# Yearly Status Report - 2018-2019

| 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. | **8670153691** |
| 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-2017-2018.html |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **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-2018-19.pdf |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **B** | **74** | **2005** | **31-Dec-2005** | **05-Feb-2011** |

## 6. Date of Establishment of IQAC

| | |
|---|---|
| **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 online admission** | **14-Aug-2018** <br> **30** | **893** |

| | | |
|---|---|---|
| Hostel facilities | 14-Aug-2018 30 | 12 |
| Teachers' Promotion | 14-Aug-2018 25 | 7 |
| Office Supervision | 11-Jan-2019 365 | 11 |
| Budget preparation | 15-Mar-2019 20 | 12 |

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 | MRP | UGC | 2019 730 | 33259 |
| MAHARANI KASISWARI COLLEGE | INTERNATIONAL PROJECT | IRRI | 2018 730 | 125000 |
| [View Uploaded File] | | | | |

| | |
|---|---|
| **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)**

Supervision of online Admission and Student e payment accession.

Guiding the procedure of teachers' promotion through CAS.

Supervising Construction works according to the Budget 2019-20.

Evaluation through feedback process.

Conducting different Special Lectures in collaboration with different Departments of the College.Initiating the activities of Career Development and placement Council.

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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 |
|---|---|
| Infrastructure & 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. |
| Governance, Leadership & 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 institution arranges for attending the various courses and training programmes by the faculty members and non teaching staff. Institution conducts internal and external financial audits regularly. 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 & Best Practices | Thalassemia testing Programme was |

| | |
|---|---|
| | organized successfully by NSS unit of the College. Dengue Awareness Programme. Free Health Check up Camp. Special talk and art Exhibition of Bengali Department. Programme on 'Beti Bachao Beti Padhao'. Alumni Meet by Alumni Association coordination Committee, MKC Celebration of International Language Day in collaboration with High Commissioner Office Bangladesh. Visit to Agami Nirman (a Philanthropic Society) by NSS Unit of College for financial help 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 counselling for students. More than 15 seminars, workshops and special talks were successfully organized. College cheap store sells stationary at low prices Extra academic support classes for weak students. |
| CurricularAspect | a) Ensuring fair online admission in compliance with the Govt. Reservation policy. b) College improved the facilities to use ICT provision that can be used by all the departments. c) Successfully (feedback) framed and implemented. |
| Teaching, Learning & Evaluation | a)Class tests and Mid-term Examination. b) Inter-departmental talks, Seminars, Workshops, Special talks by invited speakers etc. are arranged. Paper presentation by the students is made. c) For effective learning and practical or real-life experience of academic ideas, Educational excursions (local and distant), Field survey, Household survey, Industry visit, Project works etc. are arranged by different departments. d) d) Guardians are also called for interaction and counselling. e)Library facility with reference books are maintained f) Special tutorials are also arranged. |
| Research, Innovation & Extension | Academic 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. • 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 • A good number of students successfully participated in 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 this year |
|---|---|
| Student Support & Progression | Giving a good number students a chance of progression through different financial support and scholarships like Monthly Tuition Fee Relaxation, SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP , NATIONAL SCHOLARSHIP , KANYASREE, CM RELIEF FUND, SC ST OBC SCHOLARSHIP etc. |

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| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| GOVERNING BODY of College | 20-Jan-2020 |

| **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 | **2019** |
|---|---|

| Date of Submission | **27-Feb-2019** |
|---|---|

| **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

Maharani Kasiswari College ensures effective curriculum delivery through various systematic efforts: • Before each new academic session, the Routine sub-committee members of the college prepares Master Routine for each academic year / semester classes. Number of classes, theory and practical, for each course (Honours / Core, General/ Generic, Compulsory / AECC etc.) are decided according to syllabus / credit. • Head of the Department (HOD) of each department then conducts Departmental meeting. Subject classes in the Master

