Yearly Status Report - 2017-2018

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 own campus	**Yes**
Phone no/Alternate Phone no.	**03325556325**
Mobile no.	**8777383738**
Registered Email	**mkcnaac@gmail.com**
Alternate Email	**mkcshyam@hotmail.com**
Address	**20, Ramkanto Bose Street, Kolkata-700003**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700003**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**DR. TAPAN KUMAR CHAND**
Phone no/Alternate Phone no.	**03325556325**
Mobile no.	**8670153691**
Registered Email	**mkciqac2017@gmail.com**
Alternate Email	**mkcshyam@hotmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://mkc.ac.in/aqar-2016-2017.html

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://mkc.ac.in/pdf/academic-calendar/Academic-calendar-2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**74.00**	**2005**	**31-Dec-2005**	**05-Feb-2011**

6. Date of Establishment of IQAC

01-Apr-2012

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
report of on-line admission of B.A, B.Sc.,	**25-Aug-2017** **30**	**902**

and B.Com courses		
Planning about Feedback from students	25-Aug-2017 30	320
Supervision of preparation for Internal Assessment	25-Aug-2017 15	12
Reporting on activities of NSS, NCC, Self-Defense & Sports etc.	15-Dec-2017 60	393
Future plan towards NAAC preparation	22-Dec-2017 30	23

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MAHARANI KASISWARI COLLEGE	Vending Machine Installation	STATE GOVT.	2018 365	65696
MAHARANI KASISWARI COLLEGE	NSS	STATE GOVT.	2018 365	70250
MAHARANI KASISWARI COLLEGE	NCC	STATE GOVT.	2018 365	53250
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link]
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File]
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**

If yes, mention the amount	**200000**
Year	**2016**

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

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

Online Admission and Student e-payment accession.

Free Wi-Fi facilities for all stakeholders.

Smart class room.

Evaluation through feedback process.

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

Plan of Action	Achivements/Outcomes
Curricular Aspects	**a) Ensuring fair online admission in compliance with the Govt. Reservation policy. b) Introduction of two new subjects (i.e. Computer Science and B.A. B.Sc. Hons in Library and Information Studies) got affiliation from the University of Calcutta.**
Teaching, Learning and Evaluation	**i) Class tests and Mid-term Examination. ii) Remedial coaching and Tutorial Classes are arranged for weaker students and slow learners. iii) Guardians are also called for interaction and counselling. iv) Library facility with reference books are maintained. v) Special tutorials are also arranged. vi) Successfully (feedback) framed and implemented.**
Research, Innovations and Extension	**a) Logistical Support is provided by the institution to Faculty members to join Orientation Programmes, Refresher Courses, Workshops, Seminars at State, National and International level, etc. for improving their own teaching quality and skill. b) Educational Tours (local or distant), Industry visit, Field survey, Hotel survey, Household survey, Project work on chosen area**

	etc. are arranged for the students for effective curriculum implementation at the practical level.
Infrastructure and Learning Resources	The Governing Body of the college with the help of the building committee (that includes the principal, the Bursar, few teaching and non teaching staff) undertakes, coordinate and supervise all programs of development and maintenance.
Student Support and Progression	Giving a good number students a chance of progression through different activities of NSS, NCC, Self-Defense & Sports etc.
Governance, Leadership and Management	There is a conscious, earnest and untiring endeavour on the part of the college to develop its students intellectually, morally, physically and aesthetically. In addition to this, the college is imparting higher education to the girl students drawn from weaker sections of the society as well as remote and background areas of the state and neighbour states. The students' Union plays an important role by providing feedbacks and collecting information from the students which are considered by the authority. The Principal having capacity of ex officio President of the Students' Union, stays in direct contact with the students.
Institutional Values and Best Practices	Successfully organized the Computer Literacy Programme in collaboration with WEBEL. Celebration of National Nutrition Week by Department of Food Nutrition. Successfully managed IntraCollege Cultural Competition. ParentTeachers' Meetings arranged by all departments. Seminars on different topics ,special talks, interdepartmental seminars were organized by each department throughout the academic session. Women's Day celebration Basanto Utsav. INFLIBNETaccess to web resources in the library Free wifi network in the campus. The college teachers' council has sponsored the purchase of books, study materials to enable students to use them for appearing in competitive exams. Regular placement counseling for students. ICT enabled teaching learning.
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14. **Whether AQAR was placed before statutory body ?**	Yes

