



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Maharani Kasiswari College
• Name of the Head of the institution		Dr. Sima Chakrabarti
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03325302008
• Mobile No:		8777383738
• Registered e-mail		mkcnaac@gmail.com
• Alternate e-mail		mkcshyam@hotmail.com
• Address		20, Ramkanto Bose Street, Kolkata- 700 003
• City/Town		Kolkata
• State/UT		West Bengal
• Pin Code		700003
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution		Women
• Location		Urban

• Financial Status	Grants-in aid												
• Name of the Affiliating University	University of Calcutta												
• Name of the IQAC Coordinator	Dr. Tapan Kumar Chand												
• Phone No.	8670153691												
• Alternate phone No.	03325556325												
• Mobile	9830262504												
• IQAC e-mail address	mkciqac2017@gmail.com												
• Alternate e-mail address	mkcshyam@hotmail.com												
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=53&Itemid=0												
4. Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0												
5. Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>74.00</td> <td>2005</td> <td>31/12/2005</td> <td>05/02/2011</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	74.00	2005	31/12/2005	05/02/2011	
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B	74.00	2005	31/12/2005	05/02/2011								
6. Date of Establishment of IQAC	01/04/2012												
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> </tr> </tbody> </table>	Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NIL	NIL	NIL	NIL	NIL			
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
NIL	NIL	NIL	NIL	NIL									
8. Whether composition of IQAC as per latest NAAC guidelines	Yes												
• Upload latest notification of formation of IQAC	View File												

9.No. of IQAC meetings held during the year	02
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>* Successful completion of online admission and Providing web platform and online learning facilities to the students in pandemic situation. * Successful arrangement of different relevant Webinars and holding a number of webinars in collaboration with different departments of College. *Regular meeting of Internal Quality Assurance Cell (IQAC), Feedback collection and analysis. *All Pending AQAR preparation and Submission to the NAAC. * Smooth running of the online University Exams and Publication of edited Book "MARCH THROUGH SEARCH: A Multidisciplinary Research Book" based on research articles.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
i) Curricular Aspects	a) Successful completion of online admission. b) Successful arrangement of different relevant Webinars and hold a number of webinars in collaboration with different departments. c) Supervised Certificate course (30-32hours) on "Hone Your Computer Skill with Microsoft office" organized by Department of Library.

<p>ii) Teaching- Learning and Evaluation</p>	<p>a) Provided web platform and online learning facilities to the students in COVID-19 pandemic situation. b) Guided for Smooth running of the online internal assessment and University Exams. c) Supervised Intra College Faculty Exchange Programme. d) Collection and analysis of feedback from students regarding teaching learning, administration and infrastructural facilities.</p>
<p>iii) Research, Innovations and Extension</p>	<p>Publication of edited Book "MARCH THROUGH SEARCH: A Multidisciplinary Research Book" based on research articles.</p>
<p>iv) Infrastructure and Learning Resources</p>	<p>Acceleration of the renovation and reconstruction works of college Building.</p>
<p>v) Student Support and Progression</p>	<p>Provided guidelines, internet access and verification processes for the students to get different scholarships. As a result in this session; a) 261 students received Swami Vivekananda Merit cum Means Scholarship. b) 52 students received Aikyashree Scholarship. c) 03 received National Scholarship. d) More than 140 students received concession of fees from Students' welfare Fund of Teachers' Council of the College.</p>
<p>vi) Governance, Leadership and Management</p>	<p>Promoted Successful Communication and Dissemination of relevant Information and Notices through College website, Whats app Group and Social Media During COVID-19 Pandemic Situation.</p>

vii) Institutional Values and Best Practices

Supervised Regular activities of NCC wing of the college. With active supports, helps and guidance of IQAC various Activities were organized like; a) Sanskritik Mancha, organized by Cultural Committee of College (Face book Page) on 3rd Sept.2020. b) Virtual Sharad Utsav organized by Cultural Committee of MKC on 17th Sept.2020 c) Participation inWorld Aids-Day Rally (Swastya Bhaban to Madhyamgram Police Line) on 1st December 2020. d) Participation in District Level 9km Run at Dasadrown Club(Hooghly)on 25th December 2020. e) Celebration of Netaji's Birthday on 23rd January 2021. f) Participation in State Level All Bengal 5 km Road Race Organised by Netaji Janmadin Utsab Committee on 23rd January 2021. g) Participation in District Level Yoga Show (Baranagar Netaji Park) on 26th January 2021. h) Participation in State Level All Bengal 9 km Road Race (Tobin Road to Sodpur) Organized by Barrackpore Police Commissionerateon 6thFebruary 2021. i) Celebration of Aantarjatic Matribhasa Divas on 21st February 2021. j) Satyajit Ray Birthday Celebration on 2nd May 2021.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	05/03/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	02/03/2022

15. Multidisciplinary / interdisciplinary

This college offers courses in three disciplines i.e. Science, Arts and Commerce. In Arts, we offer Language degree courses (Bengali, English, Hindi and Sanskrit) and Social Science degree courses (History, Political Science, Sociology, Education, Economics, Philosophy) and Science degree courses (Food and Nutrition, Geography, Psychology, Computer Science, Statistics, Mathematics, Environmental Science). The college also offers two subjects which are truly interdisciplinary in nature. Those are B.A./B.Com in Tourism and Travel Management and B.A./B.Sc. in Library and Information Studies. In TTMV, subject combinations in General Elective are History and Sociology from Arts discipline; Financial Accounting and Cost & Management Accounting from Commerce discipline. On the choice of the GE papers, students from Travel and Tourism Management can either attain B.A. degree or B.Com degree. On the other hand, in Library and Information Studies, the subject combinations in General Elective are Education and History from Arts group; Statistics and Computer Science from Science group. Thus, students from LST department can attain either B.A. degree or B.Sc. degree based on their choice in GE papers. As per UGC and Calcutta University guidelines, a paper on Environmental Science is taken up by the students as compulsory paper for successful completion of the degree course.

Our attitude and efforts towards interdisciplinary aspect focus on arrangement of webinars/seminars by different departments and organization of seminars on placement assistance as well as skill development courses by different organizations. All these events are not concentrated to one specific department, rather they are organized to cater the needs of students from different subjects.

16. Academic bank of credits (ABC):

There is no such facility being developed so far in our institute as the affiliated University never circulated any order/instruction so far.

17.Skill development:

Self-Defense

Yoga and Gym

Computer Courses

Pre Primary Teachers' Training (Distance Mode)

Spoken English

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In tune with the intregation of IKS the department of Sanskrit of our college have organized two different webinars on " Relevance of the Upanisads in Modern Context" & "The Saraswati: An Unmistakable Symbiotic Harmony of Myth and Reality" for the betterment of our students of the College. At the same time the department of Sanskrit always tried to integrate our ancient information and knowledge and skill in their teaching-learning process.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

From the beginning day of the every courses, this college inspires students to motivate themselves on the platform of outcome based education, so that, in continuation to the completion of UG syllabus teachers enlighten them following avenues -

BENGALI Hons :- Teaching ,Proof-reading ,Creative writing, Script writing,Publishing house, Administrative Jobs, News reading

ENGLISH Hons :- Teaching, Script Writing, Interpreter, Translator,Creative writing, Proof-reader, Publishing House, Administrative jobs, Content Writing Journalism Research Work Gen Teaching Anchoring News,Reader ,Travel guide, Advertisement

HINDI:- Teaching, Hindi Translator ,Language office

SANSKRIT Hons :- Teaching , Priest profession, Editor of Journals and Books,Manuscript Reading, Script Writing,Research Work

EDUCATION Hons :- Teaching, Research work, Job preference in NCERT,SCERT,DIET etc. Educational guidance

HISTORY Hons :- Teaching, Civil Service Examination, Jobs in Archives
Jobs in Museum, Tour guide, Competitive Examinations

PHILOSOPHY Hons:- Teaching, Researcher, Psychiatrist, HR strategist,
Interviewer, Lawyer, Research Work

POLITICAL SCIENCE Hons:- Teacher, Journalist, Political Analyst,
Psychologist, Administrative Job, NGO Worker

SOCIOLOGY Hons :- Teacher (school, college,
universities), Research scholar, NGO Worker, Administrative jobs,
Public Sector jobs, Journalism, Content Writing, Private sector
jobs, Counsellor, Urban planner, Gerontologist, HR strategist, Media
Teacher (school), NGO worker, Journalism, Content Writing, Private
sector jobs, Counsellor, HR strategist

ECONOMICS :- Teaching, Accountant, Statistician, Investment Analyst
, Data Analyst, Gen - Teaching, IT, Sector Bank, Hospital Job

GEOGRAPHY Hons:- Cartography, Survey in Geographical Requirements,
Assistant in Project work, Climate Expert, GSI Related
Job, Geomorphologist, Climatologist, Assistant for Travel & Tourism

FOOD & NUTRITION Hons :- Academician in Educational
Institutions, Dietician and Nutritionist in hospital/nursing
homes/fitness
center/community health centres, Diet counsellor,
Diabetic educator, fitness expert, community nutritionist etc As
nutritionist in
reputed MNC for health and nutrition products. As nutritionist
in govt organization and NGOs Quality Control expert in food
processing
companies, food processing expert in small scale food processing
unit, Planner for balanced diets for family and
others, Anganwari worker or in other health related activities.

PSYCHOLOGY Hons :- Teaching, Psychologist Counselling/
Psychotherapist, Project associates in NGOs

COMPUTER SCIENCE Hons :- Teacher, IT Officer (in Bank & other PSU),
Software Programmer in IT Sector, Data entry operator, Gen- Teacher,
Data Entry operator, Software Programmer, IT Sector

LIBRARY & INFORMATION STUDIES Hons :- Librarian Jobs in National
Library, academic Libraries, Research Institutes
and Corporate Library, Teaching

TTMV Major :- Tour Consultants in Government and private sector, Tourist Guide, Tour Agent , Hospitality and Management job.

COMMERCE Hons :- Teaching Profession in colleges & Universities, Chartered Accountant, Cost & Management Accountant, Banking sector , Insurance sector, Investment banker , Company secretaries , Share market , Government jobs, Research Work.

BCom Gen :- Teaching Profession in Schools, Chartered Accountant, Cost & Management Accountant, Banking sector , Insurance sector, Investment banker , Company secretaries, Share market , Government jobs.

20.Distance education/online education:

This college is a study center of Netaji Subhas Open University(NSOU), Calcutta to run One Year Diploma course in Pre-Primary Teachers' Education[DPTE-M] - Montessori. The college provides all types of infrastructural support to run this course smoothly.

Extended Profile

1.Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2760
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	620
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	715
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	47
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	37
Total number of Classrooms and Seminar halls	
4.2	RS . 15 . 46222
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	56
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

process

Maharani Kasiswari College, affiliated to the University of Calcutta, is always dedicated to spread of female education and their career building. With this goal, college follows different definite steps to ensure effective curriculum delivery.

Firstly, for each new academic session, as soon as University Admission schedule for UG Courses is issued, based on that, the Admission sub-committee of the college prepares detailed schedule for the whole Admission process, successfully completes it, till physical verification of documents of new entrants.

On the very first day of commencement of class, Orientation Programme for the students is arranged. Principal of the college along with other Teachers, address the new entrants batch by batch, make them aware about the academic, cultural, career oriented and personality building facilities offered by the college, which are critical to success in the daily life and also career arena of everyone.

With the outbreak of the current Covid -19 crisis and sudden closure of educational institutes since March, 2020, college authority took the challenge and continued to conduct all the above activities and contact the students, through online Zoom or Google platforms.

Head of each department allots the syllabus to be covered by faculties. Online class schedule for all courses are structured, allowing the students break from the monotony of constant exposure to the electronic screen. Students are informed about subject wise online class schedule, through their Whatsapp groups, formed by the joint efforts of office staff and teachers.

For effective online curriculum delivery, college authority has set up stout digital capital to ensure inclusivity for all students. Various synchronous learning platforms such as Skype, Zoom, Google -meet etc. are used. For students with insufficient internet connection and low data packages, various asynchronous methods such as uploading of learning materials on Google classroom, posting of files in Whatsapp groups, sending YouTube links etc., are used, which students can access at their convenient time.