Routine are assigned to individual teachers in the department, according to their responsibilities of covering topics in the syllabus. • At the very first day when students join the college, the new entrants are addressed by the Principal and other Teachers of the college – to make them aware about the following matters: (i) The University and College Academic system and Examination system, which they are going to face. (ii) The infrastructure of the college and rules and discipline of it which they have to obey. (iii) The career oriented and personality building opportunities offered by the institution – which they can avail for all-round development. • Hard copy of class routine with rooms mentioned and the Prospectus of the college are handed over to each student. Routine is also uploaded in the college website. • Syllabus of each course with names of teachers to cover it, is also uploaded in the website. • College has Two Libraries (Open access) and Departmental Seminar Libraries to cater learning resources to faculties and the students. 1. Central Library (Arts books) 2. Gyandhara (Science and Commerce books) and 3. Seminar Libraries (Run by the departments). • Library has 30,020 volumes and subscribe to NLIST Programme through which teachers and students can have access to more than 3 lakh books and more than 5 thousand e – journals. • Progress of syllabus is monitored by the HODs to ensure effective curriculum delivery. Study materials are distributed among the students, when required. • If necessary, extra classes are arranged by the Teachers, over and above the allotted classes. • College has provision for ICT that can be used by all the departments. • Inter-departmental talks, Seminars, Workshops, Special talks by invited speakers etc. are arranged. Paper presentation by the students are made. • For effective learning and practical or real-life experience of academic ideas, Educational excursions (local and distant), Field survey, Household survey, Industry visit, Project works etc. are arranged by different departments. • The Academic Committee of the college remains highly cautious about timely execution of all Internal Tests for all year / semester students, before their final examination. • Examination performance of students are minutely observed, Parent – Teacher meetings are arranged, mutual discussions are made, for better curriculum delivery. • College Administration always remains alert about – (i) Any change in the curriculum brought by the University, send teachers to join Workshops in that respect. (ii) Purchase of necessary new Books for Libraries and Instruments for Laboratories (iii) Updating of software backings used by the college. (iv) Expansion of college infrastructure, when required. (v) Encouraging Faculty members to join Orientation Programmes, Refresher Courses, Workshops, Seminars, etc., for their academic up-gradation and betterment of the teaching- learning process.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| NIL | NIL | Nil | 0 | NIL | NIL |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| BSc | COMPUTER SCIENCE HONOURS (CMSA) | 01/07/2018 |
| View Uploaded File | | |

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 | Programme Specialization | Date of implementation of |
|---|---|---|

| CBCS | | CBCS/Elective Course System |
|------|------|------|
| BA | HONOURS | 01/07/2018 |
| BSc | HONOURS | 01/07/2018 |
| BCom | HONOURS | 01/07/2017 |
| BA | GENERAL | 01/07/2018 |
| BSc | GENERAL | 01/07/2018 |
| BCom | GENERAL | 01/07/2017 |
| BA | MAJOR | 01/07/2018 |

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

|  | Certificate | Diploma Course |
|------|------|------|
| Number of Students | 76 | 15 |

## 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 | 01/08/2018 | 35 |
| NSS COURSE | 02/07/2018 | 103 |
| NCC | 08/07/2018 | 90 |
| PRE-PRIMARY TEACHERS TRAINING (DPTEM-M) COURSE | 01/07/2018 | 36 |
| SELF DEFENCE COURSE | 05/07/2018 | 196 |
| CLIP CERTIFICATE COURSE | 11/07/2018 | 41 |
| CLIP DIPLOMA COURSE | 12/07/2018 | 15 |
| [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 2nd Year General & Sem II General • Socio-Economic Appraisal of Ramnagar Village, Falta,South 24-PGS • Biodiversity Register of Ramnagar Village | 33 |
| BA | Physico-Cultural Analysis of Phadamchen, East Sikkim,Sikkim. | 26 |
| BSc | Food & Nutrition Dept. 3rd Year Honours • Field work : Govt. Preservation Lab. at Beleghata • Internship : for half month in Nursing | 54 |

| | | |
|---|---|---|
| | Homes/Hospitals Viz. ColumbiaAsia, Belle Vue , Ruby, B.M.Birla , Medica Super Speciality , Peerless, Sanjeevani, Koth | |
| BSc | Field work/Training : 2nd Year Honours 1. ICDS Centre, Baghbazar ( Integrated Child Development Scheme, under the Ministry of Women & Child Health, Govt. of India) | 54 |
| BSc | Visit to Immunization Centre. | 54 |
| BSc | Market Survey – Visiting several shops at different levels and doing a survey on different food commodities. This helps them to gain experience in the areas of • food availability • consumers choices • shopkeepers preferences • market trends etc. | 54 |
| BSc | Field work on collection of data from families and individuals of different economic groups and analyzing there nutritional studies. | 54 |
| BA | Tourism and Travel Management Dept. • Educational Excursion to Amritsar,Dalhousie,Dharms hala, Manali, Manikaran,Kullu,amd Ambala Cant. | 44 |
| | View Uploaded File | |

## 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 |
|---|

Feedback is important for all stakeholders of an academic institution. It can improve students' self-confidence and enthusiasm for filling of self-importance while they get scope of assessing the teachers. Teachers can be out of self-comfort zone and improve their quality of teaching. Administration can notice the drawbacks of the system and take necessary actions. Parents can come close to the faculties. Feedback reveals others' perspective on one's actions. Negative Feedback helps to formulate constructive and better decision to improve future performance and behaviours. Feedback can motivate students also for being more regular in classes as they may feel valued for being asked to rate teachers and the institution they read in. In the college, students who had completed part of their course or the total course, are asked to rate their teachers and also asked to express their views on various facilities (such as library, internet, different career courses etc.) provided by the institution to them. For teacher evaluation, different relevant matters are placed, on which the students are to rate individual teachers by assigning a score between 1 to 5 for him / her, where higher number indicates better performance by the teacher and the opposite. The forms are collected from them year wise and analyzed critically. Mean rating for individual teacher on each item help to identify the points of strength and weakness of faculties. Continued feedback in this way helps to create strategies and improve institutional relationships. Feedback is taken from Alumni on teaching-learning and other infrastructural facilities they got from the college during their 3 years of study in the college. Forms collected are analyzed to bring appropriate changes in particular spheres. Parents are also invited to express their opinion about the systems of the institution their wards read in. Their opinion and suggestions are conveyed to the college authority for future upliftment of the institution. For analysis of Feed Back received from students in the session 2018-2019, 15 criteria have been framed and each question is given with 5 point Likert scale, i.e. graded division of preference order which is to be given by the students.

