior to the start of the semester, the subjects are distributed. Subjects are assigned to faculty members well in advance so they have plenty of time for preparation. Each teacher has a course file and thorough lesson

plans for the particular subjects they teach. Certificate courses, Value added and Skill development programmes play a pivotal role to develop opportunities for students and improve their job skills. Educational trips and Industrial visits are organised for the students too. The college takes coordinated action to give students plenty of chances to improve their employability skills in all conceivable methods.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	1) https://drive.google.com/file/d/1dlatriWYwoTYvCdXrUZ1LtlhZPxOkLDT/view?usp=sharing

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

717

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

2901

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional ethics is given highest importance by the incumbents of the institution. Punctuality is maintained by the biometric

system of attendance for both teaching and non-teaching staff. The post of an Office Coordinator has been created to promote further harmony between all the staff of the college.

Both male and female staff work together smoothly without any difficulty.

No discrimination is made whatsoever in matters of holding the offices of

governance, decision making and election process of various bodies.

Yoga and self-defense training are given to the students and they participate in NSS and NCC programs.

The students are exposed to gender related academic discussions and

interaction with groups like Lady Purohit which by breaking the conventional role of women, question the traditional stereotype and

restructure their social status.

The students require a new orientation in the present world of volatility,

uncertainty, complexity and ambiguity (VUCA). Seminars are organized

for this purpose. In order to improve the mental health of the students and

the faculty and to overcome performance stress and anxiety by reinforcing spiritual values, meditation sessions, workshops and interactive sessions are organized in collaboration with the Brahma

Kumari Sisters.

To avoid wastage of paper questions for internal exams are written on the board and dictated, wherever possible. Craft exhibitions are made from recycled solid waste materials. The ENVS department organizes seminars and workshops. Plant saplings are distributed every year and are planted to observe the World Environment Day.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

42

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1286

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Nil

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
995	46

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teacher uses various ICT enabled tools for effective teaching learning process. The teachers of our college use various ICT tools such as computer with internet facility, projector, CD/DVD, e-learning resource to make learning lively and interesting. The students are given various assignments and projects to do in home by their own devices and then to submit with in time period. The teachers uses various online platforms to conduct online classes like google meet, zoom, Microsoft team etc.. Even during the pandemic the teacher took regular classes without any trouble and students are enriched and encouraged to continue their studies with interest. The teachers' uses the google forms after finishing one unit and then give the feedback to the students in their learning. Thus continuous evaluation and feedback are given and both teacher and students modified their teaching learning pattern. The teachers are using PowerPoint presentations in their teaching also and encouraged students in learning without burden. Thus teachers use online evaluation, video conferencing and online competition for maximum participation of students. The teachers of our college are in the budding stage of development of LMS for students' benefits. Some teachers develop various programmes for the benefit of students and provide links of various e-resources which are advantageous for the intellectual growth of students

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

NA

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

B.A

SANS , EDCA , ENG , PSIC , PHIA , BNGA , PSYA , GEOA , PLSA , HISA , LST , CMSA , TTMV

1, 3, 5: 2, 4, 6

2nd week of December2022: 2nd week of june2023

25thjuly 2023

4th week of January2023: 4TH week of august2023

B.Sc

FNTA

1,3,5:2,4,6

2nd week of December2022:2nd week of june2023

19th AUG 2023,

4th week of January2023: 4TH week of august2023

B.COM

FA,CMA....

1,3,5:2,4,6

2nd week of December2022:2nd week of june2023

27th july2023

4th week of January2023: 4th week of august2023

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Affiliated to the University of Calcutta, Maharani Kasiswari College, conducts the internal assessments as per the prescribed directives of university. The head of all departments prepare an examination routine and circulated to students in advance of 2 weeks. There are various ways by internal examination are conducted in the form of tutorial, project and internal theory test, viva-voce, class performance, and practical exams on day to day basis. Occasionally surprise tests are also conducted in all streams (science, commerce, humanities and arts) and the students papers are checked and evaluated and informed the correct way of

answering with key points. This helps students to enable them to learn better in corrective way and learn from their own mistakes. Formative assessment is also designed according to the need of the subjects in the form of MCQ, VIVA -VOCE , short questions, term-paper, etc. the internal examination numbers are uploaded in the university examination portal by the concerned teachers of each departments.