Name of Statutory Body	Meeting Date
Governing Body of College	20-Jul-2019

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

16. **Whether institutional data submitted to AISHE:**	Yes

Year of Submission	2018

Date of Submission	27-Feb-2018

17. **Does the Institution have Management Information System ?**	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• At the beginning day of new academic session, Principal of the college along with other Teachers, address the new entrants batch by batch and communicate to them the mission, vision and objectives of the college, the rules and disciplines of it, the academic, career oriented and personality building facilities they can avail during their next three years of staying in the college. • Academic calendar is prepared each year before beginning of new academic session and later on distributed among the new students, from which students get their syllabus and also the distribution of term – wise topics of syllabus to be taught by individual faculties of each department, for their coming years of study. • Before the starting of new session, the Class-Routine Sub-Committee of college prepares a Master Routine for all courses, where all the Theory and Practical classes are allotted by names of the faculties with room numbers mentioned. Uploads it in the official web-site of the college, also hard -copy is made available for use by the students and the teachers. • As and when necessary, Teachers arrange Extra and Remedial classes for the students, specially for the weak learners, over and above the allotted classes. • Two Libraries and Departmental Seminar Libraries are available in the college to cater learning resources to faculties and the students. a) Central Library (Arts books) , b) Gyandhara (Science and Commerce books) and c) Seminar Libraries (Run by the departments). • Library has 29,572 volumes and subscribe to NLIST Programme through which teachers and students can have access to more than 3lac e-books and more than 5 thousand e – journals. Library also provides DELNET services for inter – library loan. • Library Orientation classes for First year students are arranged at the beginning of new session. Librarians of the college groom the students so that they can best utilize the Library facility available to them. • Use of ICT for visual explanation of topics

through smart-board or power point presentation (where applicable) are done. • For review of understanding of syllabus topics by the students, Interactive Sessions in class room, Home Assignments, and Internal Examinations (according to schedule) are arranged. • Students' performance in examinations is minutely observed. Parent-Teacher meetings are arranged, status of individual students is discussed and necessary suggestions are given. • Inter-departmental talks, Seminars, Lectures by Invited Speakers, Workshops etc., on curriculum related topics are arranged to supplement departmental teaching. Students are encouraged to present papers. • Educational Tours (local/distant), Industry visit, Field survey, Hotel survey, Household survey, Project work on chosen area etc. are arranged for the students for effective curriculum implementation at the practical level. • Logistical Support is provided by the institution to Faculty members to join Orientation Programs, Refresher Courses, Workshops, Seminars at different level, etc. for improving their own teaching quality and skill. • Constant contact with the University is maintained for every academic policy and changes (if any).

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Computer Literacy Training Programme (CLIP) Certificate (1 Year)	Nil	24/07/2017	365	Three students have got employment through Campus Interview by WEBEL	Computer basic Advanced Skill
Nil	Computer Literacy Training Programme (CLIP) Diploma (2 Year)	24/07/2017	730	Nil	Computer basic Advanced Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	N.A	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Honours	01/07/2017
BCom	General	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	41	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communicative English Course	18/08/2017	16
NSS Course	25/08/2017	100
NCC Course	08/09/2017	90
Pre-Primary Teachers Training (DPTE-M) Course	16/07/2017	26
Self Defence Course	25/08/2017	84
[View Uploaded File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography Dept.: B.A./ B.Sc. General, Socio-Economic Appraisal of Rajhat, Hooghly.	20
BA	Geography Dept.: B.A./ B.Sc. Honours, Physico-Cultural Analysis of Madarihat, Alipurduar.	26
BSc	Food & Nutrition Dept. 3rd Year Honours, Field work : Govt. Preservation Lab. at Beleghata , Internship : for half month in Nursing Homes/Hospitals Viz. Columbia Asia, Belle Vue, Ruby, B.M.Birla , Medica Super Speciality, Peerless, Sanjeevani etc.	42
BSc	Field work/Training : 2nd Year Honours, ICDS Centre, Baghbazar (Integrated Child Development Scheme, under the Ministry of Women & Child Health, Govt. of India)	42
BSc	Visit to Immunization Centre.	42
BSc	Market Survey – Visiting several shops at different levels and doing a survey on different food commodities. This helps them to gain experience	42

	BSc	Field work on collection of data from families and individuals of different economic groups and analyzing there nutritional studies.	55
	BA	Tourism and Travel Management Dept., Educational Excursion to Haridwar, Mussoorie, Agra.	32
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

Teachers gain feedback from the students and their parents through Parent-Student – Teacher meetings. On the basis of mutual discussion with parents and students and the views opened by them, teachers get to know about the areas that need improvements. Within one academic session, different departments of the college arrange such parent-teacher meetings. Discussion goes on between teachers and parents, while students also remain present there. Parents are invited to open up their impression regarding the departmental teachers and the institution in which their daughters read in. Students are also asked to feel free and speak out their own problems and grievances, if any. Rather than relying upon a specific formal written feedback, free and face to faceinteractions of this kind go a long way to be self - congratulatory or self -critical and take corrective steps.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nill	ALL(in first Year)	1509	3700	902
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2240	0	34	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
2	2	3	11	11	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Yes, the college publishes a prospectus every year prior to the commencement of the admission process. The prospectus of the college is designed in such a way that it can provide a comprehensive picture of the functioning of the college in a nutshell. The prospectus includes the following: ??The genesis of the college ??The Governing Body that governs the college ??The chronology of academic growth of the college ??Academic departments and their human resources ??The college office and the Non-teaching staff of the college ??Infrastructure like Classrooms, Laboratories, Library, Teachers' Room, ? Girls' Common Room ??Students' Union ??Students' Canteen ??Toilets and washrooms ??NCC/NSS Unit of the college ??SC/ST/OBC cell of the college ??Students' Aid and other prizes and scholarships ??Regular courses on offer The students get themselves admitted to the college as a result of their 'Informed Decision' regarding different aspects of the college. By the other token, college remains committed to deliver at least not less than the facilities and services declared through the prospectus. These days, our website also speaks about the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2240	34	1:66