For more effective curriculum delivery, college has implemented LMS (Moodle) technology through which students can access educational content and other academic resources.

To cater learning resources to the faculty members and the students, two Libraries and also Departmental Seminar Libraries are available in the college.

1. Central Library (Artsbooks)
2. Gyandhara (Science and Commercebooks) and
3. Seminar Libraries (Run by the departments).

The Library has subscription to NLIST Programme through which the teachers and the students can have access to more than 3lacs e-books and more than 5 thousand e-journals. Library also provides DELNET services for inter-library loan.

During the pandemic period, several syllabus related Webinars are arranged by different departments, in collaboration with the IQAC. Students participated with great zeal and also made various electronic presentations.

For effective curriculum delivery, field trips, industrial visits, educational tours etc., are arranged. During new normal period, these are done through online, as far as practicable.

According to CU schedule, college administration has arranged every End-Sem Internal and Final examination through online mode. To teach the students how to download Question papers and Upload the answer-scripts, videos are shown to them through Zoom meeting. Step by step descriptive instructions are uploaded in the students' Whatsapp groups. Even, Mock Tests are arranged for them.

For improvement in teaching quality, Institute provides Logistical Support to Faculty members to join Orientation Programmes, Refresher Courses, Workshops, Seminars at the State, National and International level etc.

The faculty members can also avail facilities of computers, internet, photocopying, printing, scanning etc., available in the college. To suit the needs of the new courses and new systems in curriculum delivery, the college Infrastructure is being continuously upgraded.

University rank holders from our college, in different courses, in different years, show that the institution has a well-planned curriculum delivery mechanism.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://mkclibrary.ac.in/

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

Maharani Kasiswari College adheres to the academic calendar issued by University of Calcutta, for the conduct of Continuous Internal Evaluation (CIE) of the students. Schedule of all the examinations is announced to the students, Tutorial projects are submitted by them as per the dates given in the academic calendar.

In the session 2020-2021, BA/B Sc Part III Honours (I+I+I) Examination was scheduled to be held during 7th April, 2020 to 11th April, 2020. But with the outbreak of the Covid -19 crisis and sudden closure of educational institutes since March, 2020, all schedules became disturbed.

College authority took the challenge and continued to run the teaching - learning process, through virtual platforms. Teachers started online classes right from end March 2020. Contact with the students through these online classes also, helped a lot to make continuous internal evaluation of them.

In April, initially colleges got the idea that there will be examination for Final Year / Sem students, but 2nd and 4th Sem students will proceed one step.

On July 3, 2020, CU issued modalities of UG / PG examination where it was stated that 80% marks for students will be awarded from the best aggregate percentage of previous two years' marks and remaining 20% marks will be awarded from internal assessment, which was to be sent by the colleges, within July 10, 2020.

But ultimately according to CU notification, written examination for the Final Year / Sem students started from October 1, 2020, through online mode.

Prior to this, for discussion over this completely new system of examination for BA / BSc / B Com (Honours / General / Major) Part III and B Com Semester 6 students, on September 22, 2020, Principal along with all teachers and office staff assembled together on an

online Zoom meeting, at 5 pm. Decision was taken to arrange a Mock Test for the examinees for making them acquainted with the completely new mode of examination.

On September 26, 2020, college uploaded a 10 page instruction sheet in students' WhatsApp group, describing the steps to be followed for online mode of examination. On September 29, 2020, Technical Team of college also uploaded a video for the same purpose.

On November, 2020, CU issued a notification regarding Intermediate Sem / Part examination. Colleges were requested to upload 50 % marks for all courses on the basis of Internal Evaluations within the period November 23, 2020 to December 23, 2020.

College conducted the Intermediate Sem / Part examinations for BA / BSc / B Com (Honours / General / Major) during the period 1.12.2020 to 14. 12. 2020. Before that, on November 25, again video was uploaded in students' group, guiding them the way to use college examination portal, how to download Question paper, make PDF of Answer sheets, Scan those to make a file and Upload that in appropriate subject portal. On November 27, descriptive step by step instructions was also shared with the students' groups.

Marks were uploaded within the CU specified time.

Internal Assessment examination for the following Odd Semester (1, 3, and 5) students of session 20 - 21, was arranged by the Departments, according to the dates stipulated by corresponding BOS of the University. Department wise schedule of Tutorial and Internal Examinations were uploaded in Students' whatsapp groups and also in College website. Internal evaluations by all the departments, however, were completed within 5th of March, 2021.

Odd Sem final examinations started from 8th of March, 2021, according to CU schedule. Here also, for the new Sem1 students, live demonstration of examination process was arranged by College Technical Team on March 4, 2021. Video was shared with them on 7th March, as before.

Online classes for following Even Semesters started from 5th April, 2021. End Sem Tutorial and Internal Examinations for BA / BSc / B Com (Honours / General / Major) , 2nd , 4th and 6th Sem students were conducted by all the respective departments during the period 6th July, 2021 to 31st July, 2021, the period pertaining to the Academic Session 2021- 22.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://mkcexam.com/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

B. Any 3 of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

19

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

698

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

2760

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

1.3 - Curriculum Enrichment

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

Our institution is always committed to address different crosscutting issues to the students, important for holistic development of them, through different courses and activities.

Institution tries to impart senses of Professional Ethics like honesty transparency, trustworthiness , respect, obedience to law etc., into minds of the students through different programmes arranged by the NSS Unit or NCC Unit of the college, different seminars arranged by the departments, Special Talks arranged by the Study Circle sub-committee, etc. These activities include matters like:

Thalassemia awareness, Legal awareness, Female infanticide and

foeticide, HIV, Plantation of trees, etc. Real visits to Orphanage or neighbouring Slums, Programme of Mosquito net distribution among poor families, etc. are arranged - which instill within them sense of social responsibilities and human values.

Various programmes offered by the college are concerned with gender related issues. Syllabus of Bengali, English, Hindi, Economics, History, Philosophy, Political Science, Sociology etc. departments cater their lessons on gender issues in such a way that overall personality of student is groomed and empowered. NCC unit of the college is playing a very important role for empowerment of girl students, through conducting Yoga and Self Defense courses for them.

Every year, 8th March (International Women's Day) is celebrated by the college with huge and active participation by the students.

Environmental Study is a mandatory part of curriculum at UG level. Under annual system, it was in the Third year of study. Under CBCS, it is a compulsory course for all stream Semester 2 students. Guided by the Teacher, students make survey over water pollution, plastic pollution, and vehicular pollution in their local areas. Students are required to submit their own view about polluting and non-polluting vehicles in their project report.

For sustainability of curriculum, college offers different carrier oriented certificate and diploma courses like Communicative English course, NCC course, Pre-primary Teachers Training course, Computer Literacy course, etc. which make the students more employable.

Within the Curriculum of the college, Honours courses in subjects like Computer Science, Food and Nutrition, Geography, Commerce, Library and Information Studies, major course in Tourism and Travel Management etc. provide better career

option for the students. Career Development and Placement Counseling sub-committee of the college regularly organises seminars where experienced Entrepreneurs, Industrialists, Human Resource Personnel etc. are invited to speak. Few final year students have got job contracts from such interactions also.

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

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

3

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

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

114

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

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

1.4.2 - Feedback process of the Institution may be classified as follows C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1WLXpd2ARnToFwHo6HsGKhd94cV8CSlqy/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1549

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

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

2.2 - Catering to Student Diversity

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

Yes, our college has assessment system of the students and special Programmes for advanced learners and slow learners. The learning levels of the students can be assessed through continuous monitoring and evaluation of the students. Our college is very much aware about students overall growth and social improvement in the society.

Our college arranges a compulsory orientation programme after admission and thereafter regular classes commence as per the college time table. Also college arranges continuous assessment like daily home assignment, class assignment, class test, projects, attendance that helps the assessment of learning level of students. In addition to teacher- student interaction, report of class test help in identification of different level of learners. Then teachers are to identify the slow and advanced learners among students through class room discussion, question-answer method by considering their subject knowledge and previous year performance.

Special programmes for advanced learners :

- Advanced assignments or tasks should be assigned to advanced learners.
- Encouragement to complete advanced courses.
- Students are encouraged to participate in national and international Seminars, conferences and present papers.
- College arranges hospital visit, field visit, industrial visit for advanced learners.

- Our college providing opportunities to develop their creativity by participating and organizing inter-collegiate as well as national level symposiums.
- Bright students are motivated and inspired to get university ranks.
- College provides advanced writing assignment, independent projects and research work to advanced learners.

Special for slow learners :

- For slow learners special classes and class tests are conducted.
- Slow learners take the advantage of tutorial classes conducted by the faculty for one to one interaction.
- Faculty members supply study materials to students through google class room and whatsapp.
- Faculty members check their home work regularly.
- Remedial coaching classes are arranged for them.
- On line special classes are taken.
- Personal attention are given to students by respective subject teachers.
- Assignment and solving university question paper.
- Counseling special hints and techniques.

Encouraging them to participate in various activities to develop social skills.

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

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

Number of Students	Number of Teachers
2760	116

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The teaching-learning process is one major objective and the strength of our college is to provide teaching in both traditional and modern methods. All academic activities are aimed at elevating the student performance by various methods like experiential learning, participative learning, problem solving methodologies.

In experiential learning, the students learn various experiences through various projects, field visits, expert guest lectures, participation in competition at various level, lab works, practical courses, innovative projects, investigating problems through research based knowledge etc.

In participated learning the students are enriched by role playing, teamwork, debates and group work. In our college various departments encouraged students for team work in innovative projects, debates and various discussions after the completion of course and various units. The team spirit in students are maintained by NCC, NSS etc .

In problem solving method the students are developing logical,

abstract thinking and reasoning by solving various case studies in various courses. The students are using various strategies for resilient learning and upgrade themselves in solving practical life problems. The free internet services in the library help the student in self-learning and develop in them the habit of browsing new interesting information and knowledge related to their course and arouse curiosity for discussion with peers about various topics. Quizzes are also asked by various teachers in different departments after completion of syllabus for their observational and thorough reading habit development.

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

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

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

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

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

2.3.3.1 - Number of mentors

0

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

2.4 - Teacher Profile and Quality

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

1

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

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

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

20

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

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

2.4.3.1 - Total experience of full-time teachers

47

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

2.5 - Evaluation Process and Reforms

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

Internal Assessment means assessing an individual by the teacher teaching in the college. By having Internal Assessment, one can improve the system of examination. It makes the students work regularly for the whole session. The teacher also works regularly and with the uniform speed. It enables the teacher to diagnose student's difficulties in learning. Internal assessment is more reliable as it is based on the full duration of the session.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in Internal Assessment, the system of Internal Assessment is communicated with the students well in time. The principal hold meeting of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Test Assignment Submission and Seminar presentation. The seminar presentation improves the communication skill of the student which is very essential to face the interview in the future life. Thus, the system of Internal

Assessment is transparent and robust because it aims at Continuous Systematic education and motivates to study systematically.

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

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

There is complete transparency in Internal Assessment. The Criteria are adopted as directed by the University.

- At the beginning of the Semester faculty members inform the student the various components of the assessment process during the semester.
- The Internal Assessment Test schedules are prepared as per the University notification and communicated to the students well in advance.
- To ensure proper conduct of the test , invigilators are assigned to each room.
- Evaluation is done by the faculty member within the stipulated time.
- The HoD keep an eye on the evaluation process to ensure the standard.
- The marks obtained by the students in Internal Assessment Test are uploaded periodically on the University web portal along with their attendance.
- For Lab courses the practical approach to the real time application is tested by Viva Voce.
- To ensure the transparency and to curb the malpractices the University conducts the theory end examinations at a center other than the home institution (College)
- The laboratory and the projects for the end examinations are conducted with internal and external examiners appointed from

other colleges as decided by the university.