Any grievance during the examination is first addressed by grievance committee and if necessary referred to competent authority. If any discrepancy or grievance is found, proper measures should be taken in the right time. Both the teaching and non teaching staffs are performing their duties punctually and sincerely. If the student is not satisfied with the marks then she can apply for the reexamination of answer scripts , FSI or FSI and reexamination of answer scripts by providing requisite fees in the stipulated time period.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Nil

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Nil

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

706

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.mkc.ac.in/student-feedback.html>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NA

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NA

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from**

Government/ government recognized bodies during the year

9

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

62

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

62

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

17

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Since its establishment in 1964, the college has focused on the development of its infrastructure and teaching process. The college premises spread over 2.5 acres comprises one (01) Main Building, two (02) Annex Buildings, and one (01) Science Building. The Science Building and the Girls' Hostel of Maharani Kasiswari College are maintained independently by Maharani Kasiswari College.

At present the college has thirty two classrooms. Out of these 39 classrooms, 19 classrooms are in the Main Building and Annex Building which are shared with the sister colleges and 13 classrooms in the Science Building owned exclusively by Maharani Kasiswari College. Out of these 39 classrooms 12 classrooms are at present Wi-Fi/LAN enabled. The college has a total of six (06) laboratories for Food and Nutrition, Geography, Psychology, Computer and electronics, one (01) Seminar hall with ICT facilities, two (02) library and reading rooms and two (02) student's common rooms. For uninterrupted supply of electricity, the college has the provision of a generator system. The College-Office has undergone a major renovation and is more ergonomic now. Air conditioners are installed in the IQAC Room, Seminar Room, Smart Classrooms, Food and Nutrition Lab, Library. During COVID period, the College subscribed to Zoom (Pro-version) and G-Suite tool to ensure a seamless online teaching-learning delivery platform. Library subscriptions to N-LIST is a major source of e-resources for students and teachers. With the help of additional online resources, namely, Zoom, Google-classroom and Google-Meet, numerous online webinars including national and international webinars which were held. t

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College and all its Departments consistently strives to achieve both academic and cultural excellence. There is a separate room allocated to NCC in the main building for

conducting meetings, storing uniforms and miscellaneous items used for various activities. With the infrastructural development, there has been an addition of a new separate room on the rooftop of the Science Building dedicated to the NCC and Yoga sessions. Focusing on the health and hygiene of the students there has been new constructions of washrooms in the Science Building. Water coolers and purifiers have been installed in both the Main Building as well as the Science Building to provide safe drinking water for the students.

Students and teachers actively participate in various extracurricular activities like - Basanta Utsava, Rabindra Jayanti, Naree Diwas, Agamani, Intra-College Competitions, NSS Activities, Various awareness workshops and programs (AIDS Rally, Anti-Tobacco day, Two day workshop and exhibition on Ecobricks-Composting-Microgreens organized by NSS Unit with Mrittika Earthly Talks, etc)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Learning Management System [LMS] -**

The library maintains the service of cloud-based Learning Management System through Moodle to act as facilitator of educational platforms through blended mode [link - <https://moocs.mkclibrary.ac.in/>]. In LMS, all the courses, defined by the University of Calcutta, have been created within the Moodle instance along-with the assignment of roles of Head of the Departments, teachers and students.

VIDWAN Portal -

VIDWAN is a portal developed by INFLIBNET to manage the academic profile of faculty members of an academic institution. College librarian, Mr. Anindya Basu is acting as Nodal Officer to create and maintain the academic profiles of the faculty members. The nodal officer has already created profiles of all the faculty members of the college and is awaiting for them to complete the profiles.

Facilities Provided by the Library -

- N-LIST Consortium for E-Resources
- Book Circulation
- Reference Service for Teachers and Students

- **Reprographic Service**
- **Computers for Students and Teachers**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://moocs.mkclibrary.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.1097

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college campus is fully wi-fi enabled. To cater the need of users, two separate ISP connections have been subscribed to ensure network connections to College Office, Library and Computer Laboratory. The Internet Service Provider of the college is Alliance Broadband.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has specific committees for maintaining and upgrading the available college facilities with the view to help and accommodate the students. The building committee comprises the Principal, Bursar, GB nominated member and its main responsibility is to maintain the physical infrastructure of the college. Any decisions regarding the construction and repair of the building infrastructure are passed through the building committee which then decides on the budget and feasibility required to complete the anticipated challenges. The classroom and beautification committee looks after the upkeep of the classrooms.