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	34	12	0	14

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. Anindita Ray (Chakravarti)	Assistant Professor	Dr. Amiya Kumar Bose Memorial Award from Indian

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ALL	Test-Part3(Hons,Gen)	08/01/2018	22/01/2018
BCom	COMA.COMG	Part-3(Hons Gen)	31/10/2017	15/11/2017
BSc	ALL	Part-3(Hons Gen)	10/11/2017	24/11/2017
BA	ALL	Part-3(Hons Gen)	10/11/2017	24/11/2017
BCom	COMA,COMG	Part-2(Hons,Gen)	06/11/2017	20/11/2017
BSc	ALL	Part-2(Hons Gen)	18/11/2017	03/01/2018
BA	ALL	Part-2(Hons Gen)	18/11/2017	05/12/2017
BCom	COMA,COMG	1st Semester	30/11/2017	15/12/2017
BSc	ALL	Part-1(Hons Gen)	01/11/2017	20/11/2017
BA	ALL	Part-1(Hons Gen)	01/11/2017	20/11/2017

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

Academic subcommittee purpose time frame for conducting exam like mid-term test, test examinations evaluation schedule and mark submission schedule. This enables the examination to know about the time frame for completion of the process of evaluation of results. Academic sub-committee as a whole of each department in particular evaluate the performance of the students of the mid-term test take suitable steps for the improvement of performance of the students. To enrich the above mentioned journey our college has a mechanism to identify the weaker /promising students through: a) Class tests, b) Mid-term Examination. Thereafter for weaker students and slow learners a) Remedial coaching and Tutorial Classes are arranged b) Guardians are also called for interaction and counselling. For advanced learners a) Teachers provide need based guidance b) Library facility with reference books are maintained c) Special tutorials are also arranged.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college plans and organised the teaching, learning and evaluation schedules of the start of each session. The academic sub-committee of the college

published the academic calendar each year before the commencement of the session which contains full and final planning of teaching learning and evaluation for the whole academic year. The academic calendar provides details about- i) The duration of the session for each class(1st, 2nd and 3rd year) ii) The dates of all internal examination (Mid-term and selection tests) iii) The dates of publication of results. iv) The list of holidays. v) Duration of reverse vacations etc. The academic calendar is distributed among all the stake-holders of the beginning of the session. Before the academic session starts, the heads of the departments allocate the syllabus, prescribed by the present university and the faculty members who thereafter allocate their complete syllabus among its facilities for the whole session. It is the duty of the HOD's to monitor supervisor that the whole syllabus be through as per the allocation covered within the stipulated time. The students are continuously evaluated by the regular class test also by mid-term test selection test held according to the schedule announced in the Academic calendar. The HOD's keep full and systemic record of the result of this tests in the department from the time to time. The teachers meet very frequently both within the department and with the head of the Institution to make the whole process run smoothly.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.mkc.ac.in/index.php?option=com_content&view=article&id=109&Itemid=0

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGA	BA	Bengali Honours	17	16	94
ENGA	BA	English Honours	13	13	100
EDCA	BA	Education Honours	14	13	93
HISA	BA	History Honours	18	15	83
PHIA	BA	Philosophy Honours	1	0	0
PLSA	BA	Political Science Honours	2	2	100
SANA	BA	Sanskrit Honours	4	4	100
SOCA	BA	Sociology Honours	13	13	100
FNTA	BSc	Food and Nutrition Honours	34	34	100
PSYA	BSc	Psychology Honours	20	20	100

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://mkc.ac.in/news/admin/uploads/b621e_FeedbackCombined20172018.xlsx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	Nill	N.A	Nill	Nill

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar	Psychology	15/02/2018
Seminar	Psychology	16/02/2018
Seminar on Women's Education in Bengal in the Late 19th Early 20th Century	History	08/12/2017
Seminar on Melodious Encounters : The Influence of Western Music on the Songs of Rabindranath Tagore	English	19/12/2017
Seminar on Metaethics	Philosophy	07/02/2018
Seminar on Bharatiya Darshaner Bivinya Sampradayer Modhye Samparka	Philosophy	21/12/2017
Seminar on Hindi Divas Udjapan	Hindi	20/02/2018
SPECIAL LECTURE SEMINAR ON" STREE SASHAKTI KARAN AUR LING SAMANTA SANDARBH : SAMAJIK AUR AARTHIK	Hindi	23/03/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N.A	N.A	N.A	Nill	N.A

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement

N.A	N.A	N.A	N.A	N.A	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
N.A	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sanskrit	1	2.3
National	Bengali	1	Nill
International	History	1	Nill

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

Department	Number of Publication
Commerce	1
Food and Nutrition	2
English	1
Education	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2017	0	NIL	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2017	0	0	NIL