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

2.6 - Student Performance and Learning Outcomes

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

BENGALI Hons Teaching Proof-reading Creative writing Script writing Publishing house Administrative Jobs Gen Teaching Proof-reading News reading ENGLISH Hons Teaching Script Writing Interpreter Translator Creative writing Proof-reader Publishing House Administrative jobs Content Writing Journalism Research Work Gen Teaching Anchoring News Reader Travel guide Advertisement 1.Higher Studies 2.Tuition HINDI Hons Teaching Hindi Translator Language office Gen Teaching Hindi Translator Language office SANSKRIT Hons Teaching Priest profession Editor of Journals and Books Manuscript Reading Script Writing Research Work Gen Proof reading Teaching 1.Higher Studies 2.Tuition EDUCATION Hons Teaching Research work Job preference in NCERT, SCERT,DIET etc. Educational guidance Gen Teaching HISTORY Hons Teaching Civil Service Examination Jobs in Archives Jobs in Museum Gen Teaching Tour guide Competitive Examinations PHILOSOPHY Hons Teaching Researcher Psychiatrist HR strategist Interviewer Lawyer Research Work Gen Teaching 1.Higher Studies 2.Tuition POLITICAL SCIENCE Hons Teacher Journalist Political Analyst Psychologist Administrative Job Gen Teaching NGO Worker Administrative job SOCIOLOGY Hons Teacher (school, college, universities) Research scholar NGO Worker Administrative jobs Public Sector jobs Journalism Content Writing Private sector jobs Counsellor Urban planner Gerontologist HR strategist Gen Media Teacher (school) NGO worker Journalism Content Writing Private sector jobs Counsellor HR strategist ECONOMICS Hons Teaching Accountant Statistician Investment Analyst Data Analyst Gen Teaching IT Sector Bank Hospital Job GEOGRAPHY Hons Cartography Survey in Geographical Requirements Assistant in Project work. Climate Expert GSI Related Job Geomorphologist Gen Climatologist Assistant for Travel & Tourism FOOD & NUTRITION Hons Academician in Educational Institutions. As Dietician and Nutritionist in hospital/nursing homes/fitness center/community health centres as Diet counsellor, Diabetic

educator, fitness expert, community nutritionist etc As nutritionist in reputed MNC for health and nutrition products. As nutritionist in govt organization and NGOs Quality Control expert in food processing companies. Gen As food processing expert in small scale food processing unit. Can plan balanced diets for family and others Can work as Anganwari worker or in other health related activities. PSYCHOLOGY Hons Teaching Psychologist Counselling/ Psychotherapist Project associates in NGOs Gen Teaching Counselling COMPUTER SCIENCE Hons Teacher IT Officer (in Bank & other PSU) Software Programmer IT Sector Data entry operator Gen Teacher Data Entry operator Software Programmer IT Sector LIBRARY & INFORMATION STUDIES Hons Librarian Jobs in National Library, academic Libraries, Research Institutes and Corporate Library Teaching TTMV Major Tour Consultants in Government and private sector Tourist Guide Tour Agent Hospitality and Management job COMMERCE Hons Teaching Profession in colleges & Universities Chartered Accountant Cost & Management Accountant Banking sector Insurance sector Investment banker Company secretaries Share market Government jobs Research Work Gen Teaching Profession in Schools Chartered Accountant Cost & Management Accountant Banking sector Insurance sector Investment banker Company secretaries Share market Government jobs

1. Higher Studies 2. Tuition

Stream wise (Arts/Science/Commerce) Program Outcomes also have been identified as follows:

The Program outcomes of Bachelor of Arts are as follows:

PO1: Students are introduced to community engagement.

PO2: Critical and creative thinking of the students have been developed.

PO3: Students developed their Communication skills.

PO4: Ethical values are inculcated among the students.

The Program outcomes of Bachelor of Commerce are as follows:

PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.

PO2: Understanding of the students on national economic and business scenario improved.

PO3: Students developed their entrepreneurship skills and became aware about running a successful a business.

The Program outcomes of Bachelor of Science are as follows:

PO1: The students understood the fundamentals of science education.

PO2: The students' knowledge in all basic sciences enriched.

PO3: Interdisciplinary approach amongst students has been developed.

PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.

PO5: Students are motivated to contribute in the development of Science and Technology.

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

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

Our Institute is affiliated to the University of Calcutta. We offer Under Graduate programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute follows the curriculum designed by our affiliated university. The Programme outcomes and course outcomes are evaluated by the institution following the guidelines and instructions given by the University of Calcutta and the same are communicated to the students in the formal way of the discussion in the classroom and college notice board.

Our Institution has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The objective and outcomes are properly mapped for testing and evaluation of students so that POs are attained through the competency

mapping in terms of knowledge and skills.

The Departments adopt both direct and indirect methods of assessment to ensure

attainments of POs and COs.

Direct Assessment methods

? Internal Assessment

? Laboratory performance

? Student projects

? Tutorial

? Class Test

? End term Theory Result

The score of this assessment is taken into account for evaluation COs.

Indirect Assessment Methods

? Feedbacks

? Alumni survey

? Co-curricular activities

? Extracurricular activities

Feedback mechanism is used to improve Teaching learning process in outcome based

education.

Subsequently, the College took care of the attainment to measure the POs and COs and implemented the mechanism as follows:

The institute followed the Academic Calendar of our affiliated university.

All the subject teachers maintain Academic Diary.

Institute considered Feedback from the Stakeholders for the attainment of POs and COs.

Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

Course outcomes are learning goals that a student is expected to learn at the end of the course. The course outcome is measured through syllabus, completion of syllabus and continuous evaluation process following the University norms. The continuous evaluation is done through internal assessment and tutorial, attendance, class tests, written assignments, lab assignments, oral presentations and so on. Students are encouraged to attend class, since the attendance is also tied with marks. At the end of each semester, university conducts examinations and based on the result published by university the course outcomes are measured. The program outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

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

2.6.3 - Pass percentage of Students during the year

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

518

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

2.7 - Student Satisfaction Survey

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

<https://drive.google.com/file/d/1WLXpd2ARnToFWHO6HsGKhd94cV8CSlgy/view?usp=sharing>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

28

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

3.2 - Research Publications and Awards

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

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

12

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

6

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

3.3 - Extension Activities

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

Due to pandemic of COVID-19 and implementation COVID protocols, the college authority was unable to organize any such activities in the neighborhood community. NCC has taken few initiatives to motivate our students as well as rendering social service to the community.

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

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

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

1

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

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

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

41

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

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

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

784

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

3.4 - Collaboration

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

1

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college premises spread over 2.5 acres comprises one (01) Main Building, two (02) Annex Buildings, and one (01) Science Building. The main building and two annex buildings are shared with two other sister colleges. The Science Building and the Girls' Hostel of Maharani Kasiswari College are maintained independently by Maharani Kasiswari College.

At present the college has thirty three classrooms. Out of these 33 classrooms 11 classrooms are at present Wi-Fi/LAN enabled. The college campus is Wi-Fi enabled courtesy Alliance Broadband. The college has four (04) laboratories and one (01) Seminar hall with ICT facilities. The College-Office has undergone a major renovation and is more ergonomic now. Air conditioners are installed in the IQAC Room, Seminar Room, Smart Classrooms, Food and Nutrition Lab. Installation of Air-conditioners in all the laboratories is in the pipeline. The college is trying to expedite the process for the same.

Considering that the College had to cope with the unprecedented situation of Covid-19 pandemic; there was a seamless transition from offline mode of teaching to online teaching. This was significantly

facilitated by College subscriptions of Zoom and G-Suite. Library subscriptions to JSTOR and other e-journals were also of much help in providing adequate study materials to students.

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

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

The College gymnasium has undergone a major renovation and upgradation. The college has also appointed a Physical Instructor who ensures that students receive proper guidance. Under the PI's supervision college students have participated in several sports events.

Considering the restrictions imposed during the Covid-19 Pandemic, the college has ensured that cultural activities are carried on through the online mode. Students from all the Departments of the College have enthusiastically celebrated Republic Day, Independence Day, Saraswati Puja, and Rabindra Jayanti. They have recorded their performances and videos of these activities have been uploaded on the College Youtube channel.

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

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

37

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

28

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

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

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

51.15

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

4.2 - Library as a Learning Resource

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

Library is automated using Integral Library Management System (ILMS)

- Name of ILMS software --- KOHA
- Nature of automation ---- Partially
- Version ---- 17.05.06.000
- Year of automation ----2018-2019.

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

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

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

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

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

0.059

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

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

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

N.A.

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

4.3 - IT Infrastructure

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

Due to pandemic situation, IT facilities at the campus were not updated for the period. To arrange online classes and webinars, the college authority have purchased a licensed version of Zoom Pro software. In normal situation, the college usually update IT infrastructure as a whole.

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

4.3.2 - Number of Computers

56

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

12.57

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

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

N.A.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

525

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

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

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

66

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

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

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

202

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

202

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

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

171

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

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

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

16

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

5.3 - Student Participation and Activities

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

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

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

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

The college has a Students' Union where students are the part of. The office bearers of the Students' Union are selected from amongst the elected Class Representatives. Every year that election is held adhering to the rules and regulations provided by the Govt. of West Bengal.

The Principal is the President of the executive committee of the Students' Union.

Class Representatives to the students Union are elected/selected from respective classes to obey the said Constitution.

Selected or elected Class Representatives are become office bearers on the basis of requirements for one year.

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

Students' representatives are present in the following academic and administrative bodies of the college:

1) The Governing Body.

2) The IQAC.

3) The Admission Committee

4) The Cultural, Sports, Picnic and ST/SC/OBC Cell.

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

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

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

6

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

5.4 - Alumni Engagement

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

To establish, operate, maintain, foster and promote educational, civic, literary, artistic, scientific, cultural activities, enquires, researchers and to collaborate with Govt. and Nongovt.

Organizations or institutions to further the cause of education in general and of Maharani Kasiswari College in particular, the College has a registered Alumni Association, the name of the society is

MAHARANI KASISWARI COLLEGE PRAKTANI called in brief PRAKTANI. The registered office of the society is located at c/o the Principal, Maharani Kasiswari College, 20, Ramkanto Bose Street, Kolkata 700003. The institution has good networking with alumni. Although due to current Pandemic situation no actual / real as well as virtual meeting could be held centrally in the year 2020-2021; but in some departments, as for example, in the department of Food & Nutrition NUTRITION WEEK was observed in the virtual platform in September 2020.

Furthermore: The Alumni Association was formed in the year 2005 (on 01/06/2005). There are twelve members in the executive committee. They discuss alumni activities. The College coordinates with the Association to contact alumni.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The mission of the institution, to provide a healthy atmosphere for complete education, is fulfilled through the vision of a coordinated participation of the incumbents in various committees and cells. The Governing Body is the pivot of the administration of the College. Its constitution reflects the spirit of the institution as teachers, non-teaching members and the students cooperate with the Principal and the external members for the progress of the institution. The IQAC undertakes quality sustenance measures for improving the performance of the institution. The teachers are associated with the financial management, the infrastructural development and academic progression of the institution through numerous committees. The

faculty members are encouraged to initiate plans for the career development and the placement program of the students. They handle vital and sensitive issues through the grievance and the sexual harassment cells. The teachers play a key role in executing the various welfare policies for the students, teachers and the non-teaching staff of the college. The Teachers' Council has its own Students Welfare Fund - sponsored by the faculty members to help the needy students. The teaching and non-teaching staff of the college together constitute the Board Of Directors of the Maharani Kasiswari College Credit Cooperative Society.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=47&Itemid=0
Upload any additional information	No File Uploaded

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

Academic excellence and all round development of the institution is achieved through the participation of all the incumbents of the college. The Principal, teaching and the non-teaching staff of the college are engaged in framing an organizational network to promote a student- friendly ambience. The Governing Body is the most important representative organ which serves as the platform for administration and coordination of the incumbents. The GB highlights the participative management of the teaching and non-teaching staff and the students of the college. The Finance Committee acts as an important organ of the GB where the budget allocation, grant disbursement, accounts and audit etc. are settled. Some of the elected GB members including the college bursar are included in it. The elected representatives discuss and deliberate on all administrative and academic matters. The career advancement of the teachers, granting of leave, infrastructural planning and execution and student related matters are settled through healthy discussion and after careful consideration of the views of the representative members. The GB also acts as the coordinating organ between the College, Government and the University through the various external nominees. It is the highest decision making body to look after and safeguard the interest of all the incumbents.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The inevitable fall out of the Covid 19 lockdown was a shift towards online mode of delivering lectures and teaching-learning process. To adapt with the new situation, the Institution adopted a strategic plan :

- 1.Design a customized Learning Management System (LMS) platform to cater to a large number of participants.
- 2.The LMS was required to be designed with a user-friendly interface and incorporate self -evaluation methods and a comprehensive feedback system to assess learning outcomes.
3. Customized templates of programme structure for easy accessibility.
- 4.The programmes on the LMS were to be self-paced, allowing the participants to access the course content at their convenience. However, the quizzes/assignments were to be completed within a given time frame.