## 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 | HONOURS & GENERAL(FIRST YEAR) | 1509 | 3706 | 893 |
| [View Uploaded File](#) | | | | |

### 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 |
|---|---|---|---|---|---|
| 2018 | 893 | 0 | 32 | 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 |
|---|---|---|
| 2829 | 31 | 1:91 |

## 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 | 33 | 13 | 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 |
|---|---|---|---|
| Nill | NIL | Nill | NIL |

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## 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 |
|---|---|---|---|---|
| BSc | All | 1st Semester(GE CC) | 16/11/2018 | 23/11/2018 |
| BA | All | 1st Semester(GE CC) | 16/11/2018 | 23/11/2018 |
| BSc | All | 1st | 14/11/2018 | 21/11/2018 |

| | | Semester(Hons) | | |
|---|---|---|---|---|
| BA | All | 1st Semester(Hons) | 14/11/2018 | 21/11/2018 |
| BCom | BCom-1st Sem | 1st Semester(Hons Gen) | 05/12/2018 | 08/12/2018 |
| BCom | BCom-3rd Sem | 3rd Semester(Hons Gen) | 04/12/2018 | 08/12/2018 |
| BCom | BCom- Part-3 | Part-3(Hons Gen) | 06/10/2018 | 12/10/2018 |
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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 organises teaching, learning and evaluation schedule at the start of each session. The academic sub-committee of the college prepares academic calendar each year before 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) Dates of class commencement(Different years/semesters) ii) The dates of all internal examination (Mid-term and selection tests) iii) The dates of all final examination. iv) Information about events held in the college. The academic calendar is distributed among all the stake-holders of the beginning of the session. Before the academic session starts, the HODs allocate the syllabus(prescribed by the present university) to the faculties. It is the duty of the HOD's to monitor supervisor that the whole syllabus is 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 of the department from the time to time. Departmental meetings are held in regular interval to run the whole process 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 | 37 | 34 | 92 |
| ENGA | BA | English Honours | 21 | 13 | 62 |
| EDCA | BA | Education Honours | 24 | 24 | 100 |
| HISA | BA | History Honours | 10 | 10 | 100 |
| PHIA | BA | Philosophy Honours | 3 | 3 | 100 |
| PLSA | BA | Political Science Honours | 7 | 7 | 100 |
| SANA | BA | Sanskrit Honours | 4 | 4 | 100 |
| SOCA | BA | Sociology Honours | 5 | 5 | 100 |
| TTMV | BA | TTMV Major | 17 | 17 | 100 |
| FNTA | BSc | Food and Nutrition Honours | 35 | 35 | 100 |

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## 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/8d85c_FeedbackCombined20182019.xlsx](http://mkc.ac.in/news/admin/uploads/8d85c_FeedbackCombined20182019.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 |
|---|---|---|---|---|
| Minor Projects | 730 | UGC | 5 | 0 |
| International Projects | 730 | INTERNATIONAL RICE RESEARCH INSTITUTE | 1.25 | 0.75 |

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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 |
|---|---|---|

| NIL | NIL | |
| --- | --- | --- |

## 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 |
| --- | --- | --- | --- | --- |
| NIL | NIL | NIL | Nill | NIL |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| --- | --- | --- | --- | --- | --- |
| NIL | NIL | NIL | NIL | NIL | 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 |
| --- | --- | --- |
| NIL | NIL | NIL |

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

| Name of the Department | Number of PhD's Awarded |
| --- | --- |
| NIL | 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) |
| --- | --- | --- | --- |
| International | BENGALI | 2 | 0 |
| International | HISTORY | 3 | 0 |
| International | PHILOSOPHY | 1 | 0 |
| International | SANSKRIT | 2 | 0 |

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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 |
| --- | --- |
| HINDI | 2 |
| FOOD NUTRITION | 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 | 2019 | 0 | NIL | 0 |