The college has dedicated staff and working people including the caretakers, support staff, electrician, plumber, etc. who carries out instant repairs when required and the responsibility of proper functioning of basic needs lies with them. Hygiene protocols are rigorously and diligently followed to ensure clean and sanitised college premises for the safety of every individual present on the campus. For security and discipline purposes the college premises are CCTV enabled and the footage is recorded constantly.

The routine committee sees to it that the classrooms are allocated in such a way to maximise its utilisation in the most productive way. The library committee is responsible for constantly updating the collection of textbooks, reference books, journals and other reading resources on the recommendation of the

faculty members. Proper rules and regulations are set up to establish a smooth functioning and utilisation of the available library resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=111&Itemid=0

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1010

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

127

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

127

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

B. Any 3 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

28

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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. 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. The basic activities of the union are to communicate the demands of the students, to create and maintain a healthy academic environment, to engage in development activities in a friendly manner between the higher authorities and the students. For this purpose they organize cultural events, important days such as welcoming freshers, annual cultural events, Saraswati Puja, Women's Day, Teacher's Day, Independence Day, College Wall Magazine publication, annual picnic, sports etc. with the help of the authorities 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

100

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has an Alumni Association. But after Pandemic situation, the college could not organize any kind of alumni meet.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Holistic and complete development and growth is the primary mission of the institution. The college provides a second home to all the students, provides them with a conducive atmosphere for better learning and prepares them to face the world as

responsible and capable citizens. thereby helping the institute in its pursuit to become a center of excellence. The IQAC oversees the teaching-learning process, adopts measures to promote a quality system for continuous, consistent actions for improving the academic and administrative performance of the institution. Apart from academic endeavors the teachers are also associated with the financial management and the infrastructural development of the institution through numerous sub-committees. The faculty members are encouraged to initiate plans for the career development and the placement program of the students. They handle vital and sensitive issues through the grievance and the sexual harassment cells. The teachers play a key role in executing the various welfare policies for the students, teachers and the nonteaching staff of the college. The Teachers' Council has its own Students Welfare Fund - sponsored by the faculty members to help the needy students. The teaching and non-teaching staff of the college together constitutes the Board Of Directors of the Maharani Kasiswari College Credit Cooperative Society. A dynamic and socially responsive management approach is maintained and followed by the institution to contribute in Nation building.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The process of admission of students to the new session involves coordination and participation of various people at various levels. Since the entire process is conducted online, tenders by online-vendors are invited through advertisements in the media. The sealed tenders are then opened by the Admission Committee in the presence of the Principal and the vendor is selected by the team after much deliberation. The vendor is then approved by the Governing Body based on his work description and quotation and based on this approval a work order is issued by the office. The Heads of department along with the Admission Committee determine the eligibility criteria of each subject and then the Admission committee along with the vendor discusses the particulars of the online programme. After the entire online programme is framed, the logic of the programme is checked by the members of the committee by allotting different subjects to different members to

check the programme at a micro level. Errors are immediately conveyed and removed. Once the online admission is active, regular updates regarding application status, admission details are posted in the WhatsApp group and the entire process is closely monitored by the Admission committee. Queries regarding admission are handled via telephone by the Committee members. Once the process is completed, An Orientation programme is held for the students. The Principal along with the coordinators of various committees like NSS, NCC address the students. Then the verification of documents of the new entrants is carried out by faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute's quality policy is well conveyed in its vision and mission statements.

The strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process.

Strategy to strengthen collaborative research and consulting environment with industry and other institutes:

- Encouraging the faculty for research publications.
- Motivating the students for research by organising technical competitions and also presenting papers at conferences.
- Forming MoUs with industries and other institutes.

Strategy to inculcate social and ethical values:

- Establishing NSS cell and organising social programmes and activities.
- Establishing community and ethical value-based cells and organising

Strategy to improve Placement Activities:

The college Career Guidance and Placement Unit (CGPU) prepared an Action Plan to improve the placement activities, training, and analysis. The Action Plan includes:

1. Conducting sessions on Aptitude, Group Discussion and interviews for the final year students.
2. The Placement Coordinators of all departments must identify and submit the department-wise training and analysis requirements.
3. Preparation of list of possible Placement drives that can be brought to campus with the collective efforts of the CGPU team and personal contacts.