In the past one year, the College has conducted 78 online programs which include 37 Webinars and 41 NCC online programs.

The successful implementation of this strategic plan has had the following direct benefits for the College:

?Boosted the technical capability of the teachers of the departments.

?Major impetus to prepare the teachers of the College as resource persons for Webinar programmes.

?Enhanced the perception of the College as a leading institution that provides high quality online academic programmes.

?Successful completion of the online semester exams through effective installation of exam management system

?The LMS has been cost effective in terms of reaching out to a large number of participants as compared to offline programmes.

?Promoted peer learning and encouraged the participants to resolve queries among themselves.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.youtube.com/channel/UCZGRz_at6TN_R_qnl-O_AfGO/featured
Upload any additional information	No File Uploaded

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

Governing Body:

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

Administrative Set Up:

The President and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the Head Clerk to assist her in the discharge of this work.

Functions of Various Bodies:

The power delegation and decentralization of authority enrich the effective and efficient functioning in all its spheres of planning and implementation. The courses and activities are evaluated by the

College and reported to the appropriate bodies for proper implementation. The IQAC, finance committee, building committee, cultural committee, academic committee, UGC committee and others act in coordination with the GB and the principal.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Calcutta University Statutes and rules of the State Government. The recruitment rules for the teaching staff are as per the recommendation of the West Bengal College Service Commission and the approval from DPI; for the non-teaching staff is as per West Bengal Government norms.

The promotional policies for teachers are and for non-teaching staff according to CAS.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

Welfare measures taken towards the staffs reflect on the output and selfless contribution towards tremendous growth of any institution. Our institution has welfare measures for both teaching and non-teaching staff.

Existing welfare measures for teaching and non-teaching staff are itemized below:

- Option to join Govt. Health Insurance scheme.
- Existence of the co-operative society which facilities loan as per requirement of the teachers and non-teaching staff.
- Prompt facilitation of Provident Fund loans.
- Advances for the festivals without interest.
- Sanctioned medical leave and maternity leave for eligible staff members.
- Faculty members are eligible for earned leave.
- Organizes tour, picnic and sports activities for the staff.
- Facilities of FDP for faculty members on regular basis.
- Internet and free Wi-Fi facilities are also available.
- Gym is also accessible for the staff.
- Facilities of CAS and Ph.D. increment for eligible faculty members on regular basis.
- Vaccination camp (at Bagbazar Multipurpose School) was held to vaccinate teaching and non-teaching staffs of the college.
[Vaccine Name - Covishield]

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

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

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

0

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

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

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

0

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

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

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

13

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

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

The success of any institutions in general and educational institutions in particular heavily depends on the quality of its employees that is both teaching (faculty members) and non-teaching staff. Both are very important and their role is certainly helping the institutions to achieve the heights of success. Therefore, their quality and productivity is to be regularly assessed through performance appraisal system which is a kind of tools that is widely used in order to measure the productivity of employees.

A Performance-based appraisal system as prescribed by UGC and other bodies of government is adopted by the college for the faculty members as well as the non- teaching members. There are laid down guidelines for assessment of faculty members learning profile, co-curriculum, and research activities of concerned faculty. The faculty member is required to earn the special number of points in API in accordance with laid down criterion to be eligible for promotion.

The performance-based appraisal system is also applicable for Non-teaching staff those are assessed through the laid criterion by the governing body of the college and promotion committee from time to time. Only the satisfaction of the governing body and their formal

approval, the concerned staff is made eligible for promotion which is subject to the assessment and approval of the GB.

The appraisal system has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly. The college maintains the account of the cash receipts, payments and bank accounts. Receipts and disbursement of salary is procured from government and college funds. Grant receipt and disbursement, PF, Income Tax and miscellaneous expenses are handled exclusively by the college financial sections.

Internal audit is 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.

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

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

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

0

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

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

Sources of funds are as follows:

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

Salary Grant: The college receives a salary grant from the State Government. For this, the college prepares and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the substantive teachers and non-teaching staff as well as State Aided College Teacher (SACT) working on granted posts.

The UGC Committee, in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly .The time-table committee looks after the proper utilization of classrooms and laboratories. The Library Advisory Committee takes care that the resources in library are utilized optimally. Campus cleanliness and its utilization is monitored by the Campus Cleanliness and Beautification Committee. , the G.B. and the principal issue directions time to time to ensure the optimum utilization of resources.

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

6.5 - Internal Quality Assurance System

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

The vision of our college is to uphold a healthy academic environment through well- coordinated participation of all sectors of our institution–staff, students, stakeholders etc. Such vision closely depicted in all the initiatives/programmes initiated by the IQAC. IQAC conducts regular meetings within short intervals of time and have become an essential part of the college calendar.

1. All the faculty members are encouraged and supported to participate in Orientation, refresher courses, FDP, Short term courses, Workshops, Webinars and conferences related to the teaching-learning process and research.
2. Teachers are also supported and encouraged to participate in Examination,

(both internal and university exam.), evaluation and marks uploading processes.

1. The IQAC provides guidelines and supervises the entire process of online

admission. IQAC, in each academic year, sets up an offline help desk through which all applicants can get adequate information, queries or avail suitable solutions to any network/portal or bank related problems. Each year, IQAC provides a telephone number for 24X7, accounts in social media (like Facebook, Whats App) to assist admission seeking candidates.

The IQAC of the college also provides guidelines, internet access and verification processes for the students to get different scholarships.

5. All academic departments are encouraged to arrange Webinars on different relevant and current issues.

6. The IQAC regularly Collects and analyses feedback from students regarding teaching learning, administration and infrastructural facilities of the college.

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

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

Regular meetings of IQAC are conducted under the chairmanship of Principal and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum. Different committee members regularly involved themselves organizing various activities related to the teaching learning, evaluation and co-curricular activities. Some of activities of IQAC in this regard are:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process.

A. All the students are allowed to give feedback on faculty, teaching learning process and evaluation.

B. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

C. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed accordingly.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed, and study material are also provided.

4. IQAC also promotes and encourages to teacher-members those who

belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non-availability of textbooks, study materials, reference-books etc.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equality is one of the key challenges facing society today. The institute regularly promotes programmes on gender equity . The college is restricted to girl students. 80% of the staff are women.

Our students have participated in various gender equity programmes given below : i) Diploma in Pre Primary Teacher Training Montessori. Enrolled- 35. Appeared-35. Passed-35. ii) 27 students admitted to Travel and Tourism Management Vocational course. iii) Participating in World Aids Day Rally on 1 December 2020 from Swasthya Bhaban to Madhyamgram Police Line. iv) 9 km Run at Dasadrown Club, Hoogly. 25 December 2020. v) All Bengal 5km road race, organized by Netaji Janma utsab committee. 23 Jan 2021. vi) Participation of District Level Yoga Show at Baranagar Netaji Park. 26 Jan 2021. vii) All Bengal 9km road race, organized by Barrackpore Police Commissionerate on 6 th Feb 2021.

a) Safety and Security (i) Security guard (ii) CCTV (iii) Awareness campaigns on women safety and gender sensitivity through street plays, rallies and camps by NSS and NCC student volunteers. iv) Safety precautions for maintaining Covid norms were given online and posters displayed in college. Information on Teachers and students were monitored throughout Covid to find out how many were affected and whether any help could be provided.

b) Common Rooms Common room exclusively for women. Which also facilitate rehearsal, meeting and discussions.

c) Counseling: The college has an active Counseling cell managed by the faculty of Psychology to deal with student mental health issues.

File Description	Documents
Annual gender sensitization action plan	<p><u>The College is restricted to girl students. 80% of the staff are women. So we have no such scope to promote gender sensitization programme on regular basis. In spite of that, our students have participated in various gender equity programmes. We create awareness through the different programmes from time to time.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>NA</u></p>

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

D. Any 1 of the above

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

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

The effective management of waste in our college is a critical process which is done through proper disposal from time to time. Two colour-coded (red and green) trash bins are used for disposal of different categories of waste in college campus. There are two separate dustbins outside classrooms mainly for disposals of paper and food wrappers (mainly plastic). Bins have been provided across the college premises and classrooms to collect solid biodegradable and non-biodegradable wastes accumulated in the college. Waste collection services come twice a week to collect both kinds of waste. There is an incinerator in the girls' washrooms for sanitary pad disposal that is cleared once a week.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NA
Any other relevant information	No File Uploaded

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

E. None of the above

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

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

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

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

E. None of the above

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

7.1.7 - The Institution has disabled-friendly,

D. Any 1 of the above

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

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

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

Due to the pandemic, offline programs could not be arranged and so the Institution had organised some webinars that promoted regional, cultural and socioeconomic well being and mental upliftment.

An independence day program was however organised on the campus to bring about a feeling of patriotism among the students and staff members.

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

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

The college exhibits national symbols and icons such as the National Flag in strategic positions of the college, especially in the Principal's office and NCC rooms. Every year at regular intervals during Republic Day and Independence Day celebrations, the tricolour is unfurled and hoisted. Special lectures were delivered online to reiterate the constitutional values that allow individuals to exercise liberty of political will, freedom of expression and right to education. A special Poem and Video making on Indian Constitution from 20th October to 31st November. Two NCC Cadets participated in the event. Annually, at the commencement of each academic session, all new inductees to the college are introduced to the comprehensive guidelines regarding codes, values, duties and responsibilities of students and other stake-holders of the college. Students are made familiar with strict Anti-ragging rules according to U.G.C guidelines and are sensitized about gender justice, through curricular and co-curricular models.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **D. Any 1 of the above**

4. Annual awareness programmes on Code of Conduct are organized

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

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

- Sanskritik Mancha, a facebook page created by Cultural Committee of college on 3 Sep 2020. College celebrates many programme on this facebook page.
- i) Sharodotsava, the most popular cultural event of Bengali life.17 Sep 2020 to 22 October 2020.
- ii) Netaji's Birthday 23Jan 2021 ,
- iii) Celebration of International Mother Language Day 21 Feb 2021
- iv) Celebration of Satyajit Ray 100 years Birth Anniversary. 2 May 2021
- v) Rabindranath Tagore's Birthday celebration- -Rituranga of Rabindrath Tagore. 1st part, 9 May 2021 and 2nd part held on 22 May 2021.

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

7.2 - Best Practices

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

PRACTICE 1:

TITLE - NATIONAL CADET CORPS

OBJECTIVES:

- To develop character, discipline and comradeship among cadets.
- To enable NCC to grow into an integral part of the society through the various activities organized within the college and beyond it.
- To train young students of the college to network with the larger youth population beyond the college in order to serve the nation and maintain its integrity.
- To infuse among the women students a sense of tremendous self-confidence through systematic physical training in self-defence.

THE CONTEXT:

The NCC Unit of Maharani Kasiswari College started functioning on 24th of July 2004 under the 19th Battalion of the Eastern Command at Fort William. It has created a context for creating resource pool of young women who have been systemically trained to serve the larger society and nation.