**No file uploaded.**

### 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 | 2019 | 0 | 0 | NIL |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 3 | 10 | 3 | 9 |
| Presented papers | 6 | 4 | 0 | 2 |
| Resource persons | 0 | 0 | 0 | 2 |
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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 |
|---|---|---|---|
| Inter Group Competition Shooting | West Bengal Sikkim Directorate | 2 | 2 |
| Combined Annual Training Camp | Uttarpara,Dreamland School | 1 | 4 |
| Inter Battalion Competition | Uttarpara,Dreamland School | 1 | 3 |
| Beti Bachao Beti Padhao | Maharani Kasiswari college | 1 | 30 |
| Rock Climbing Camp | Gwalior, Madhya Pradesh | 1 | 1 |
| Integration Day Celebration | Belur | 1 | 7 |
| Combined Annual Training Camp- IV | Uttarpara,Charchbell School | 1 | 15 |
| AIDS Day Seminar ( Organised by 31 Bengal BN, 1 Bengal Arty BN) | NCC Club House | 1 | 26 |
| World Blood Donor Day | NCC Club House | 1 | 7 |
| View File | | | |

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 |
|---|---|---|---|
| NIL | NIL | NIL | 0 |
| No file uploaded. | | | |

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 |
|---|---|---|---|---|
| NIL | NIL | NIL | 0 | 0 |
| No file uploaded. | | | | |

## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| NIL | 0 | NIL | 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 |
|---|---|---|---|---|---|
| Internship | Intership for B.Sc. 2nd Year Students | ICDS Centre Visit | 12/03/2018 | 12/03/2018 | 40 |
| View File | | | | | |

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 students by Webel Technology Limited. | 42 |
| BRITISH INSTITUTE | 16/08/2018 | Communicative English | 36 |
| View File | | | |

## 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 |
|---|---|
| 19.5 | 18.53 |

### 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 | Newly Added |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Others | Newly Added |
| [View File](#) | |

## 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 | 17.05.06.000 | 2018 |

### 4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 28813 | 5052000 | 451 | 106287 | 29264 | 5158287 |
| Reference Books | 159 | 100000 | 42 | 21376 | 201 | 121376 |
| e-Books | 300000 | 5900 | 0 | 0 | 300000 | 5900 |
| Journals | 3 | 500 | 1 | 2600 | 4 | 3100 |
| e-Journals | 6200 | 5900 | 0 | 0 | 6200 | 5900 |
| Digital Database | 0 | 0 | 0 | 0 | 0 | 0 |
| CD & Video | 20 | 0 | 0 | 0 | 20 | 0 |
| Weeding (hard & | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | |
|---|---|---|---|---|---|---|
| soft) | | | | | | |
| Others(s pecify) | 4 | 0 | 0 | 0 | 4 | 0 |

<div align="center">

[View File](#)

</div>

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 &amp; 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 |

<div align="center">

**No file uploaded.**

</div>

## 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 | 49 | 1 | 1 | 2 | 1 | 1 | 3 | 100 | 4 |
| Added | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 51 | 1 | 1 | 2 | 1 | 1 | 3 | 100 | 4 |

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

<div align="center">

**100 MBPS/ GBPS**

</div>

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 |
|---|---|---|---|
| 5 | 4.24 | 13.75 | 12.5 |

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 equipment, 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's 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's including the computers.

http://www.mkc.ac.in/index.php?option=com_content&view=article&id=111&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 | Relaxation Monthly Tuition Fees | 135 | 7565 |
| Financial Support from Other Sources |  |  |  |
| a) National | SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP | 75 | 372000 |
| b)International | NIL | 0 | 0 |
| View File | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| YOGA | 15/03/2015 | 200 | MKC |
| SELF DEFENCE | 26/09/2016 | 196 | 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 |
|---|---|---|---|---|---|
| 2018 | NIL | 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 |
| Tibet Tours and Travels, WEBEL, Amazon India ,Northeast,A visari Holidays | 158 | 12 | TCS,BIDICON,TRIPURA POLICE | Nill | 3 |
| | | [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 |
|---|---|---|---|---|---|
| 2018 | 2 | B.A. | HISTORY | SANSKRIT UNIVERSITY,RA BINDRA BHARATI UNIVERISTY | M.A. in HISTORY |
| 2019 | 11 | B.A. | ENGLISH | CALCUTTA UNIVIERSITY,S RI | M.A. in ENGLISH,M.A. in |

| | | | | SHIKSAYATAN COLLEGE,BETHUN COLLEGE,DISTANCE EDUCATION- RABINDRA BHARATI UNIVERSITY,IGNOU ,WOMEN'S COLLEGE- BAGHBAZAR | COMPARATIVE LITERATURE |
|---|---|---|---|---|---|
| 2019 | 4 | B.A. | HISTORY | CALCUTTA UNIVERSITY,SANSKRIT COLLEGE & UNIVERSITY,RABINDRA BHARATI UNIVERSITY | M.A. in HISTORY (MODERN),M.A. in HISTORY (ANCIENT INDIAN & WORLD HISTORY),M.A. in MODERN HISTORY |
| 2019 | 1 | B.A. | SOCIOLOGY | RABINDRA BHARATI UNIVERSITY | M.A. in SOCIOLOGY |
| Nill | 1 | B.A. | POLITICAL SCIENCE | CALCUTTA UNIVERSITY | M.A. in POLITICAL SCIENCE |
| Nill | 4 | B.A. | EDUCATION | CALCUTTA UNIVERSITY | M.A. in EDUCATION |
| [View File](#) | | | | | |

