ANNUAL QUALITY ASSURANCE REPORT (AQAR) JULY, 2017 - JUNE, 2018

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

SUBMITTED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

OF

DR.KANAILAL BHATTACHARYYA COLLEGE RAMRAJATALA, SANTRAGACHI HOWRAH-711104

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **DR.KANAILAL BHATTACHARYYA COLLEGE**

1.2 Address Line 1

> **DHARMATALA, RAMRAJATALA**

Address Line 2

> **SANTRAGACHI**

City/Town

> **HOWRAH**

State

> **WEST BENGAL**

Pin Code

> **711104**

Institution e-mail address

> **klb.college@gmail.com**

Contact Nos.

> **033 2627 2490**

Name of the Head of the Institution:

> **DR.KAUSTUBH LAHIRI**

Tel. No. with STD Code:

> **033 2557 2527**

Mobile:

> **+91 9903389092**

Name of the IQAC Co-ordinator:

DR.MANTU BISWAS

Mobile:

+91 9051923727

IQAC e-mail address:

iqac.klbc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

Ec(sc)/05/rar/077 Dated 03/03/2015

1.5 Website address:

www.drklbcollege.ac.in

Web-link of the AQAR:

https://drklbcollege.ac.in/wp-content/uploads/2020/07/AQAR-2016-2017.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	67.70	2004	From 03/05/2004 to 02/05/2009
2	2nd Cycle	C	1.91	2009	From 30/09/2009 to 29/09/2014
3	3rd Cycle	B	2.01	2015	From 03/03/2015 to 02/03/2020
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **10/06/2004**

1.8 AQAR for the year *(for example 2010-11)*

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

 i. **AQAR 2014-2015 Submitted to NAAC on 30/11/2015**
 ii. **AQAR 2015-2016 Submitted to NAAC on 03/12/2016**
 iii. **AQAR 2016-2017 Submitted to NAAC on 31/12/2017**

1.10 Institutional Status

   University   State ☐   Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☐   No ☐

   Autonomous college of UGC Yes ☐   No ☐

   Regulatory Agency approved Institution   Yes ☐   No ☐

 (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education ☑   Men ☐   Women ☐

                  Urban ☑   Rural ☐   Tribal ☐

   Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

               Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

   Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

   Others (Specify)   .   NA

1.12 Name of the Affiliating University *(for the Colleges)*

UNIVERSITY OF CALCUTTA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   NA

University with Potential for Excellence   NA   UGC-CPE   NA

DST Star Scheme   NA   UGC-CE   NA

UGC-Special Assistance Programme   NA   DST-FIST   NA

UGC-Innovative PG programmes   NA   Any other *(Specify)*   NA

UGC-COP Programmes   √

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   04

2.3 No. of students   01

2.4 No. of Management representatives   02

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   00

2.9 Total No. of members   18

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No.   06   Faculty   03

Non-Teaching Staff Students   02   Alumni   01   Others   00

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

If yes, mention the amount   NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | - | International | - | National | - | State | - | Institution Level | -

(ii) Themes   N.A.

2.14 Significant Activities and contributions made by IQAC

> **Initiative to publish college academic bi-lingual Annual journal of International Standard**

> **Interface seminars with distinguished academicians and professionals in order to cultivate applied occupational scope for existing curriculum.**

> **IQAC organised gender sensitization seminar on International Women's Day, 8ᵗʰ March, 2018**

> **Implemented personality development programmes, value added certificate courses for the students.**

> **Career Guidance and Placement Cell strengthened.**

> **Upgraded Library by subscription to new journal and buy new books.**

> **More avenues for students to engage in community services.**

- **Seminars and invited talks arranged.**

- **Governing Body meeting held on a regular basis with members of the committee as a part of Academic Review activity.**

- **Publication of college journal 'KORAK' and Wall Magazine to cultivate the creativity of the students.**

- **Introduced Dr.Kanailal Bhattacharya Memorial Lecture.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
- **Initiative to publish academic journal**	- **Application has been submitted to the office of the Registrar of Newspaper for India for the stipulated purpose to receiving the title of proposed Journal and for the purpose of RNI number for the said Journal. Print Code Number [Attained]: 2018248036**
- **Publication of college journal and News Letter.**	1) **College Journal: 'Korak' published under the overall supervision of Dr.Mantu Biswas, Co-ordinator, IQAC with representatives from Faculties, Students Union and Non-teaching Staff at the Editorial Board.** 2) **News Letter: Published to enumerate the display of curricular, extra-curricular, Institutional achievement as also individual academic attainments by the faculties with particular reference to Publication of papers in academic journals and Books along with contribution of chapter in the book.**