It is developed by Principal under the guidance of governing council and HODs of various departments. Based on academic schedule given by the affiliated university, academic calendar was prepared by the Academic Affairs Committee which includes a list of pre-planned programmes of various departments and exam schedules. To ensure the development of the college, all planning and execution are monitored regularly.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body: The Governing Body as per the Constitution of the college has 11 members in all; the President; 2 external nominees of University of Calcutta; 2 expert nominees of the State Government; 1 expert nominee from Higher Education Department. Principal is acted as Secretary of the body while there are 3 Teacher Representatives; 1 Non-Teaching Staff Representative and 1 Students Union Representative.

Administrative Set Up: The President and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal who is the Secretary of the Governing Body shares this work and vets all financial projects before the latter endorses the same. The IQAC

Coordinator, the Teachers' Council Secretary and the Head Clerk assist her in the discharge of this work. All meetings are conducted as per the UGC, MHRD, State/Government/ and University guidelines. The Functions of Various Bodies:

The Finance Sub-Committee and the Buildings Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance. The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper implementation.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the State Government as amended from time to time in this regard. The recruitment rules for the teaching staff are as per the recommendation of the WBCSC and the approval from DPI.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and nonteaching staff. Welfare measures taken towards the staffs reflect on the output and selfless contribution towards tremendous growth of any institution. Our institution has welfare measures for both teaching and nonteaching staff. Existing welfare measures for teaching and non-teaching staff are itemized below:

- Option to join Govt. Health Insurance scheme.
- Existence of the co-operative society which facilities loan as per requirement of the teachers and non-teaching staff.
- Prompt facilitation of Provident Fund loans.
- Advances for the festivals without interest.
- Sanctioned medical leave and maternity leave for eligible staff members.
- Faculty members are eligible for earned leave.
- Organizes tour, picnic and sports activities for the staff.
- Facilities of FDP for faculty members on regular basis.
- Internet and free Wi-Fi facilities are also available.
- Gym is also accessible for the staff.
- Facilities of CAS and Ph.D. increment for eligible faculty members on regular basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

14

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The success of any institutions in general and educational institutions in particular heavily depends on the quality of its employees that is both teaching (faculty members) and non-teaching staff for their role in enabling the institution to achieve the heights of success. Therefore, their quality and productivity is regularly assessed through Performance Appraisal System- a kind of tool that is widely used in order to measure the productivity of employees and also prescribed by the UGC and other bodies of government. There are laid down guidelines for assessment of faculty members learning profile, curriculum, and research activities of concerned faculty. The faculty member is required to earn the special number of points in API in accordance with laid down criterion to be eligible for promotion. The performance-based appraisal system is also applicable for Nonteaching staff those are assessed through the laid criterion by the governing body of the college and promotion committee from time to time. Only the satisfaction of the governing body and their formal approval, the concerned staff is made eligible for promotion which is subject to the assessment and approval of the GB. The appraisal system has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

Besides this, a semester wise feed-back form is also collected from the students to assess their satisfaction regarding the teaching faculty and non-teaching staff in order to gauge drawbacks and find out areas of improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly. The college maintains the account of the cash receipts, payments and bank accounts. Receipts and disbursement of salary is procured from government and college funds. Grant receipt and disbursement, PF, Income Tax and miscellaneous expenses are handled exclusively by the college financial sections. Internal audit is being conducted under the supervision of Bursar of the College with the help of the office staff and experts of accounting system. Then it is being verified and approved by the audit firm Debabrata & Associates. Statutory audit is conducted at regular intervals by the auditor approved by the DPI, Govt. of West Bengal. The whole process is duly approved by the Governing Body. Registered Chartered accountants, appointed by the college authority conduct the audit of funds sanctioned by the UGC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fees: Fees charged as per the university and government norms from students of various granted and self-financed courses.

Salary Grant: The College receives a salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as SAC teachers working on granted posts.

To purchase any necessary articles, teachers gives requisition to the office, the finance committee members float the e-tenders through college website. After receiving quotations from vendors', they are scritinized in Finance Committee meeting to select the lowest one and the selection of such L1 vendors are approved in the Governing Body meaning. Any financial decision, as recommended by the Finance Committee, is ratified by the Governing Body.

Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly .The time-table committee looks after the proper utilization of classrooms and laboratories. The library takes care that the resources in library are utilized optimally and books arepurchased time to time to satisfy the needs of the library patrons. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes the vision of our college is to uphold a healthy academic environment through well- coordinated participation of all sectors of our institution—staff, students, stakeholders etc. This is supported by the IQAC of this college which is responsible for not only the quality assurance of the institution but also maintenance of the wellbeing of all teaching, non-teaching staff members and the students. IQAC conducts regular meetings within short intervals of time and organizes various programmes that have become integral part of the college calendar.