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 |
|---|---|
| Nill | 0 |
| No file uploaded. | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|---|---|
| NORTH KOLKATA DISTRICT GENERAL SPORTS MEET 15/01/2019 | INTER COLLEGE | 5 |
| INTER COLLEGE SPORTS AND GAMES CHAMPIONSHIP | INTER COLLEGE | 5 |
| ALL BENGAL MARATHON CHAMPIONSHIP 17/02/2019 | STATE LEVEL | 2 |
| NORTH KOLKATA DISTRICT GENERAL SPORTS MEET (KHO-KHO) 29/01/2019 | INTER COLLEGE | 7 |
| ANNUAL PRIZE DISTRIBUTION 08/03/2019 | INTRA COLLEGE | 150 |
| INTERNATIONAL WOMEN'S | INTRA COLLEGE | 180 |

| | | |
|---|---|---|
| DAY CELEBRATION | | |
| NSS 7 DAYS' SPECIAL CAMP 24/02/2019-02/03/2019 | INTRA COLLEGE | 64 |
| ANNUAL SPORTS COMPETITION 21/01/2019 | COLLEGE LEVEL | 150 |
| CULTURAL COMPETITION | INTER-COLLEGE CULTURAL COMPETITION-18 | 280 |
| Programme on 'BETI BACHAO BETI PADHAO' by NCC UNIT 28/09/2018 | INTRA COLLEGE | 70 |

View File

## 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 |
|---|---|---|---|---|---|---|
| 2019 | NIL | National | Nill | Nill | NIL | NIL |

No file uploaded.

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

The college has a Students' Union. All the students of the college are the part of the said union. The office bearers of the Students' Union are selected from amongst the elected Class Representatives. Every year that election is held under the rules and regulations provided by the Govt. Of West Bengal in which Local Administrative stay in touch too. Then their activities come into stage through some mechanism, theoretically called constitution as stated below : The Principal of the college is the President of the executive committee of the Students' Union. Class Representatives to the students Union are elected or selected from their respective classes to obey the said Constitution. Selected or elected Class Representatives are become office bearers on the basis of requirements. The term of this Students' Union is one year constitutionally until further notification of next Election by the State Government. Other than the Principal i.e. the President, the office bearers are a) The vice-President b) General Secretary c) Assistant Secretary d) Cultural Secretary e) Game Secretary f) Magazine Secretary g) Library Secretary h) Canteen Secretary etc. i) Activities j) The basic activity of the Union is to voice the demands of the students, create and maintain a healthy academic atmosphere, get involved in the development activities having cordial relation between Higher Authority and students. In fact Students Union is the platform for the students to come together for a common cause. k) The major activities of the Students Union are being execution of the followings: l) Organizing cultural activities like Fresher's welcome, Annual Cultural programme, Saraswati Puja etc. m) Celebration of Important Days like Women's Day, Teachers' Day, Bhasa Divas (EKUSHE FEBRUARY) Independence Day etc. n) Assistance in decision making for granting financial support to needy students. o) Assistance in Annual Cultural Competition. p) Participation in College- Wall- Magazine and Magazine publication. q) Assistance in the distribution of the Students' medical Aid at any time. r) Organizing Annual Sports and Games in association with the college administration. s) Orientation of students to various Welfare programme. t) Organizing Annual picnic in association with the college administration. u)

Interaction with the College Authorities on the general problems of the students. v) The General secretary of the Students' Union is the member of the Governing Body of the College with the other committees such as Admission Committee, Students' concession, Grievance Redress cell etc. To measure their above noted journey, the college allow to create a fund is provided mainly by subscription of general students, collected every year at the time of admission. The fund is maintained in a bank account (a/c no - ........) operated by the Principal. It is needless to mention that, the students of this College are an integral portion/part of all college activities. So, students' representatives are involved naturally in various important process of the College. Students' representatives are present in the following academic and administrative bodies of the college: 1) Governing Body. 2) IQAC. 3) Admission Committee 4)Cultural,Sports,Picnic,SC/ST/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. This year, an alumni meet was organized on 30th September,2018.