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

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	2	4	5	3
Presented papers	2	4	5	3
Resource persons	Nill	Nill	2	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Special Camp	NSS	10	50
Cadets participated in NIC at Club House, Kolkata held on 20-29th November	NCC	2	2
Cadets participated in rock climbing camp at Gwalior (15 November)	NCC	2	2
Cadets participated in Trekking camp at Darjeeling (3-12th November)	NCC	2	2
Thalassemia awareness and test	NSS Unit in collaboration with Calcutta School of Tropical Medicine	12	191
HIV and Dengue Awareness, along with distribution of mosquito nets	NSS Unit in collaboration with R.G. Kar Medical College and Rotary Club	15	150
Cadets participated in camp in Khidirpur Arya Parisad School from 4-13 July	NCC	2	2
Cadets participated in club house camp (14-23rd July)	NCC	2	3
Cadets participated in Thal Sainik camp at Siliguri (2-11th	NCC	2	3

August)				
Cadets participated in NI Camp at Dumdum Airport High School (7-16 th October)	NCC	2		4

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N.A	N.A	N.A	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
N.A	N.A	N.A	0	0

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
N.A	N.A	N.A	0

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nill	Nill	Nill	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
WEBEL	16/05/2016	Providing computer training to the students at an affordable price and Annual certificate to the	42

		students by Webel Technology Limited.	
BRITISH INSTITUTE	22/11/2017	Communicative English	17

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
13.15	11.78

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.22.03.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27945	4900000	868	152000	28813	5052000
Reference Books	159	100000	0	0	159	100000
e-Books	300000	5900	0	0	300000	5900
Journals	3	0	0	0	3	0
e-Journals	6200	0	0	0	6200	0

CD & Video	16	4	0	0	16	4

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	41	1	1	2	1	1	3	100	4
Added	8	0	0	0	0	0	0	0	0
Total	49	1	1	2	1	1	3	100	4

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
7	Nill	8.55	Nill

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance of the college is the prior provision to college authority. The premises 01(Main Building) and 02(Annex Building) of the college are shared with two other sister colleges. Maintenance of these premises are done in consultation with the other colleges through the passage of Co-ordination Committee (of three colleges-Maharaja Manindra Chandra College, Maharani Kasiswari College and Maharaja Srish Chandra College), and the expenses for the same is shared equally by these Colleges. The separate building (i.e. Science Building) of the college as well as the Girls Hostel is maintained independently. The Governing Body of the college with the help of the building committee (that includes the principal, the Bursar, few teaching and non

teaching staff) undertakes, coordinate and supervise all programs of development and maintenance. The Teachers' Council is responsible for the general cleanness of the Staff Room and Canteen. The students' Union helps to maintain the Students' Common Room, Gymnasium etc. Regular meetings among the faculty members and students in the presence of the principal helps better coordination, allow prompt incorporation of suggestion and overall improvement of the quality of life within the premises. Above noted curriculum takes oxygen to furnish itself by college's strong mechanism having following stages > a) For routine maintenance of the civil structures of the college we engage civil contractors who keep on adding to the existing infrastructure or maintain the structure that needs upkeep under the supervision of a qualified engineer. b) Our Electrician/Caretaker supervise to the upkeep of all electrical equipments, generators etc. at least once in a month. Caretaker ensures that the upkeep and maintenance of all infrastructural facilities available in the campus. c) For the maintenance of computer systems, related gadgets and network facility, in general the respective vendors are contacted within the warranty period. The institute is planning to go for Annual Maintenance Contract with private service providers. d) Other infrastructural issues such as power supply, electric connections, water supply, computers and printers go under checking and verification time to time, especially before the examinations. e) To assure long lasting infrastructure especially for computers and others instruments Air- conditioners have been installed in the Principal's chamber, Teachers' Room, IQAC room, office, seminar room, smart room Food Nutrition Lab. We are planning to install Air- conditioners in all laboratories. f) Stabilization systems are targeted to be placed in most of the laboratories while the desktops obviously have supply from UPS. g) Instruments and equipment are upgraded from time to time in accordance with the changing requirements. h) For new construction external architects are employed. i) Any problem or issues observed are promptly taken to the notice of the authority and immediate measures are taken. The Finance Committee of the college meets on regular basis and discusses at length the apt measures to be taken for optimum allocation and utilization of financial resources (i.e. college-funds, grants from State Government, UGC etc.). The committee constantly keeps a track of the construction work, renovations and the maintenance needs of equipment including the computers.

http://www.mkc.ac.in/index.php?option=com_content&view=article&id=119&Itemid=0

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Monthly Tuition Fee Relaxation	127	7600
Financial Support from Other Sources			
a) National	SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP	79	1185000
b)International	Nill	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
YOGA	**15/03/2015**	**200**	**MKC**
SELF DEFENSE	**23/09/2016**	**83**	**MKC**
	View File		

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	**NA**	**0**	**0**	**0**	**0**
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	**0**	**0**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	**0**	**0**	**Nill**	**0**	**0**
		View File			

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	**0**	**0**	**0**	**NA**	**NA**
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Basanta Utsav(13.03.2018)	**Intra College**	**350**
International women's	**Intra College**	**175**