1. All the faculty members are encouraged and supported to participate in different FDPs like Orientation, refresher courses, Short term courses, Workshops, Webinars and conferences related to the teaching-learning process and research.
2. The IQAC provides guidelines and supervises the entire process of online admission, in collaboration with the admission committee. IQAC, in each academic year, sets up an offline help desk through which all applicants can get adequate information, queries or avail suitable solutions to any queries like network/portal issues, payment - related problems, etc. Each year, IQAC provides a telephone number for use all through the admission period and the number remains active 24x7. Moreover accounts in social media (like Facebook, Whats App) to assist admission seeking candidates are also monitored all round under the auspices of the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and records the incremental improvement in various activities. It does so through the following processes:

1. **Syllabus Monitoring:** The Principal keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time. IQAC also promotes and encourages to teacher-members those who belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non availability of textbooks, study materials, reference-books etc. other faculty member is involved at any stage.
2. **Academic monitoring:** The academic committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is being informed accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- The Career Development and Placement Cell conducts seminars, workshops, training programmes on placements inviting various companies to facilitate employment opportunities for students.
- The Department of Sociology conducted a seminar titled Undoing Gender- Breaking the Conventions on 10.05.2023. Women priests were invited to speak on the challenges they encounter while officiating weddings. They also have highlighted the rewards of breaking new grounds in contemporary culture.
- Self-defense Courses are conducted by the college to equip students with requisite skills to resist physical/sexual assault when necessary. On the occasion of International Yoga Day (21/06/23) trainers from Indian School of Martial Arts (ISMA) gave a live demonstration of self-defense skills.
- The department of English in collaboration with the British Institute of Engineering and Technology, Kolkata, conducts six-month long certificate courses on Communicative English. The BIET awards certificates at the end of each course to students who pass the terminal examination successfully. This course trains students to perform in interviews and help them develop soft-skills for placements.
- The college runs Pre-Primary Teacher's Training courses in collaboration with Netaji Subhash Open University.
- CCTV cameras, installed in strategic positions, ensure

security of students.

- An Internal Complaints Committee is in place for redressal of grievances regarding sexual harrasment of students.

The college facilitates the disbursement of various government-sponsored scholarships and schemes to financially assist female students. These include Kanyashree, Vivekananda Scholarships. Apart from these, the teachers of the college make monthly donation to create a Student Welfare Fund.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Maharani Kasiswari College has been consistently prioritising empowerment of students by emphasizing on the need for education-industry tie-up. It has an active Career Development and Placement Cell which secures placement opportunities for the students.
- The CDPC holds regular workshops, seminars, mock- interviews and arranges interviews for students.

- CDPC, takes college students to visit JOB- FAIRS held in other college to provide them with a platform where they meet representatives from various companies .
- Students are given hands-on training to prepare them as prospective employees. Companies such as Tech- Mahindra conducted a workshop in the college campus in December 2022.
- The CDPC members are constantly in touch with the college alumni group and keep our ex-students posted about placement opportunities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://docs.google.com/document/d/1ISiNcfCQmgvsCyP_gI3_3YCcao_aQV0mu3Z7dbGXW3Q/edit?usp=drivesdk
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college offers equal opportunities and promotes equal representation of students belonging to different communities, castes, regions. Institution strictly adheres to government policies regarding schedule caste, tribes and other backward classes.

In Session 2022-23 the figures for admission are as follows:

General: 878 SC : 56 ST : 05 OBC-A : 05 OBC-B : 26

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organizes several programs regularly to usher constitutional obligations, moral duties, citizens' rights and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes several programs regularly to usher constitutional obligations, moral duties, citizens' rights and responsibilities.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college has a dedicated committee for Career Development and Placement Cell. Through out the year, this committee conducts several workshops, seminars to guide the students for professional development and to be industry ready.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To finish the building extension and renovation work
2. To build/finish more classrooms, computer lab.
3. To initiate the process of signing the MoU with different organizations to facilitate academic learning and professional development of teachers as well as students.
4. To start more and more certificate courses for students to enhance different types of soft and technical skills as well as academic knowledge.
5. To initiate the process of starting of more value aided courses.