5.4.2 – No. of enrolled Alumni:

205

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

41000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni meet - 1

## 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 a perfect platform for achieving the highest goals of academic excellence and creating conducive environment for all round development of the students. It also caters to the needs of the students, teaching and non-teaching staff. It encourages decentralisation and participative management. • The governing body serves to monitor the financial transactions of the college. It sanctions funds for the development of the infrastructure. It also ratifies all the appointments. There is adequate representation of the teaching staff, non-teaching staff, and students of the clollege in G.B. • Teachers Council is one of the vital bodies of the institution where teachers discuss ways to improve the academic excellence of

the students. Suggestions are put forward for the further development of the infrastructure of the college and equipments needed for better teaching. It is also a platform for the interactive sessions among teachers on various academic topics. • The IQAC ensures the academic progress of the faculties. It helps in the advancement of their career by helping them to undertake research work, presenting papers and improve their teaching skills. It enriches their knowledge through the sessions of the Study Circle and Seminars. • The College is deeply concerned about the welfare of the teaching non-teaching staff. So it has provided space and facilities to form the Credit Co-operative Society for granting loan in their need or for any emergency.

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

**No**

## 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 |
| --- | --- |
| Admission of Students | Transparent admission process is conducted by the college to keep the admission process through online .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 counselled 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. The fees is collected through the Bank. |
| Industry Interaction / Collaboration | 1. Diploma in Pre-primary Teachers Education Montessori (DPTE-M) - Affiliated to Netaji University - Since 2003 2. Communicative English - British Institute -Since 2004-05 3. Webel computer literacy and Training program - Webel Technology Limited - Since Feb-2017 4. N-LIST - INFLIBNET-UGC - Since 03-June-2016. Workshop/Programmes done in this session are - 1. A Placement Assistance Seminar - Agency/Company: ICICI, Webel, Wheels and Wings, Pathfinder, JIS Group - Date: 25/08/2018 2. Campus Drive - Agency/Company:Webel technologies - Status: 5 participated, 2 selected - Date: 30/8/2018 3. Campus Drive - Agency/Company: Amazon India , Status: 98 participated,2 selected, Date: 03/01/2019 4. Campus Interview - Agency/Company: Northeast Holidays, |

| | |
|---|---|
| | Status: 7 participated, 2 selected, Date:-20/03/2019 5. Campus Interview - Agency/Company: Avisari Holidays, Status: 8 participated, 2 selected, Date: 29/03/2019 |
| Curriculum Development | The Board of Studies of the University of Calcutta frames 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 provide them a comprehensive idea of the syllabus and the lesson plan of the teachers. Smart classrooms provide modern and better facilities to 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 INFLIBNET provides wider access to reading and research materials to the faculty members and the students. Free access to wi-fi connectivity is provided. Computer training for students is a vital 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 (CBCS). The class tests, tutorials midterm tests and test examinations are conducted. The fieldwork and projects in TTMV, Sociology, Geography, Psychology and Education are à 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 means are suggested to overcome their limitations and parent teacher meetings are convened for the weaker students. |
| Research and Development | The faculty is encouraged to undertake minor and major research |

| | |
|---|---|
| | projects. The PHD and Mphil 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. Two research projects continued in this academic session: 1. Anindita Ray Chakraborty- Funding Agency: Bill and Melinda Gates Foundation Year: 2017-2019, Amount: INR 125000/- 2. Suryatapa Das FundingAgency: UGC, Minor Research Project, Year: 2017-2019, Amount: INR 482500/-. The study circle organises seminars every month where the faculty member presents a paper. Students are also invited to participate. Study circle organized four in-house seminars, they are-1. Gobinda Mondal - Bengali Department - Topic: A study of Bengali Literature in the perspective of individual Psychology2. Arpita Bhaduri - Computer Science - Topic: Self Help 3. Sunanda Mukherjee - Economics Department - Topic: Gender Discrimination and Empowerment 4. Dr. Sudipta Ghosh -Commerce Department - Topic: An Overview of Mutual Fund as an Investment Option |
| Library, ICT and Physical Infrastructure / Instrumentation | There are two libraries. The Central Library and the Gyandhara library. In addition to these each department has a seminar library for the students. There are computers for students and teachers. The students are allowed to use the computers for writing projects and term papers. E books and E journals are now available for the students and teachers both. An air conditioning system has been installed in the Gyandhara library. Regarding infrastructure we can claim that four rooms and auditorium are under construction and hostel is undergoing a major renovation. |
| 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 Orientation Programme once during his/her tenure. The NCC Programme Officer also attends training |

programmes as and when necessary. The office staffs attend training programmes to deal with online admission, registration COSA, HRMS and CBCS related activities. One of our teachers (History Department) named Shukla Sirkar has been persuing the N.C.C activities with great sincerity and enthusiasm.At present she is a Lieutenant.

## 6.2.2 – Implementation of e-governace in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | N.A. |
| Administration | N.A. |
| 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 has selected a vendor (Inspire Studio) for 2018-19 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 fists 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 mark sheets 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 |
|---|---|---|---|---|
| 2019 | NIL | NIL | NIL | 0 |
| [View File](View File) | | | | |

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 | Title of the administrative | From date | To Date | Number of participants | Number of participants |
|---|---|---|---|---|---|---|

| | development programme organised for teaching staff | training programme organised for non-teaching staff | | | (Teaching staff) | (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2019 | NIL | NIL | Nill | Nill | Nill | Nill |
| 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 | 7 | 15/01/2018 | 05/02/2019 | Nill |
| [View File](#) | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 0 | 10 | 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 facilitiey 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 Ministers Relief Fund and Vivekananda merit |

| | | scholarship. ? Career counselling and placement cell for training for job oriented training. ? Anti-ragging and anti-sexual harassment cell for addressing the grievances. ? Basic and Advanced, Yoga Self defence courses for their security and well-being. |
|---|---|---|

## 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 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 conducted by the Bursar of the College with the help of the office staff and experts of accounting system. Then it is 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.