THE PRACTICE:

EVIDENCE OF SUCCESS:

- The NCC Unit of MKC is now headed by LT. Shukla Sarkar who has been instrumental in motivating many young cadets to participate in various activities and strengthening the college units steadily over the years.
- Even during the difficult pandemic times and strict lockdown phase in 2020-2021 , the NCC UNIT of MKC and Lt.Shukla Sarkar signed a bond stating that they would be available for any kind of social work required of them.
- Blood Donation Camp on 22nd November 2020 with 2 Cadets.
- Showcasing of cultural panorama on 7th January with three Cadets.
- Participate in the Special class at Clubhouse for "B", 20th January 2021 onwards with 14 cadets.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- A major issue was that the physical space of the college, required for drills and practice was not available for statutory closure orders of the State authority.
- During the pandemic it was not possible to assemble cadets for physical drills because of strict prohibition on physical gathering.
- It was difficult to access the storage facilities as the campus remained closed by order.
- The pandemic led to prohibition of public transport. This made it very difficult to travel to regular camps (10 days duration and daily). Cadets found it difficult to appear for their 'C' certificate (NCC) examinations. Likewise, Lt. Sarkar faced the same problem as she was the contingent commander of the same group, invigilator of the above mentioned examination . They had to book cabs to reach their destination.

RESOURCES REQUIRED

- Demo Rifles, Relevant Maps
- NCC BOOKS
- Weighing Machines
- Blood pressure monitor.

- PRACTICE II:

TITLE NATIONAL SERVICE SCHEME

THE CONTEXT :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
- To Develop inter-personal communication skills
- To Analyse the problems/ needs of the community and offering solutions thus developing problem-solving skills in practical

situations

- To share & delegate responsibility and duties for collective living
- To inspire communal harmony.

- **THE PRACTICE:** Over the years the NSS unit has been actively engaged in various programmes. Like women health, tests for thalassemia, distribution of mosquito nets and coils during dengue season to the nearby slum, distribution of plants etc. However due to Covid during lock down, when face-to-face interaction was not possible, these regular programmes could not be held. However, in these trying times the following programmes were conducted along with the Cultural Committee to boost the morale of the students and staff:
 - Sanskritik Mancha, organized by Cultural Committee of College (Face book Page) on 3rd Sept.2020.
 - Virtual Sharad Utsav organized by Cultural Committee of MKC on 17th Sept.2020
 - Celebration of Netaji's Birthday on 23rd January 2021.
 - Celebration of Aantarjatic Matribhasa Divas on 21st February 2021.
 - Satyajit Ray Birthday Celebration on 2nd May 2021.

- **EVIDENCE OF SUCCESS:**

Unlike other years, where a large number of community-based programmes have always been arranged, only few online cultural programmes could be arranged during the pandemic year with the sole focus on mental wellness and creativity of the students. Moreover, the NSS students who had been active in the prior years graduated and new students could not be inducted due to lack of direct contact. Hopefully it will be possible to again revive the team once college opens in its full capacity.

PROBLEMS ENCOUNTERED:

- A major issue was that the physical space of the college, required for mobilizing students, conducting meetings and organizing programmes was not available for statutory closure orders of the State authority.
- During the pandemic it was not possible to assemble students involved with NSS for the Annual Special Camp because of strict prohibition on physical gathering.

- Since all NSS programmes require huge man and resource management as well as close face to face interaction with students and all stake holders, it was not possible to hold the various community-based programmes and only the online platform could be used to reach out to the students and faculty.
- RESOURCES REQUIRED:
- A separate room for conducting all activities of the NSS
- Storage facilities.
- Adequate financial support.

web link for the same :http://www.mkc.ac.in/index.php?option=com_content&view=article&id=198&Itemid=0

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

7.3 - Institutional Distinctiveness

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

Year 2020-2021 was a difficult year as the COVID 19 pandemic hit the education sector very hard. However, Maharani Kasiswari College pulled out all stops to secure an effortless and glitch-free transition into the online mode.

- Successful completion of the entire admission process through the electronic mode was possible. Online orientation sessions were conducted to initiate them to college life.
- Various departments of the college under the supervision of seminar/webinar committee conducted several webinars in collaboration with the IQAC on relevant topics.
- The institution provided web platforms and online learning facilities to students in the pandemic situations.
- It supervised and conducted internal as well as University Examinations, ensured a smooth process of uploading marks. Provided online training to students regarding uploading their scripts on the College Examination portal during University and internal examination through demonstration and online videos.

- Regular online meetings were held between staff and students for smooth administrative functioning.
- Supervised Certificate Course (30-32 hrs) on "Computer Skill with Microsoft" organized by the Department of Library.
- The college published an edited volume "MARCH THROUGH SEARCH" based on research articles.
- The college administration facilitated the grant of different student scholarships schemes. 261 students received Swami Vivekananda Merit cum Means Scholarship. 52 students received Aikyashree Scholarship. More than 140 students received concession fees from Students' Welfare Fund sponsored by the Teachers' Council of the College

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Maharani Kasiswari College, affiliated to the University of Calcutta, is always dedicated to spread of female education and their career building. With this goal, college follows different definite steps to ensure effective curriculum delivery.

Firstly, for each new academic session, as soon as University Admission schedule for UG Courses is issued, based on that, the Admission sub-committee of the college prepares detailed schedule for the whole Admission process, successfully completes it, till physical verification of documents of new entrants.

On the very first day of commencement of class, Orientation Programme for the students is arranged. Principal of the college along with other Teachers, address the new entrants batch by batch, make them aware about the academic, cultural, career oriented and personality building facilities offered by the college, which are critical to success in the daily life and also career arena of everyone.

With the outbreak of the current Covid -19 crisis and sudden closure of educational institutes since March, 2020, college authority took the challenge and continued to conduct all the above activities and contact the students, through online Zoom or Google platforms.

Head of each department allots the syllabus to be covered by faculties. Online class schedule for all courses are structured, allowing the students break from the monotony of constant exposure to the electronic screen. Students are informed about subject wise online class schedule, through their Whatsapp groups, formed by the joint efforts of office staff and teachers.

For effective online curriculum delivery, college authority has set up stout digital capital to ensure inclusivity for all students. Various synchronous learning platforms such as Skype, Zoom, Google -meet etc. are used. For students with insufficient internet connection and low data packages, various asynchronous methods such as uploading of learning materials on Google

classroom, posting of files in Whatsapp groups, sending YouTube links etc., are used, which students can access at their convenient time.

For more effective curriculum delivery, college has implemented LMS (Moodle) technology through which students can access educational content and other academic resources.

To cater learning resources to the faculty members and the students, two Libraries and also Departmental Seminar Libraries are available in the college.

1. Central Library (Artsbooks)
2. Gyandhara (Science and Commercebooks) and
3. Seminar Libraries (Run by the departments).

The Library has subscription to NLIST Programme through which the teachers and the students can have access to more than 3lacs e-books and more than 5 thousand e-journals. Library also provides DELNET services for inter-library loan.

During the pandemic period, several syllabus related Webinars are arranged by different departments, in collaboration with the IQAC. Students participated with great zeal and also made various electronic presentations.

For effective curriculum delivery, field trips, industrial visits, educational tours etc., are arranged. During new normal period, these are done through online, as far as practicable.

According to CU schedule, college administration has arranged every End-Sem Internal and Final examination through online mode. To teach the students how to download Question papers and Upload the answer-scripts, videos are shown to them through Zoom meeting. Step by step descriptive instructions are uploaded in the students' Whatsapp groups. Even, Mock Tests are arranged for them.

For improvement in teaching quality, Institute provides Logistical Support to Faculty members to join Orientation Programmes, Refresher Courses, Workshops, Seminars at the State, National and International level etc.

The faculty members can also avail facilities of computers, internet, photocopying, printing, scanning etc., available in the college. To suit the needs of the new courses and new systems in

curriculum delivery, the college Infrastructure is being continuously upgraded.

University rank holders from our college, in different courses, in different years, show that the institution has a well-planned curriculum delivery mechanism.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://mkclibrary.ac.in/

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

Maharani Kasiswari College adheres to the academic calendar issued by University of Calcutta, for the conduct of Continuous Internal Evaluation (CIE) of the students. Schedule of all the examinations is announced to the students, Tutorial projects are submitted by them as per the dates given in the academic calendar.

In the session 2020-2021, BA/B Sc Part III Honours (I+I+I) Examination was scheduled to be held during 7th April, 2020 to 11th April, 2020. But with the outbreak of the Covid -19 crisis and sudden closure of educational institutes since March, 2020, all schedules became disturbed.

College authority took the challenge and continued to run the teaching - learning process, through virtual platforms. Teachers started online classes right from end March 2020. Contact with the students through these online classes also, helped a lot to make continuous internal evaluation of them.

In April, initially colleges got the idea that there will be examination for Final Year / Sem students, but 2nd and 4th Sem students will proceed one step.

On July 3, 2020, CU issued modalities of UG / PG examination where it was stated that 80% marks for students will be awarded from the best aggregate percentage of previous two years' marks and remaining 20% marks will be awarded from internal assessment, which was to be sent by the colleges, within July 10, 2020.

But ultimately according to CU notification, written examination for the Final Year / Sem students started from October 1, 2020, through online mode.

Prior to this, for discussion over this completely new system of examination for BA / BSc / B Com (Honours / General / Major) Part III and B Com Semester 6 students, on September 22, 2020, Principal along with all teachers and office staff assembled together on an online Zoom meeting, at 5 pm. Decision was taken to arrange a Mock Test for the examinees for making them acquainted with the completely new mode of examination.

On September 26, 2020, college uploaded a 10 page instruction sheet in students' WhatsApp group, describing the steps to be followed for online mode of examination. On September 29, 2020, Technical Team of college also uploaded a video for the same purpose.

On November, 2020, CU issued a notification regarding Intermediate Sem / Part examination. Colleges were requested to upload 50 % marks for all courses on the basis of Internal Evaluations within the period November 23, 2020 to December 23, 2020.

College conducted the Intermediate Sem / Part examinations for BA / BSc / B Com (Honours / General / Major) during the period 1.12.2020 to 14.12.2020. Before that, on November 25, again video was uploaded in students' group, guiding them the way to use college examination portal, how to download Question paper, make PDF of Answer sheets, Scan those to make a file and Upload that in appropriate subject portal. On November 27, descriptive step by step instructions was also shared with the students' groups.

Marks were uploaded within the CU specified time.

Internal Assessment examination for the following Odd Semester (1, 3, and 5) students of session 20 - 21, was arranged by the Departments, according to the dates stipulated by corresponding BOS of the University. Department wise schedule of Tutorial and Internal Examinations were uploaded in Students' whatsapp groups and also in College website. Internal evaluations by all the departments, however, were completed within 5th of March, 2021.

Odd Sem final examinations started from 8th of March, 2021, according to CU schedule. Here also, for the new Sem1 students,

live demonstration of examination process was arranged by College Technical Team on March 4, 2021. Video was shared with them on 7th March, as before.

Online classes for following Even Semesters started from 5th April, 2021. End Sem Tutorial and Internal Examinations for BA / BSc / B Com (Honours / General / Major) , 2nd , 4th and 6th Sem students were conducted by all the respective departments during the period 6th July, 2021 to 31st July, 2021, the period pertaining to the Academic Session 2021- 22.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://mkcexam.com/

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

19

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

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

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

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

698

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

2760

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

1.3 - Curriculum Enrichment

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

Our institution is always committed to address different crosscutting issues to the students, important for holistic

development of them, through different courses and activities.

Institution tries to impart senses of Professional Ethics like honesty transparency, trustworthiness, respect, obedience to law etc., into minds of the students through different programmes arranged by the NSS Unit or NCC Unit of the college, different seminars arranged by the departments, Special Talks arranged by the Study Circle sub-committee, etc. These activities include matters like:

Thalassemia awareness, Legal awareness, Female infanticide and foeticide, HIV, Plantation of trees, etc. Real visits to Orphanage or neighbouring Slums, Programme of Mosquito net distribution among poor families, etc. are arranged - which instill within them sense of social responsibilities and human values.

Various programmes offered by the college are concerned with gender related issues. Syllabus of Bengali, English, Hindi, Economics, History, Philosophy, Political Science, Sociology etc. departments cater their lessons on gender issues in such a way that overall personality of student is groomed and empowered. NCC unit of the college is playing a very important role for empowerment of girl students, through conducting Yoga and Self Defense courses for them.