Day(09.03.2018)		
Annual Picnic(27.01.2018 and 17.02.2018)	Intra College	170
Annual Sports(19.01.2018)	College Level	150
Prize Distribution and Annual Social Programme(13.12.17)	Intra College	1600
CULTURAL ACTIVITY(13.09.17 to 15.09.17)	Intra College Cultural Competition-17	250
INTER COLLEGE STATE SPORTS AND GAMES CHAMPIONSHIP FROM 12.02.18 TO 18.02.2018	Inter College	25
KHO KHO	Inter College	20
ATHLETIC RUN	Nill	10
WORLD AIDS DAY RUN (01.12.2017)	Nill	15
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

The college has a Students' Union. All the students of the college are the part of the said union. The office bearers of the Students' Union are selected from amongst the elected Class Representatives. Every year students' election is held under the rules and regulations provided by the Govt. of West Bengal in which Local Administrative stay in touch too. Then their activities come into stage through some mechanism, theoretically called constitution as stated below : The Principal of the college is the President of the executive committee of the Students' Union. Class Representatives from students Union are elected or selected from respective classes to obey the said Constitution. Selected or elected Class Representatives are become office bearers on the basis of requirements. The term of this Students' Union is one year constitutionally until further notification of next Election by the State Government. Other than the Principal i.e. the President, the office bearers are - a) The vice-President b) General Secretary c) Assistant Secretary d) Cultural Secretary e) Game Secretary f) Magazine Secretary g) Library Secretary h) Canteen Secretary etc. i) Activities. The basic activity of the Union is to voice the demands of the students, create and maintain a healthy academic atmosphere, get involved in the development activities having cordial relation between Higher Authority and students. In fact Students Union is the platform for the students to come

together for a common cause. k) The major activities of the Students Union are being execution of the followings: l) Organizing cultural activities like Fresher's welcome, Annual Cultural programme, Saraswati Puja etc. m) Celebration of Important Days like Women's Day, Teachers' Day, Bhasa Divas (EKUSHE FEBRUARY) Independence Day etc. n) Assistance in decision making for granting financial support to needy students. o) Assistance in Annual Cultural Competition. p) Participation in College- Wall- Magazine and Magazine publication. q) Assistance in the distribution of the Students' medical Aid at any time. r) Organizing Annual Sports and Games in association with the college administration. s) Orientation of students to various Welfare programme. t) Organizing Annual picnic in association with the college administration. u) Interaction with the College Authorities on the general problems of the students. v) The General secretary of the Students' Union is the member of the Governing Body of the College with the other committees such as Admission Committee, Students' concession, Grievance Redress cell etc. To measure their above noted journey, the college allow to create a fund is provided mainly by subscription of general students, collected every year at the time of admission. The fund is maintained in a bank account (a/c no) operated by the Principal. It is needless to mention that, the students of this College are an integral portion/part of all college activities. So, students' representatives are involved naturally in various important process of the College. Students' representatives are present in the following academic and administrative bodies of the college: 1) Governing Body. 2) IQAC. 3) Admission Committee 4)ST/SC/OBC Cell.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

To establish, operate, maintain, foster and promote educational, civic, literary, artistic, scientific, cultural activities, enquiries, researchers and to collaborate with govt. and non-govt. organisations or institutions to further the cause of education in general and of Maharani Kasiswari College in particular, the college has a registered Alumni Association. The name of the society is MAHARANI KASISWARI COLLEGE PRAKTANI called in brief PRAKTANI . The registered office of the society is located at c/o the Principal, Maharani Kasiswari College,20, Ramkanto Bose Street, Kolkata- 700003. The Institution has good networking with alumni. Furthermore: • The Alumni Association was formed in the year 2005 (on 01.06.2005). • There are twelve members on the executive committee. • Committee members meet once in three/four months. • They discuss alumni activities. • The College coordinates with the association to contact alumni. • An Alumni reunion is held annually.

5.4.2 – No. of enrolled Alumni:

132

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution provides ample opportunity for achieving the highest goal of academic excellence and a friendly environment for all round development of the students. In addition to this it is also sensitive to the needs of the students teaching and non teaching staff. Hence it encourages decentralization and participative management. ? The governing body, serves to provide the necessary infrastructure and financial support to ensure the development and progress to attain its goal. There is adequate representation of the teaching staff ,non teaching staff and the students of the College. ? The IQAC takes care of the academic progress of the faculty so that they are free to undertake research works, enhance their career and improve their teaching skills for the benefit of the students. ? The alumni association is an important part of entire teaching learning method. This gives the institution a scope of parents teacher interface so that the faculty is in a better position to help the students. The parents feedback is also necessary to improve the amenities provided by the institution to the students. ? The welfare of the teaching and non teaching staff is one of the important priorities of the institution. It has provided space and facilities to form the Maharani Kasiswari College Credit Cooperative Society for granting loan to the college staff in dire need.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The Board of Studies of the University of Calcutta chalks out the syllabus of the undergraduate departments. However there is enough scope for interaction between the faculty and the BOS for addressing the syllabus related issues. The BOS encourages suggestions from the faculty at the time of introduction of new syllabus and framing the courses under the new CBCS system.
Teaching and Learning	Academic calendars are printed for the students to have a comprehensive idea of the syllabus and the lesson plan of the teachers. Smart classrooms cater to the need of the students of the science faculty and the other departments. Braille system has been installed in the college to meet the special need of the concerned students. INFILIBNET provides wider access to reading and research materials to the faculty members and the students. Free access to wifi connectivity is provided. Computer training for students is a part of the College curriculum to equip the students to cope with the fast moving world of information and technology. The library digitization has been undertaken.