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 |
| No file uploaded. | | |

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 | No | NIL | Yes | IQAC/PRINCIPAL |
| Administrative | No | NIL | 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 about 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. 4. They attend the annual Sports, Social, fresher welcome.

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

> 1. College arranges training for our support staff especially on earliest demand: 2. Computer Awareness and Computer Literacy Programme for non-teaching employees (eg. The website, admission related concerns). 3. 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)

> 1. 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 2. Regular IQAC meeting has been organised to monitor the activities of different sub committee of the college 3. Initiative has been taken to update and upload AQAR to maintain the quality 4. Academic and Administrative Audit(AAA) has been conducted for the session 2017-2018 and 2018-2019(both internal and external audit) 5. Preparation and submission of proposal for financial assistance from MHRD and higher education department, govt of West Bengal. 6. Formation of research cell to monitor research related activities in the college. 7. Digitisation of the Library 8. Smart classrooms equipped with projector and LCDS. 9. Applied for financial assistance/grant under Non-RUSA Category

## 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 |
|---|---|---|---|---|---|
| 2018 | Budget preparation | 15/03/2019 | 15/03/2019 | 03/04/2019 | 12 |
| 2019 | Office Supervision | 11/01/2019 | 11/01/2019 | 10/01/2020 | 11 |
| 2018 | Teachers Promotion | 14/08/2018 | 14/08/2018 | 07/09/2018 | 7 |
| 2018 | Hostel facilities | 14/08/2018 | 14/08/2018 | 12/09/2018 | 12 |
| 2018 | Report of online admission | 14/08/2018 | 14/08/2018 | 12/09/2018 | 893 |

[View File](#)

# 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 |
| An Inter- | 15/01/2019 | 15/01/2020 | 10 | 0 |

| | | | | |
|---|---|---|---|---|
| college Athletes Games and Sports Champion | | | | |
| Swami Vivekananda Merit cum Means Scholarship | 02/04/2018 | 31/03/2019 | 75 | 0 |
| Chief Minister Relief Fund Scholarship | 01/04/2018 | 31/03/2019 | 50 | 0 |
| Kanyashree Prakalpa | 01/04/2018 | 31/03/2019 | 384 | 0 |
| Women's Self Defence Techniques Presentation | 01/04/2018 | 31/03/2019 | 196 | 0 |
| Career Development and Counselling Sessions held to ensure exposure to industry and its requirements | 01/04/2018 | 31/03/2019 | 724 | 0 |

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 |
|---|
| 0 |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | 1 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 1 |
| Braille Software/facilities | Yes | 1 |
| Rest Rooms | Yes | 1 |
| Scribes for examination | Yes | 1 |
| Special skill development for differently abled students | No | 0 |
| Any other similar facility | Yes | 1 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to | Number of initiatives | Date | Duration | Name of initiative | Issues addressed | Number of participating |
|---|---|---|---|---|---|---|---|

| | address locational advantages and disadvantages | taken to engage with and contribute to local community | | | | | students and staff |
|---|---|---|---|---|---|---|---|
| 2018 | 1 | 1 | 27/08/2018 | 1 | Dengue Awareness Camp | Mosquito net distribution among community people | 102 |
| 2018 | 1 | 1 | 27/08/2018 | 6 | Thalassaemia Awareness Test | As a part of the THALASSEMIA cases prevention initiative, every year the NSS unit of the college organizes thalassaemia carrier detection camps. It secondary motive is to raise community awareness about the disease. | 314 |

[View File](#)

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 | 01/06/2018 | It is through the college prospectus that students are intimated of certain ethical values and behavioural standards upheld by this college. Apart from an advisory on general codes of conduct, the prospectus lays special emphasis on the Internal Complaint Committee against sexual harassment within the campus. Special complaint |

| | | |
|---|---|---|
| | | mechanisms are in place to address theses issues according to the U.G.C. GUIDELINES .This is aimed ensuring a gender friendly environment in college. |
| Principal's address to students at the time of induction every year. Respective teachers and convenors of all committees familiarize students with the academic.ethical and socio-cultural values of the college in particular and larger community in gen | 06/07/2018 | The Principal and respective teachers of all departments and convenors of all committees familiarize students with the academic, ethical and socio-cultural values of the college in particular and larger community in general. |
| Stress management in Academic and Social Life | 28/09/2019 | The Study Circle and Seminar Committee of the college organizes a Seminar on stress management in academic and social life. Prof Arpita Bhaduri delivered a lecture Stress management in academic and social life and the strategies deal with with academic value related issues. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Seminar on 'Intergenerational Bondings' organized by the Departments of English and Sociology in collaboration with Calcutta Metropolitan Institute of Gerontology | 09/10/2018 | 09/10/2018 | 103 |
| A seminar organized by the Department of English in collaboration with The Partition Archives.(This was an initiative taken to raise awareness against communal | 07/01/2019 | 07/01/2019 | 67 |