Every year, 8th March (International Women's Day) is celebrated by the college with huge and active participation by the students.

Environmental Study is a mandatory part of curriculum at UG level. Under annual system, it was in the Third year of study. Under CBCS, it is a compulsory course for all stream Semester 2 students. Guided by the Teacher, students make survey over water pollution, plastic pollution, and vehicular pollution in their local areas. Students are required to submit their own view about polluting and non-polluting vehicles in their project report.

For sustainability of curriculum, college offers different carrier oriented certificate and diploma courses like Communicative English course, NCC course, Pre-primary Teachers Training course, Computer Literacy course, etc. which make the students more employable.

Within the Curriculum of the college, Honours courses in subjects like Computer Science, Food and Nutrition, Geography, Commerce, Library and Information Studies, major course in Tourism and

Travel Management etc. provide better career

option for the students. Career Development and Placement Counseling sub-committee of the college regularly organises seminars where experienced Entrepreneurs, Industrialists, Human Resource Personnel etc. are invited to speak. Few final year students have got job contracts from such interactions also.

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

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

3

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

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

114

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1WLXpd2ARnToFwHo6HsGKhd94cV8CSlgy/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1549

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

125

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

2.2 - Catering to Student Diversity

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

Yes, our college has assessment system of the students and special Programmes for advanced learners and slow learners. The learning levels of the students can be assessed through continuous monitoring and evaluation of the students. Our college is very much aware about students overall growth and social improvement in the society.

Our college arranges a compulsory orientation programme after admission and thereafter regular classes commence as per the college time table. Also college arranges continuous assessment like daily home assignment, class assignment, class test, projects, attendance that helps the assessment of learning level of students. In addition to teacher- student interaction, report of class test help in identification of different level of learners. Then teachers are to identify the slow and advanced learners among students through class room discussion, question-answer method by considering their subject knowledge and previous year performance.

Special programmes for advanced learners :

- Advanced assignments or tasks should be assigned to advanced learners.
- Encouragement to complete advanced courses.
- Students are encouraged to participate in national and international Seminars, conferences and present papers.
- College arranges hospital visit, field visit, industrial visit for advanced learners.
- Our college providing opportunities to develop their creativity by participating and organizing inter-collegiate as well as national level symposiums.
- Bright students are motivated and inspired to get university ranks.
- College provides advanced writing assignment, independent projects and research work to advanced learners.

Special for slow learners :

- For slow learners special classes and class tests are conducted.
- Slow learners take the advantage of tutorial classes conducted by the faculty for one to one interaction.
- Faculty members supply study materials to students through google class room and whatsapp.
- Faculty members check their home work regularly.
- Remedial coaching classes are arranged for them.

- On line special classes are taken.
- Personal attention are given to students by respective subject teachers.
- Assignment and solving university question paper.
- Counseling special hints and techniques.

Encouraging them to participate in various activities to develop social skills.

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

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

Number of Students	Number of Teachers
2760	116

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The teaching-learning process is one major objective and the strength of our college is to provide teaching in both traditional and modern methods. All academic activities are aimed at elevating the student performance by various methods like experiential learning, participative learning, problem solving methodologies.

In experiential learning, the students learn various experiences through various projects, field visits, expert guest lectures, participation in competition at various level, lab works, practical courses, innovative projects, investigating problems through research based knowledge etc.

In participated learning the students are enriched by role playing, teamwork, debates and group work. In our college various departments encouraged students for team work in innovative projects, debates and various discussions after the completion of course and various units. The team spirit in students are maintained by NCC, NSS etc .

In problem solving method the students are developing logical, abstract thinking and reasoning by solving various case studies in various courses. The students are using various strategies for resilient learning and upgrade themselves in solving practical life problems. The free internet services in the library help the student in self-learning and develop in them the habit of browsing new interesting information and knowledge related to their course and arouse curiosity for discussion with peers about various topics. Quizzes are also asked by various teachers in different departments after completion of syllabus for their observational and thorough reading habit development.

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

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

Teacher uses various ICT enabled tools for effective teaching learning process. The teachers of our college use various ICT tools such as computer with internet facility, projector, CD/DVD, e-learning resource to make learning lively and interesting. The students are given various assignments and projects to do in home by their own devices and then to submit with in time period. The teachers uses various online platforms to conduct online classes like google meet, zoom, Microsoft team etc.. Even during the pandemic the teacher took regular classes without any trouble and students are enriched and encouraged to continue their studies with interest. The teachers' uses the google forms after

finishing one unit and then give the feedback to the students in their learning. Thus continuous evaluation and feedback are given and both teacher and students modified their teaching learning pattern. The teachers are using PowerPoint presentations in their teaching also and encouraged students in learning without burden. Thus teachers use online evaluation, video conferencing and online competition for maximum participation of students. The teachers of our college are in the budding stage of development of LMS for students' benefits. Some teachers develop various programmes for the benefit of students and provide links of various e-resources which are advantageous for the intellectual growth of students.

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

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

2.3.3.1 - Number of mentors

0

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

2.4 - Teacher Profile and Quality

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

1

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

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

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

20

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

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

2.4.3.1 - Total experience of full-time teachers

47

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

2.5 - Evaluation Process and Reforms

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

Internal Assessment means assessing an individual by the teacher teaching in the college. By having Internal Assessment, one can improve the system of examination. It makes the students work regularly for the whole session. The teacher also works regularly and with the uniform speed. It enables the teacher to diagnose student's difficulties in learning. Internal assessment is more reliable as it is based on the full duration of the session.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in Internal Assessment, the system of Internal Assessment is communicated with the students well in time. The principal hold meeting of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Test Assignment Submission and Seminar presentation. The seminar presentation improves the communication skill of the student which is very essential to face the interview in the future life. Thus, the system of Internal Assessment is transparent and robust because it aims at Continuous Systematic education and motivates to study systematically.

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

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

There is complete transparency in Internal Assessment. The Criteria are adopted as directed by the University.

- At the beginning of the Semester faculty members inform the student the various components of the assessment process during the semester.
- The Internal Assessment Test schedules are prepared as per the University notification and communicated to the students well in advance.
- To ensure proper conduct of the test , invigilators are assigned to each room.

- Evaluation is done by the faculty member within the stipulated time.
- The HoD keep an eye on the evaluation process to ensure the standard.
- The marks obtained by the students in Internal Assessment Test are uploaded periodically on the University web portal along with their attendance.
- For Lab courses the practical approach to the real time application is tested by Viva Voce.
- To ensure the transparency and to curb the malpractices the University conducts the theory end examinations at a center other than the home institution (College)
- The laboratory and the projects for the end examinations are conducted with internal and external examiners appointed from other colleges as decided by the university.

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

2.6 - Student Performance and Learning Outcomes

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

BENGALI Hons Teaching Proof-reading Creative writing Script writing Publishing house Administrative Jobs Gen Teaching Proof-reading News reading ENGLISH Hons Teaching Script Writing Interpreter Translator Creative writing Proof-reader Publishing House Administrative jobs Content Writing Journalism Research Work Gen Teaching Anchoring News Reader Travel guide Advertisement 1.Higher Studies 2.Tuition HINDI Hons Teaching Hindi Translator Language office Gen Teaching Hindi Translator Language office SANSKRIT Hons Teaching Priest profession Editor of Journals and Books Manuscript Reading Script Writing Research Work Gen Proof reading Teaching 1.Higher Studies 2.Tuition EDUCATION Hons Teaching Research work Job preference in NCERT,

SCERT,DIET etc. Educational guidance Gen Teaching HISTORY Hons Teaching Civil Service Examination Jobs in Archives Jobs in Museum Gen Teaching Tour guide Competitive Examinations PHILOSOPHY Hons Teaching Researcher Psychiatrist HR strategist Interviewer Lawyer Research Work Gen Teaching 1.Higher Studies 2.Tuition POLITICAL SCIENCE Hons Teacher Journalist Political Analyst Psychologist Administrative Job Gen Teaching NGO Worker Administrative job SOCIOLOGY Hons Teacher (school, college, universities) Research scholar NGO Worker Administrative jobs Public Sector jobs Journalism Content Writing Private sector jobs Counsellor Urban planner Gerontologist HR strategist Gen Media Teacher (school) NGO worker Journalism Content Writing Private sector jobs Counsellor HR strategist ECONOMICS Hons Teaching Accountant Statistician Investment Analyst Data Analyst Gen Teaching IT Sector Bank Hospital Job GEOGRAPHY Hons Cartography Survey in Geographical Requirements Assistant in Project work. Climate Expert GSI Related Job Geomorphologist Gen Climatologist Assistant for Travel & Tourism FOOD & NUTRITION Hons Academician in Educational Institutions. As Dietician and Nutritionist in hospital/nursing homes/fitness center/community health centres as Diet counsellor, Diabetic educator,fitnessexpert,community nutritionist etc As nutritionist in reputed MNC for health and nutrition products. As nutritionist in govt organization and NGOs Quality Control expert in food precessing companies. Gen As food processing expert in small scale food processing unit. Can plan balanced diets for family and others Can work as Anganwariworker or in other health related activities. PSYCHOLOGY Hons Teaching Psychologist Counselling/ Psychotherapist Project associates in NGOs Gen Teaching Counselling COMPUTER SCIENCE Hons Teacher IT Officer(in Bank & other PSU) Software Programmer IT Sector Data entry operator Gen Teacher Data Entry operator Software Programmer IT Sector LIBRARY & INFORMATION STUDIES Hons Librarian Jobs in National Library, academic Libraries, Research Institutes and Corporate Library Teaching TTMV Major Tour Consultants in Government and private sector Tourist Guide Tour Agent Hospitality and Management job COMMERCE Hons Teaching Profession in colleges & Universities Chartered Accountant Cost & Management Accountant Banking sector Insurance sector Investment banker Company secretaries Share market Government jobs Research Work Gen Teaching Profession in Schools Chartered Accountant Cost & Management Accountant Banking sector Insurance sector Investment banker Company secretaries Share market Government jobs

1.Higher Studies 2.Tuition

Stream wise (Arts/Science/Commerce) Program Outcomes also have been identified as follows:

The Program outcomes of Bachelor of Arts are as follows:

PO1: Students are introduced to community engagement.

PO2: Critical and creative thinking of the students have been developed.

PO3: Students developed their Communication skills.

PO4: Ethical values are inculcated among the students.

The Program outcomes of Bachelor of Commerce are as follows:

PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.

PO2: Understanding of the students on national economic and business scenario improved.

PO3: Students developed their entrepreneurship skills and became aware about running a successful a business.

The Program outcomes of Bachelor of Science are as follows:

PO1: The students understood the fundamentals of science education.

PO2: The students' knowledge in all basic sciences enriched.

PO3: Interdisciplinary approach amongst students has been developed.

PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.

PO5: Students are motivated to contribute in the development of Science and Technology.

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

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

Our Institute is affiliated to the University of Calcutta. We offer Under Graduate programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute follows the curriculum designed by our affiliated university. The Programme outcomes and course outcomes are evaluated by the institution following the guidelines and instructions given by the University of Calcutta and the same are communicated to the students in the formal way of the discussion in the classroom and college notice board.

Our Institution has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The objective and outcomes are properly mapped for testing and evaluation of students so that POs are attained through the competency

mapping in terms of knowledge and skills.

The Departments adopt both direct and indirect methods of assessment to ensure

attainments of POs and COs.

Direct Assessment methods

? Internal Assessment

? Laboratory performance

? Student projects

? Tutorial

? Class Test

? End term Theory Result

The score of this assessment is taken into account for evaluation COs.

Indirect Assessment Methods

? Feedbacks

? Alumni survey

? Co-curricular activities

? Extracurricular activities

Feedback mechanism is used to improve Teaching learning process in outcome based

education.

Subsequently, the College took care of the attainment to measure the POs and COs and implemented the mechanism as follows:

The institute followed the Academic Calendar of our affiliated university.

All the subject teachers maintain Academic Diary.

Institute considered Feedback from the Stakeholders for the attainment of POs and COs.

Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

Course outcomes are learning goals that a student is expected to learn at the end of the course. The course outcome is measured through syllabus, completion of syllabus and continuous evaluation process following the University norms. The continuous evaluation is done through internal assessment and tutorial, attendance, class tests, written assignments, lab assignments,

oral presentations and so on. Students are encouraged to attend class, since the attendance is also tied with marks. At the end of each semester, university conducts examinations and based on the result published by university the course outcomes are measured. The program outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

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

2.6.3 - Pass percentage of Students during the year

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

518

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

2.7 - Student Satisfaction Survey

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

<https://drive.google.com/file/d/1WLXpd2ARnToFwHo6HsGKhd94cV8CSlqy/view?usp=sharing>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

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

0

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

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

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

0

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

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

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

28

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

3.2 - Research Publications and Awards

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

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

12

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

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

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

6

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

3.3 - Extension Activities

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

Due to pandemic of COVID-19 and implementation COVID protocols, the college authority was unable to organize any such

activities in the neighborhood community. NCC has taken few initiatives to motivate our students as well as rendering social service to the community.

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

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

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

1

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

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

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

41

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

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

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

784

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

3.4 - Collaboration

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

1

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college premises spread over 2.5 acres comprises one (01) Main Building, two (02) Annex Buildings, and one (01) Science Building. The main building and two annex buildings are shared with two other sister colleges. The Science Building and the Girls' Hostel of Maharani Kasiswari College are maintained independently by Maharani Kasiswari College.

At present the college has thirty three classrooms. Out of these 33 classrooms 11 classrooms are at present Wi-Fi/LAN enabled. The college campus is Wi-Fi enabled courtesy Alliance Broadband. The college has four (04) laboratories and one (01) Seminar hall with ICT facilities. The College-Office has undergone a major renovation and is more ergonomic now. Air conditioners are installed in the IQAC Room, Seminar Room, Smart Classrooms, Food and Nutrition Lab. Installation of Air-conditioners in all the laboratories is in the pipeline. The college is trying to expedite the process for the same.

Considering that the College had to cope with the unprecedented situation of Covid-19 pandemic; there was a seamless transition from offline mode of teaching to online teaching. This was significantly facilitated by College subscriptions of Zoom and G-Suite. Library subscriptions to JSTOR and other e-journals were also of much help in providing adequate study materials to students.

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

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

The College gymnasium has undergone a major renovation and upgradation. The college has also appointed a Physical Instructor who ensures that students receive proper guidance. Under the PI's supervision college students have participated in several sports events.

Considering the restrictions imposed during the Covid-19 Pandemic, the college has ensured that cultural activities are carried on through the online mode. Students from all the Departments of the College have enthusiastically celebrated Republic Day, Independence Day, Saraswati Puja, and Rabindra Jayanti. They have recorded their performances and videos of these activities have been uploaded on the College Youtube channel.

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

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

37

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

28

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

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

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

51.15

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

4.2 - Library as a Learning Resource

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

Library is automated using Integral Library Management System (ILMS)

- Name of ILMS software --- KOHA
- Nature of automation ---- Partially
- Version ---- 17.05.06.000
- Year of automation ----2018-2019.

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

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

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

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

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

0.059

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

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

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

N.A.

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

4.3 - IT Infrastructure

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

Due to pandemic situation, IT facilities at the campus were not updated for the period. To arrange online classes and webinars, the college authority have purchased a licensed version of Zoom Pro software. In normal situation, the college usually update IT infrastructure as a whole.

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

4.3.2 - Number of Computers

56

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

12.57

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

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

N.A.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

525

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

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

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

66

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

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

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

202

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

202

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

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
171	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
16	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

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

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

The college has a Students' Union where students are the part of. The office bearers of the Students' Union are selected from amongst the elected Class Representatives. Every year that election is held adhering to the rules and regulations provided by the Govt. of West Bengal.

The Principal is the President of the executive committee of the Students' Union.

Class Representatives to the students Union are elected/selected from respective classes to obey the said Constitution.

Selected or elected Class Representatives are become office bearers on the basis of requirements for one year.

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

Students' representatives are present in the following academic and administrative bodies of the college:

- 1) The Governing Body.
- 2) The IQAC.
- 3) The Admission Committee
- 4) The Cultural, Sports, Picnic and ST/SC/OBC Cell.

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

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

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

6

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

5.4 - Alumni Engagement

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

To establish, operate, maintain, foster and promote educational, civic, literary, artistic, scientific, cultural activities, enquires , researchers and to collaborate with Govt.and Nongovt. Organizations or institutions to further the cause of education

in general and of Maharani Kasiswari College in particular, the College has a registered Alumni Association, the name of the society is MAHARANI KASISWARI COLLEGE PRAKTANI called in brief PRAKTANI. The registered office of the society is located at c/o the Principal, Maharani Kasiswari College, 20, Ramkanto Bose Street, Kolkata 700003. The institution has good networking with alumni. Although due to current Pandemic situation no actual / real as well as virtual meeting could be held centrally in the year 2020-2021; but in some departments, as for example, in the department of Food & Nutrition NUTRITION WEEK was observed in the virtual platform in September 2020.

Furthermore: The Alumni Association was formed in the year 2005 (on 01/06/2005). There are twelve members in the executive committee. They discuss alumni activities. The College coordinates with the Association to contact alumni.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The mission of the institution, to provide a healthy atmosphere for complete education, is fulfilled through the vision of a coordinated participation of the incumbents in various committees and cells. The Governing Body is the pivot of the administration of the College. Its constitution reflects the spirit of the institution as teachers, non-teaching members and the students cooperate with the Principal and the external members for the progress of the institution. The IQAC undertakes quality sustenance measures for improving the performance of the

institution. The teachers are associated with the financial management, the infrastructural development and academic progression of the institution through numerous committees. The faculty members are encouraged to initiate plans for the career development and the placement program of the students. They handle vital and sensitive issues through the grievance and the sexual harassment cells. The teachers play a key role in executing the various welfare policies for the students, teachers and the non-teaching staff of the college. The Teachers' Council has its own Students Welfare Fund - sponsored by the faculty members to help the needy students. The teaching and non-teaching staff of the college together constitute the Board Of Directors of the Maharani Kasiswari College Credit Cooperative Society.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=47&Itemid=0
Upload any additional information	No File Uploaded

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

Academic excellence and all round development of the institution is achieved through the participation of all the incumbents of the college. The Principal, teaching and the non-teaching staff of the college are engaged in framing an organizational network to promote a student- friendly ambience. The Governing Body is the most important representative organ which serves as the platform for administration and coordination of the incumbents. The GB highlights the participative management of the teaching and non-teaching staff and the students of the college. The Finance Committee acts as an important organ of the GB where the budget allocation, grant disbursement, accounts and audit etc. are settled. Some of the elected GB members including the college bursar are included in it. The elected representatives discuss and deliberate on all administrative and academic matters. The career advancement of the teachers, granting of leave, infrastructural planning and execution and student related matters are settled through healthy discussion and after careful consideration of the views of the representative members. The GB also acts as the coordinating organ between the College, Government and the University through the various external nominees. It is the highest decision making body to look after

and safeguard the interest of all the incumbents.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The inevitable fall out of the Covid 19 lockdown was a shift towards online mode of delivering lectures and teaching-learning process. To adapt with the new situation, the Institution adopted a strategic plan :

1.Design a customized Learning Management System (LMS) platform to cater to a large number of participants.

2.The LMS was required to be designed with a user-friendly interface and incorporate self -evaluation methods and a comprehensive feedback system to assess learning outcomes.

3. Customized templates of programme structure for easy accessibility.

4.The programmes on the LMS were to be self-paced, allowing the participants to access the course content at their convenience. However, the quizzes/assignments were to be completed within a given time frame.

In the past one year, the College has conducted 78 online programs which include 37 Webinars and 41 NCC online programs.

The successful implementation of this strategic plan has had the following direct benefits for the College:

?Boosted the technical capability of the teachers of the departments.

?Major impetus to prepare the teachers of the College as resource persons for Webinar programmes.

?Enhanced the perception of the College as a leading institution that provides high quality online academic programmes.

?Successful completion of the online semester exams through effective installation of exam management system

?The LMS has been cost effective in terms of reaching out to a large number of participants as compared to offline programmes.

?Promoted peer learning and encouraged the participants to resolve queries among themselves.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.youtube.com/channel/UCZGRz_at6TNR_qnl-0_AfGO/featured
Upload any additional information	No File Uploaded

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

Governing Body:

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

Administrative Set Up:

The President and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal has team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the Head Clerk to assist her in the discharge of this work.

Functions of Various Bodies:

The power delegation and decentralization of authority enrich the effective and efficient functioning in all its spheres of planning and implementation. The courses and activities are

evaluated by the College and reported to the appropriate bodies for proper implementation. The IQAC, finance committee, building committee, cultural committee, academic committee, UGC committee and others act in coordination with the GB and the principal.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Calcutta University Statutes and rules of the State Government. The recruitment rules for the teaching staff are as per the recommendation of the West Bengal College Service Commission and the approval from DPI; for the non-teaching staff is as per West Bengal Government norms.

The promotional policies for teachers are and for non-teaching staff according to CAS.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

Welfare measures taken towards the staffs reflect on the output and selfless contribution towards tremendous growth of any institution. Our institution has welfare measures for both teaching and non-teaching staff.

Existing welfare measures for teaching and non-teaching staff are itemized below:

- Option to join Govt. Health Insurance scheme.
- Existence of the co-operative society which facilities loan as per requirement of the teachers and non-teaching staff.
- Prompt facilitation of Provident Fund loans.
- Advances for the festivals without interest.
- Sanctioned medical leave and maternity leave for eligible staff members.
- Faculty members are eligible for earned leave.
- Organizes tour, picnic and sports activities for the staff.
- Facilities of FDP for faculty members on regular basis.
- Internet and free Wi-Fi facilities are also available.
- Gym is also accessible for the staff.
- Facilities of CAS and Ph.D. increment for eligible faculty members on regular basis.
 - Vaccination camp (at Bagbazar Multipurpose School) was held to vaccinate teaching and non-teaching staffs of the college. [Vaccine Name - Covishield]

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

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

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

0

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

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

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

0

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

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

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

13

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

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

The success of any institutions in general and educational institutions in particular heavily depends on the quality of its employees that is both teaching (faculty members) and non-teaching staff. Both are very important and their role is

certainly helping the institutions to achieve the heights of success. Therefore, their quality and productivity is to be regularly assessed through performance appraisal system which is a kind of tools that is widely used in order to measure the productivity of employees.

A Performance-based appraisal system as prescribed by UGC and other bodies of government is adopted by the college for the faculty members as well as the non- teaching members. There are laid down guidelines for assessment of faculty members learning profile, co-curriculum, and research activities of concerned faculty. The faculty member is required to earn the special number of points in API in accordance with laid down criterion to be eligible for promotion.

The performance-based appraisal system is also applicable for Non- teaching staff those are assessed through the laid criterion by the governing body of the college and promotion committee from time to time. Only the satisfaction of the governing body and their formal approval, the concerned staff is made eligible for promotion which is subject to the assessment and approval of the GB.

The appraisal system has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly. The college maintains the account of the cash receipts, payments and bank accounts. Receipts and disbursement of salary is procured from government and college funds. Grant receipt and disbursement, PF, Income Tax and miscellaneous expenses are handled exclusively by the college financial sections.

Internal audit is 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.

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

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

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

0

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

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

Sources of funds are as follows:

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

Salary Grant: The college receives a salary grant from the State Government. For this, the college prepares and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the substantive

teachers and non-teaching staff as well as State Aided College Teacher (SACT) working on granted posts.

The UGC Committee, in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly. The timetable committee looks after the proper utilization of classrooms and laboratories. The Library Advisory Committee takes care that the resources in library are utilized optimally. Campus cleanliness and its utilization is monitored by the Campus Cleanliness and Beautification Committee. , the G.B. and the principal issue directions time to time to ensure the optimum utilization of resources.