Examination and Evaluation	At present all the faculties are running a twofold system of examination and evaluation. The old 111 system and the newly introduced semester system, both are being conducted in the college. The class tests, midterm tests and test examinations are conducted. The fieldwork and projects in TTMV, Sociology, Geography and Education are a part of the evaluation method. Under the semester system internal assessments, tutorials, term papers viva and end semester exams are held according to the university schedule. Exam scripts are shown to the students and parent teacher meetings are convened for the weaker students.
Research and Development	The faculty is encouraged to undertake minor and major research projects. ThePhD and M.Phil. course works are attended by the concerned teachers. The teachers publish books, monograph and articles in peer reviewed journals. Papers are presented in national and international seminars. Departmental journals are published. The study circle organizes seminars every month for the faculty members. 3 faculty members received MRP and Internation Projects.1. Dr. Sudipta Ghosh(UGC-MRP,2015-2017,Rs. 1.85Lac) Anindita Ray Chakraborty(Bill and Melinda Gates Foundation,UK University of South Carolina,USA,International Project,2017-2019,Rs.1.25 Lac) Suryatapa Das(UGC-MRP,2017-2019,Rs.4.82lac).
Library, ICT and Physical Infrastructure / Instrumentation	Thereare two libraries. The Central library and the Gyandhara library. Each department has a seminar library for the students. There are computersforstudentsandteachers. Thestudents are allowed to use the computers for writing projects and term papers. Interlibrary loan facility has been made available through DELNET. E books and e journals are now available for the students and teachers. An air conditioning system has been installed in the Gyandhara library.
Human Resource Management	The institution arranges for attending the various courses and training programmes by the faculty members and non teaching staff. The teachers attend Orientation Programmes Refresher Courses and phd course works as and when necessary. The NSS

	Programme Officer attends the OrientationProgramme once during his tenure. The NCC Programme Officer also attends training programmes as and when necessary. The office staff attends training programmes to deal with online admission, registration COSA, HRMS and CBCS related activities.
Industry Interaction / Collaboration	Diploma in Pre-primary Teacher's Education Montessori (DPTE-M) Affiliated to Netaji Open University Since 2003 Communicative English in collaboration with British Institute Since 2004-05 Inter-Library Loan facility subscribed through DELNET Since 23/08/2016 N-LIST service by INFLIBNET-UGC Since 03/06/2016 Skill Development Training Programme by JIS GROUP Date:-25.08.2017 Placement Assistance Seminar by NIIT SHYAMBAZAR Date:- 17.11.2017.
Admission of Students	The online admission is conducted by the college. The information regarding procedure and process of admission is uploaded online. The merit list is published online. The admission portal is verified by teachers. Before the admission process begins the candidates are properly counseled by the teachers. The admission committee conducts the process with the help of the teaching and non teaching staff. The admission details are uploaded in the university portal. The registration process is completed through the same portal.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Finance and Accounts	Finance and Accounts: The financial expenses covering salary arrears,fixation, increments and retirement benefits and all other grants are received through the government portal. The bills and memos are submitted and received in the portal of the West Bengal government through HRMS.
Student Admission and Support	Website committee of our college select a vendor, InfoTech Lab, for 2017-18 academic session, to organize the entire process of admission through a portal for a stipulated period of time. Receiving applications, sorting, correction, preparation and publication of merit lists and finally registration—all these are done through

	college portal.
Examination	The portal of the University of Calcutta is used for all exam related issues including uploading of marks and publication of results. The marksheets of the students are also uploaded in the university portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Anwista Ganguly	Research methods in Social Science using SPSS and AMOS	Bharatiya Vidya Bhavan, Institute of Management Science, Salt Lake, Kolkata	4000
2018	Dr. Sushanta Kumar Bag	All India Oriental Conference	Bhandarkar Oriental Research Institute, Pune	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	2	15/01/2018	05/02/2018	22
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	7	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Term deposit facility and availability of loan from the Co-operative society of Maharani Kasiswari College, ? Puja Advance, ? Health scheme of West Bengal government ? Provident Fund	? Term deposit facility and availability of loan from the Co-operative society of Maharani Kasiswari College, ? Puja Advance, ? Swastha Sathi, Health scheme of West Bengal government. ? Provident Fund	? Each and every teaching faculty of Maharani Kasiswari College contributes Rs. 50/-per month to Student Aid Fund for fee waiving schemes/medical necessities/other urgencies for financially weaker students. ? The College mediates scholarships offered for minority (SC/ST) students offered by the State Govt. ? Economically backward students may avail concession from college Welfare fund. ? The College takes sincere initiatives to avail the financial benefits under Kanyasree scheme of the State Govt for the girl students (starting from March, 2013) ? Scope for applying National Scholarship ? Availability of Chief Minister Relief Fund and Vivekananda merit scholarship. ? Carrier counselling and placement cell for training for job oriented training. ? Anti-ragging and anti-sexual harassment cell for addressing the grievances. ? NSS book bank