| | | | |
|---|---|---|---|
| tension and forced displacement of population and the global trauma narratives produced t | | | |
| NSS Special Camp | 24/02/2019 | 02/03/2019 | 50 |

View File

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

1.Waste removal management for biogradable waste mainly generated from laboratories has been stepped up significantly in this period. 2. Initatives have been taken to free the campus of plastic waste. 3.Special potted plant distribution initiatives have been taken by the college to raise awareness about minimising of carbon footprint in the the campus and even beyond it. 4.There is a continued effort to minimize the use of paper in office administration. 5. E-waste management is done through recycling of obsolete and unserviceable electronic devices.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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. Highlights of the activities of the NSS (Participants) (1) Orientation Programme held on 24.08.18 50 (2) Thalassaemia Carrier Test 27.08.18 to 01.09.18 314 (3) Dengue Awareness Seminar 07.08.18 102 (4) Mosquito Net Distribution 07.08.18 30 (5) Visit to AGAMI NIRMAN 01.03.19 50 (6) NSS Special Camp 24.02.19 to 02.03.19 50 OBSTACLES FACED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM : ? A common problem that NSS faces is that of infrastructural inadequacy. Since this college shares its building with two other colleges, space constraint prevents the unit from organizing events on a larger scale. ? Limited financial resources also stand in the way of initiating more ambitious (cost wise) projects. ? General inhibition about thalassaemia carrier test discourages students from participating in these camps. Strategies to overcome these constraints: ? The college administration has taken special initiatives to provide additional space by renovating the college building and constructing more rooms ? Special orientation camps devote time to raise awareness about thalassaemia detection and its larger social implication in community life. IMPACT OF THE PRACTICE: o 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. o Students have had first hand-on training of community services o NSS volunteers have honed their leadership skills their soft skills have improved in course of their community service o They have learnt to identify the needs of their community and address them accordingly o Their interaction with their

community has sensitized them to a feeling of common nationhood. o 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: Storage facilities. Electronic devices. Financial resources. 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-dimensional 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: Apart from the routine activities of the NCC UNIT such as LRDC I/IICATC XII CATC II, IGC Shooting(WB,SIKKIM), Rock-climbing(Gwalior) the NCC has played a pioneering role in the following: ( NCC Cadets participated) (1) World AIDS Day 01.12.18 26 (2) Cultural Integration Day 09.11.18 7 (3) Pinkathon at Maidan 01.04.18 28 (4) Earth Day 24.04.19 10 OBSTACLES FACED : ? Lack of better equipped and more secure storage facility. ? Infrastructural constraints. Lack of adequate space for cadet march and other drills and practices. ? Non-availability of adequate electronic device. 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, printer and mobiles Better equipped room for secure storage Financial resources Larger space for uninterrupted practice, drill and parades

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 is making continuous efforts in the following areas to provide holistic and gender-sensitive education to its students: (1) Promotion of gender justice by offering students with financial, intellectual and socio-cultural support in form of student concession facilities (provided by the college and also by the Teachers' Council of the college). The TC fund is used to procure study materials and books for competitive examinations. Also, students are encouraged to participate in various forms of sporting activities in inter-state and intra state competitions. Our students have won Gold, silver and bronze medals. They have also been awarded championship trophy at District level Sports Meet. (2) The college has been awarded FIRST PRIZE for best performance in Kanyashree Project 2018-19.(24th August 2019).The college has achieved this phenomenal feat on the basis of its scholarship coverage for the year 2018-19. (3) The college-building is being renovated to make space for more rooms, laboratories and auditorium. This has been a continuous process and on the verge successful fruition. (4) A new gymnasium facility is underway for the general physical well-being of Teachers and students alike. It is being fitted with the latest devices and instruments for work-outs and other exercises. (5) Specially trained instructors have been appointed for Gym-

training, Yoga and Self-defence courses. A large number of students are being trained as a part of the Self-defense training. Teachers engage in activities in the Gymnasium to motivate students to participate in such activities.

| 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) Formation of Research Cell. b) Planning of participating in the Bi-cycle Rally from Kolkata to Dhaka. c) Inclusion of new Teachers in different Sub-committee. d) Planning on construction of College Building. e) Progress report on SSS. f) Preparation of AQAR for the period 2019-20. g) Progress report on preparation of Assets' Register. h) Matter related to CAS (if any).