➢ **Functionalization of Virtual Class room.**	**1) Virtual class room: classes have been allotted in the new semester system.** **2) Installation of Four Smart class rooms: These ICT enabled Class room have been functionalized by the utilization of RUSA Fund with the technical assistance from WEBEL in order to introduce Journalism and Mass communication U.G. [Honours and General] course and P.G. Geography course.**
➢ **Upgradation of Drainage system, toilet facility for students and staffs/ Campus development.**	**1) Substitution and renovation of Girls Common Room: a new Girls Common Room with exclusive access to Girls toilet and availability of wash basin and portable drinking water within the Common Room has been installed.** **2) Sanitization of Girls Common Room with the assistance from Howrah Zila Parisad sanitary Napkin vending machine with Incinerator has been installed.**
➢ **Organise gender sensitization Programme.**	➢ **The IQAC and Student's Union jointly organized a special seminar in the eve of International Women's Day celebration on the 8th of March, 2018. The focal theme of the Seminar was 'Women in Folk Literature' and 'Position of Women in the working field'. Renowned Emeritus Professor Dr.Barunkumar Chakraborty and Dr.Ayantika Ghosh, Associate Professor, Ananda Mohan College, Kolkata has been delivered their lecture in the said seminar.**
➢ **Submission of proposal for introducing new subject in the U.G. Level.**	➢ **Inspection due in January 2019 by The West Bengal Higher Education Council.**

➢ **Initiative to introduce P.G. Courses in the Department of Geography and Bengali.**	➢ **Raising GIS and RS infrastructure for P.G. Course in Geography.** **12 New desktops by utilization of RUSA Fund with internet facility have been made operational. GIS Software would be installed as per directive from the University of Calcutta.**
➢ **Establish Smart Class Room.**	➢ **These class rooms are being tailored to service in the new semester system with particular system for introducing U.G. Honours course in Journalism and Mass Communication and ongoing U.G. Courses in Geography and Life Science streams.**
➢ **Organise Career Oriented Seminars and Workshops.**	➢ **The IQAC regularly organised many job oriented and career counselling seminars and workshops. Such as IQAC in collaboration with George School of Competitive Exams. Organised Career Counselling Programme on 11th December, 2017, organised one day workshop on Animation and Multimedia in collaboration with RTG Animate-Animation Academy on 3rd November, 2017.**

* Attach the Academic Calendar of the year as Annexure. (**Please see Annexure-I**)

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> **The AQAR approved and passed by the Governing Body**

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	03	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	01
Diploma	0	0	0	01
Certificate	0	0	0	01
Others	0	0	0	01
Total	03	0	0	04

Interdisciplinary	0	0	0	0
Innovative	0		0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	03

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [√]
   (On all aspects)

   Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure (Please see Annexure-II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

N.A.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	13	06	0	PTT-13

2.2 No. of permanent faculty with Ph.D.

10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	01	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

08		-		-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	05	01
Presented papers	09	02	00
Resource Persons	00	00	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- **Regular field work for students of Geography, Zoology, Botany and Physiology to functionally synchronize the theoretical and practical modules of curriculum. Selection of field station is therefore focussed with precessions to attain this particular objective.**

- **Virtual classroom with the video conferencing facility is being installed with the financial assistance from Department of Higher Education, Government of West Bengal to operationalize interactive teaching learning programme. The system is to be operationalized actively in next academic session.**

- **Departmental Seminal libraries are being started for hosting with priorities for Department of Zoology, Physiology, Botany and Geography with laboratory infrastructure because practical module requires continuous interface with theoretical counterpart**

- **Digitized labelling of books with software based instant identification in adherence to the requirement of students has been programmed in central library with its future adoption in various departments.**

- **Viewing and discussion of films directly related to the curriculum.**

2.7 Total No. of actual teaching days
      during this academic year

| 228 |

2.8 Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)

| N.A. |

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

| 00 | 00 | 00 |

2.10 Average percentage of attendance of students

| 75% |

2.11 Course/Programme wise
      distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	336	0	2%	36%	62%	81%
B.Sc.	61	0	2%	22%	76%	84%
B.Com.	116	0	0	15%	85%	57%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

> **Monitoring the attendance of the students**

> **Active participation in admission process of U.G. Courses.**

> **Monitoring the classes held.**

> **Filling up the vacant teaching and non-teaching posts.**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	08
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	03
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	03	00	00
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> ➢ **Inspire faculty members for research/publications in peer reviewed journal as well as participation and present papers in national/international seminars and book publication.**
>
> ➢ **Constituted research committee to approve the UGC sponsored Major and Minor Project proposal of the faculty.**

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01		
Outlay in Rs. Lakhs	₹ 2.10,000		₹ 2.20,000	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	05	00
Non-Peer Review Journals	00	02	00
e-Journals	00	04	00
Conference proceedings	01	00	00

3.5 Details on Impact factor of publications:

Range   Average   h-index   Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2 Years	UGC	₹ 2,20,000	₹ 1,70,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   03   Chapters in Edited Books   03

ii) Without ISBN No.   00

3.8 No. of University Departments receiving funds from

UGC-SAP   -   CAS   -   DST-FIST   -

DPE   -   DBT Scheme/funds   -

3.9 For colleges   Autonomy   -   CPE   -   DBT Star Scheme   -

INSPIRE   -   CE   -   Any Other (specify)   -

3.10 Revenue generated through consultancy   00

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring agencies	N.A.	N.A.	N.A.	N.A.	N.A.