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly. The institution conducts its audit regularly. The college maintains the account of the cash receipts, payments and bank accounts. Salary receives and disbursement (from govt. and college fund),grant receives and disbursement, PF, Income Tax and miscellaneous expenses are handled by the college by its general and financial sections. Internal audit is conducted by the Bursar of the College with the help of the office staff and experts on accounting system. Then it is verified and approved by the audit firm K Mishra and D Chatterjees Company. 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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The association has not been registered as yet. 1.The parents are invited to give their feedback on academic and other college related activities. 2. The parents attend parent teachers meeting to discuss the progress of the students. 3. They attend the annual prize distribution ceremony.

6.5.3 – Development programmes for support staff (at least three)

College arranges training for our support staff especially on earliest demand: ? Computer Awareness and Computer Literacy Programme for non-teaching employees (eg. The website, admission related concerns). ? Technology enabled techniques (projector, OHP, various equipments related to existing Smart classes), software based scheme (COSA, Tally, AISHE)

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The college was accredited with grade B by NAAC in 2005. Peer team of NAAC observed certain areas of concern which need to be addressed by our institution. Focusing on those issues, IQAC of our college organizes following initiatives very sincerely. ? Digitization of the library ? Promotion Smart Classroom with projectors and LCDs.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Finalize the frame of Feedback	22/12/2017	Nill	Nill	38

2017	Discussion on AQAR preparation and uploading in college website	22/12/2017	Nill	Nill	38
2017	Future plan towards NAAC preparation	22/12/2017	Nill	Nill	38
2017	Discussion on mid-term Exam	15/12/2017	Nill	Nill	38
2017	Initiation regarding introduction of new U.G. P.G courses	25/08/2017	Nill	Nill	12

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens Self Defence Techniques Presentation	02/03/2018	31/03/2018	55	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Provision for lift	No	Nill
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of

	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2017	1	1	25/08/2017	1	Skill Development training programme - organized by entrepreneur Sheetal Joshi	Entrepreneurial skill development to enhance employability of students.	75
2017	1	1	17/11/2017	1	Placement Assistance by NIIT Shyambazar	Building Industry-Institution Relationship	88
2018	1	1	05/06/2018	1	GO GREEN DRIVE	Community awareness programme undertaken by students of the Food and Nutrition Community cleaning and sanitizing drive	29
2018	1	1	Nill	120	Dengue and Malaria Awareness Camp	Raising Awareness about mosquito borne disease in the neighbourhood	57
2017	1	1	Nill	60	Self-defence technique /Kata (At Swami Nishwambalananda College	Teaching self-defence skills to women students in the ne	10

							ighbourin g area	

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/07/2017	The Prospectus provides basic guidelines about the vision, mission and objectives of the college. To these ends it lays down a few primary rules regarding students' conduct and disciple within the college campus. The ground rules map out the students' progress in terms of her ethical, moral and socio-cultural development.
Orientation courses held at the beginning of each academic session	31/07/2017	Introduction of the students to the college,its facilities.
UGC Guidelines University of Calcutta Statute relating to conduct of teachers.	Nill	As the profession of teaching demands not only high academic but also high ethical standards, statutes lay down strict guideline regarding the ethical and moral responsibility of teachers. They contain sets of rules that guide the privileges and duties of teachers.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of National Youth Day	12/01/2018	12/01/2018	73
Special Camp on Stress Management held as part of the NSS Camp	07/03/2018	14/03/2018	58