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

6.5 - Internal Quality Assurance System

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

The vision of our college is to uphold a healthy academic environment through well- coordinated participation of all sectors of our institution—staff, students, stakeholders etc. Such vision closely depicted in all the initiatives/programmes initiated by the IQAC. IQAC conducts regular meetings within short intervals of time and have become an essential part of the college calendar.

1. All the faculty members are encouraged and supported to participate in Orientation, refresher courses, FDP, Short term courses, Workshops, Webinars and conferences related to the teaching-learning process and research.

2. Teachers are also supported and encouraged to participate in Examination,

(both internal and university exam.), evaluation and marks uploading processes.

1. The IQAC provides guidelines and supervises the entire process of online

admission. IQAC, in each academic year, sets up an offline help desk through which all applicants can get adequate information, queries or avail suitable solutions to any network/portal or bank related problems. Each year, IQAC provides a telephone number for 24X7, accounts in social media (like Facebook, Whats App) to assist admission seeking candidates.

The IQAC of the college also provides guidelines, internet access and verification processes for the students to get different scholarships.

5. All academic departments are encouraged to arrange Webinars on different relevant and current issues.

6. The IQAC regularly Collects and analyses feedback from students regarding teaching learning, administration and infrastructural facilities of the college.

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

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

Regular meetings of IQAC are conducted under the chairmanship of Principal and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum. Different committee members regularly involved themselves organizing various activities related to the teaching learning, evaluation and co-curricular activities. Some of activities of

IQAC in this regard are:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process.

A. All the students are allowed to give feedback on faculty, teaching learning process and evaluation.

B. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

C. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed accordingly.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed, and study material are also provided.

4. IQAC also promotes and encourages to teacher-members those who belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non-availability of textbooks, study materials, reference-books etc.

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

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

D. Any 1 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equality is one of the key challenges facing society today. The institute regularly promotes programmes on gender equity . The college is restricted to girl students. 80% of the staff are women. Our students have participated in various gender equity programmes given below : i)Diploma in Pre Primary Teacher Training Montessori. Enrolled- 35. Appeard-35. Passed-35. ii) 27 students admitted to Travel and Tourism Management Vocational course. iii) Participating in World Aids Day Rally on 1 December 2020 from Swasthya Bhaban to Madhyamgram Police Line. iv) 9 km Run at Dasadrown Club, Hoogly. 25 December 2020. v) All Bengal 5km road race, organized by Netaji Janma utsab committee. 23 Jan 2021. vi) Participation of District Level Yoga Show at Baranagar Netaji Park. 26 Jan 2021. vii)All Bengal 9km road race, organized by Barrackpore Police Commissionerate on 6 th Feb 2021.

a)Safety and Security (i)Security guard (ii) CCTV (iii) Awareness campaigns on women safety and gender sensitivity through street plays, rallies and camps by NSS and NCC student volunteers. iv) Safety precautions for maintaining Covid norms were given online and posters displayed in college. Information on Teachers and students were monitored throughout Covid to find out how many were affected and whether any help could be provided.

b) Common Rooms Common room exclusively for women. Which also

facilitate rehearsal, meeting and discussions.

c)Counseling:The college has an active Counseling cell managed by the faculty of Psychology to deal with student mental health issues.

File Description	Documents
Annual gender sensitization action plan	The College is restricted to girl students. 80% of the staff are women. So we have no such scope to promote gender sensitization programme on regular basis. In spite of that, our students have participated in various gender equity programmes. We create awareness through the different programmes from time to time.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NA

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

D. Any 1 of the above

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

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

The effective management of waste in our college is a critical process which is done through proper disposal from time to time.

Two colour-coded (red and green) trash bins are used for disposal of different categories of waste in college campus. There are two separate dustbins outside classrooms mainly for disposals of paper and food wrappers (mainly plastic). Bins have been provided across the college premises and classrooms to collect solid biodegradable and non-biodegradable wastes accumulated in the college. Waste collection services come twice a week to collect both kinds of waste. There is an incinerator in the girls' washrooms for sanitary pad disposal that is cleared once a week.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NA
Any other relevant information	No File Uploaded

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

E. None of the above

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

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

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

E. None of the above

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

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

D. Any 1 of the above

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

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

Due to the pandemic, offline programs could not be arranged and so the Institution had organised some webinars that promoted regional, cultural and socioeconomic well being and mental upliftment.

An independence day program was however organised on the campus to bring about a feeling of patriotism among the students and staff members.

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

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

The college exhibits national symbols and icons such as the National Flag in strategic positions of the college, especially in the Principal's office and NCC rooms. Every year at regular intervals during Republic Day and Independence Day celebrations, the tricolour is unfurled and hoisted. Special lectures were delivered online to reiterate the constitutional values that allow individuals to exercise liberty of political will, freedom of expression and right to education. A special Poem and Video making on Indian Constitution from 20th October to 31st November.

Two NCC Cadets participated in the event. Annually, at the commencement of each academic session, all new inductees to the college are introduced to the comprehensive guidelines regarding codes, values, duties and responsibilities of students and other stake-holders of the college. Students are made familiar with strict Anti-ragging rules according to U.G.C guidelines and are sensitized about gender justice, through curricular and co-curricular models.

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

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

D. Any 1 of the above

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

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

- Sanskritik Mancha, a facebook page created by Cultural Committee of college on 3 Sep 2020. College celebrates many programme on this facebook page.
- i) Sharodotsava, the most popular cultural event of Bengali life.17 Sep 2020 to 22 October 2020.
- ii) Netaji's Birthday 23Jan 2021 ,
- iii) Celebration of International Mother Language Day 21 Feb 2021
- iv) Celebration of Satyajit Ray 100 years Birth Anniversary. 2 May 2021
- v) Rabindranath Tagore's Birthday celebration- -Rituranga of Rabindrath Tagore. 1st part, 9 May 2021 and 2nd part held on 22 May 2021.

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

7.2 - Best Practices

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

PRACTICE 1:

TITLE - NATIONAL CADET CORPS

OBJECTIVES:

- To develop character, discipline and comradeship among cadets.
- To enable NCC to grow into an integral part of the society through the various activities organized within the college and beyond it.
- To train young students of the college to network with the larger youth population beyond the college in order to serve the nation and maintain its integrity.
- To infuse among the women students a sense of tremendous

self-confidence through systematic physical training in self-defence.

THE CONTEXT:

The NCC Unit of Maharani Kasiswari College started functioning on 24th of July 2004 under the 19th Battalion of the Eastern Command at Fort William. It has created a context for creating resource pool of young women who have been systemically trained to serve the larger society and nation.

THE PRACTICE:

EVIDENCE OF SUCCESS:

- The NCC Unit of MKC is now headed by LT. Shukla Sarkar who has been instrumental in motivating many young cadets to participate in various activities and strengthening the college units steadily over the years.
- Even during the difficult pandemic times and strict lockdown phase in 2020-2021 , the NCC UNIT of MKC and Lt.Shukla Sarkar signed a bond stating that they would be available for any kind of social work required of them.
- Blood Donation Camp on 22nd November 2020 with 2 Cadets.
- Showcasing of cultural panorama on 7th January with three Cadets.
- Participate in the Special class at Clubhouse for "B", 20th January 2021 onwards with 14 cadets.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- A major issue was that the physical space of the college, required for drills and practice was not available for statutory closure orders of the State authority.
- During the pandemic it was not possible to assemble cadets for physical drills because of strict prohibition on physical gathering.
- It was difficult to access the storage facilities as the campus remained closed by order.
- The pandemic led to prohibition of public transport. This made it very difficult to travel to regular camps (10 days duration and daily). Cadets found it difficult to appear for their 'C' certificate (NCC)examinations. Likewise, Lt. Sarkar faced the same problem as she was the contingent commander of the same group, invigilator of the above mentioned examination . They had to book cabs to reach

their destination.

RESOURCES REQUIRED

- Demo Rifles, Relevant Maps
- NCC BOOKS
- Weighing Machines
- Blood pressure monitor.

• PRACTICE II:

TITLE NATIONAL SERVICE SCHEME

THE CONTEXT :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
 - To Develop inter-personal communication skills
 - To Analyse the problems/ needs of the community and offering solutions thus developing problem-solving skills in practical situations
 - To share & delegate responsibility and duties for collective living
 - To inspire communal harmony.
-
- THE PRACTICE:Over the years the NSS unit has been actively engaged in various programmes. like women health, tests for thalassemia, distribution of mosquito nets and coils during dengue season to the nearby slum, distribution of plants etc. However due to Covid during lock down, when face-to-face interaction was not possible, these regular programmes could not be held. However, in these trying times the

following programmes were conducted along with the Cultural Committee to boost the morale of the students and staff:

- Sanskritik Mancha, organized by Cultural Committee of College (Face book Page) on 3rd Sept.2020.
- Virtual Sharad Utsav organized by Cultural Committee of MKC on 17th Sept.2020
- Celebration of Netaji's Birthday on 23rd January 2021.
- Celebration of Aantarjatic Matribhasa Divas on 21st February 2021.
- Satyajit Ray Birthday Celebration on 2nd May 2021.

- **EVIDENCE OF SUCCESS:**

Unlike other years, where a large number of community-based programmes have always been arranged, only few online cultural programmes could be arranged during the pandemic year with the sole focus on mental wellness and creativity of the students. Moreover, the NSS students who had been active in the prior years graduated and new students could not be inducted due to lack of direct contact. Hopefully it will be possible to again revive the team once college opens in its full capacity.

PROBLEMS ENCOUNTERED:

- A major issue was that the physical space of the college, required for mobilizing students, conducting meetings and organizing programmes was not available for statutory closure orders of the State authority.
- During the pandemic it was not possible to assemble students involved with NSS for the Annual Special Camp because of strict prohibition on physical gathering.
- Since all NSS programmes require huge man and resource management as well as close face to face interaction with students and all stake holders, it was not possible to hold the various community-based programmes and only the online platform could be used to reach out to the students and faculty.
- **RESOURCES REQUIRED:**
- A separate room for conducting all activities of the NSS
- Storage facilities.
- Adequate financial support.

web link for the same :http://www.mkc.ac.in/index.php?option=com_content&view=article&id=198&Itemid=0

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

7.3 - Institutional Distinctiveness

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

Year 2020-2021 was a difficult year as the COVID 19 pandemic hit the education sector very hard. However, Maharani Kasiswari College pulled out all stops to secure an effortless and glitch-free transition into the online mode.

- Successful completion of the entire admission process through the electronic mode was possible. Online orientation sessions were conducted to initiate them to college life.
- Various departments of the college under the supervision of seminar/webinar committee conducted several webinars in collaboration with the IQAC on relevant topics.
- The institution provided web platforms and online learning facilities to students in the pandemic situations.
- It supervised and conducted internal as well as University Examinations, ensured a smooth process of uploading marks. Provided online training to students regarding uploading their scripts on the College Examination portal during University and internal examination through demonstration and online videos.
- Regular online meetings were held between staff and students for smooth administrative functioning.
- Supervised Certificate Course (30-32 hrs) on "Computer Skill with Microsoft" organized by the Department of Library.
- The college published an edited volume "MARCH THROUGH SEARCH" based on research articles.
- The college administration facilitated the grant of different student scholarships schemes. 261 students received Swami Vivekananda Merit cum Means Scholarship. 52 students received Aikyashree Scholarship. More than 140

students received concession fees from Students' Welfare Fund sponsored by the Teachers' Council of the College

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

7.3.2 - Plan of action for the next academic year

1. To finish the building extension work
2. To build/finish more classrooms, computer lab, cookery lab, microbiology lab, physiology lab and chemistry lab.
3. To open up new UG and PG Courses
4. Preparation for NAAC within next academic session.
5. To implement ERP based Information System Management for better administration of the college.
6. To build proper infrastructure for renewable energy sources as part of Green Campus initiative.
7. Design and installation of elevator in Science Building of the campus.
8. Total completion of the auditorium at the top of the Science Building.
9. To start more and more certificate courses for students to enhance different types of soft and technical skills as well as academic knowledge.
10. To explore the possibility of accrediting the college with different agencies e.g. NIRF.