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

Economic use of air-conditioning machines to minimize carbon footprints Encouraging students and NCC cadets to manage traffic and training them to curb incidents of honking Planting saplings as a part of GO GREEN drive conducted by NSS unit every year Encouraging students to use eco-friendly products to reduce chemical waste Promoting paper-less office administration.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I TITLE OF THE PRACTICE: NATIONAL SERVICE SCHEME THE CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE: The NSS unit of the college has been active since in inception. It is a part of the government-sponsored programme conducted by the Ministry of Youth Affairs. The college unit engages students in various community services in the local neighbourhood. Over the years various programmes have been conducted to identify the needs of the local community and to address them in an effective way. Its focus has always been on gender and women's empowerment given the fact that it is a girls' college. OBJECTIVES OF THE PRACTICE: To develop a sense of responsibility towards civic and social community Develop inter-personal communication skills Analyse the problems/ needs of the community and offering solutions thus developing problem-solving skills in practical situations Responsibility sharing and delegating duties for collective –living Inspiring communal harmony THE PRACTICE: Over the years the NSS unit has been actively engaged in various programmes. In the last five years (following past tradition) the unit has organized student-based programmes, special camps, community services.. First Aid Camp Mosquito- borne disease counselling Community services include: • Health check-up and awareness camp for low cost high-calorie food among slum-dwellers of Kanarajabagan area (slum adopted by NSS Unit of the college. BMI tests held. (First week of September 2017-- 50 students participated. • World Environment Day (05/06/18). Go Green Drive in adjacent areas of the college. • Thalassemia Awareness and screening Programme held in collaboration with School of Tropical Medicine. Held periodically throughout the year in camps of 60-70 students each. • The NSS Week Camps involve active engagement with local community. OBSTACLES FACED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM : Infrastructural: As this college shares premise with its sister colleges, space constraint come in the way of conducting programmes with larger audience/participants. However, as the college uses the rooms in its annexe building (one of which is a smart room) to conduct its indoor programmes. Support from the college administration and the sister colleges have resolved some of these issues. General apathy and lack of awareness of the local community: The local residents do not have access to knowledge about diseases such as Thalassemia. Consequently there is a general reluctance to undergo such tests. Regular parental counselling by the NSS volunteers, teachers and representatives from the School of Tropical Medicine has shown remarkable change in societal attitude. IMPACT OF THE PRACTICE: • A deep sense of Institution-Community engagement has evolved in the active participation of all stake holders of the college in all the programmes of the NSS. • Students have had first hand training of community services • NSS volunteers have honed their leadership skills their soft skills have improved in course of their community service • They have learnt to identify the needs of their community and address them accordingly • Their interaction with their community has sensitized them to a feeling of common nationhood. • NSS activities have given female students of the college an exposure to opportunities around them and have instilled a sense of pride and productive engagement RESOURCES REQUIRED: Infrastructural resources have scope for improvement. Availability of separate auditorium, electronic devices, and separate facility for storage of documents would improve the quality of the initiative. BEST PRACTICE II TITLE OF THE PRACTICE : NATIONAL CADET CORPS THE CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE : The NCC Unit of Maharani Kasiswari College started functioning from 24th July 2004, under the 19th Bengal Battalion of Eastern Command at the Fort William. Within this period it has shown promise of a full-blown unit with multi-dimesional interests. It is heartening to find cadets, especially female cadets ready to offer voluntary services to the community and greater society. OBJECTIVES : • To create a resource pool of organized trained and motivated youth to provide leadership in all walks of life • To provide a suitable environment to motivate the youth to

take up a career in the armed forces • To develop character comradeship, discipline, leadership secular outlook, spirit of adventure, ideals of selfless service among youth of the country. THE PRACTICE: NCC cadets have been engaged in the following activities in 2017-18 • Pinkathon (March 2018) • Cultural Programme (Jan 2018) • Participation at Independence Day Parade(Aug 2017) • Participation in World No Tobacco Day programme (May, 2018) • CATC (Combined Annual Training Camp) • LRDC(Local Republic Day Camp) OBSTACLES FACED : • Space crunch: The college shares space with two other colleges so NCC cadets are constrained to work within limited spaces • Infrastructural facilities have room for development STRATEGIES ADOPTED TO OVERCOME THEM : • Arrangements have made so that cadets can practice on the college terrace. • Overhead shades have been constructed for the general convenience of cadets. IMPACT OF THE PRACTICE: • Active participation in NCC has resulted in our ex-cadets gaining entry into services under Kolkata Police, Mountaineering Department and Air Services. RESOURCES REQUIRED • Laptops, Cameras required to smoothen the regular activities of the unit.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.mkc.ac.in/index.php?option=com_content&view=article&id=198&Itemid=0

7.3 – Institutional Distinctiveness

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

The college aims to provide significant opportunities to female students by creating a gender friendly environment in the college. Within the scope of this mission, the needs of a holistic education are given primary focus. The Governing Body of the college earmarks funds for the procurement of improved technology. The college teachers' council sponsors books study materials to enable students to appear in competitive exams. A group of highly motivated teachers and non-teaching personnel cater to the students to optimize the delivery of educational services. The college provides the following facilities to ensure the same: • Inflibnet- access to web resources in the library (Gyandhara). • Free Jio wifi network in the campus. • ICT enabled teaching learning methods. • Optimal use of smart classes by faculty members. • Self defence courses for students to enable them to combat gender related violence.

Provide the weblink of the institution
http://www.mkc.ac.in/index.php?option=com_content&view=article&id=198&Itemid=0

8.Future Plans of Actions for Next Academic Year

a) Importance on effective curriculum delivery through various systematic efforts. b) Initiatives to get Research funds from various agencies, industry and other organisations. c) Focus on Development of infrastructure and learning resources. d) Ensuring the institutional values through various efforts. e) To make discussion on the report of online admission of 1st year B.A., B.Sc.and B.Com classes. f) To take decision about the hostel facility for needy and far-distanced girls. g) To take decision about the NAAC assessment of the college (Revised procedure of Assessment and Accreditation). h) To make-out strategies for students' feed-back system. i) Follow-up of submission of documents regarding M.Phil/Ph.D. increment of respective incumbents. j) Implementation of new software for office college administration and financial management.