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations   International [0]   National [0]   Any other [0]

3.14 No. of linkages created during this year   [0]

3.15 Total budget for research for current year in lakhs :

From Funding agency [0]   From Management of University/College [N.A.]

Total   [0]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them   [0]   [0]

3.19 No. of Ph.D. awarded by faculty from the Institution   [0]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [0]   SRF [0]   Project Fellows [0]   Any other [0]

3.21 No. of students Participated in NSS events:

[50]   [0]

University level   State level

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

	University level	State level
	0	0
	National level	International level
	0	0

3.23 No. of Awards won in NSS:

	University level	State level
	0	0
	National level	International level
	0	0

3.24 No. of Awards won in NCC:

	University level	State level
	0	0
	National level	International level
	0	0

3.25 No. of Extension activities organized

University forum	0	College forum	0		
NCC	0	NSS	02	Any other	0

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Organized Blood Donation Camp.**

- **Organized medical camp at the local slum area of Ramrajatala, Howrah.**

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

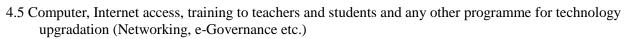| Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3182sq.m.	0	0	3182sq.m.
Class rooms	23	0	0	23
Laboratories	07	0	0	07
Seminar Halls	1	0	0	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	54 (Computer)	07 (Computer)	UGC	61
Value of the equipment purchased during the year (Rs. in Lakhs)		₹ 3.92872	UGC & College Fund	₹ 3.92872
Others	0	0	0	0

4.2 Computerization of administration and library

> ➢ **Partially computerised administration, student management and library.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7317	₹ 4143385.00	399	₹ 1,36,813	7716	Value of Total Books ₹ **4,34,2,023**
Reference Books	5589	-	25	₹ 61,825	5614	
e-Books	0	-				
Journals	03	₹ 580.00	05	₹ 2100	08	₹ 2680
e-Journals	0	-				
Digital Database	0	-				
CD & Video	30	Not available				
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	54	02	03	03	0	10	05	0
Added	07	0	0	0	0	07	0	0
Total	61	0	0	0	0	17	0	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

N.A.

4.6 Amount spent on maintenance in lakhs :

i) ICT ₹ 1.06752

ii) Campus Infrastructure and facilities ₹ .38086

iii) Equipments ₹ 1.63503

iv) Others ₹ .28056

Total : ₹ 3.36397

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ **As an innovative initiative, a students' wing of the IQAC designed to directly involve the student community in quality enhancement and sustenance practices. The IQAC also organises counselling on students support services just after admission in 1st year (UG) classes.**

5.2 Efforts made by the institution for tracking the progression

> ➢ **The college invites different agencies who provide jobs/employment to the students throughout the year. Many job providing agencies are come to the college and the college arranges seminar/canvassing programme for the students' employment.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1957	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
745	38

Women

No	%
1212	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1037	202	18	77	00	1334	1500	296	15	146	00	1957

Demand ratio   1: 1.08   Dropout % 7 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

N.A.

No. of students beneficiaries

00

5.5 No. of students qualified in these examinations

NET | 00 | SET/SLET | 00 | GATE | 00 | CAT | 00 |

IAS/IPS etc | 00 | State PSC | 00 | UPSC | 00 | Others | 00 |

5.6 Details of student counselling and career guidance

The IQAC regularly organised many job oriented and career counselling seminars and workshops. Such as IQAC in collaboration with George School of Competitive Exams. Organised Career Counselling Programme on 11th December, 2017, organised one day

No. of students benefitted

100

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

> **The IQAC and Student's Union jointly organized a special seminar in the eve of International Women's Day celebration on the 8th of March, 2018. The focal theme of the Seminar was 'Women in Folk Literature' and 'Position of Women in the working field'. Renowned Emeritus Professor Dr.Barunkumar Chakraborty and Dr.Ayantika Ghosh, Associate Professor, Ananda Mohan College, Kolkata has been delivered their lecture in the said seminar.**

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   National level   International level

No. of students participated in cultural events

State/ University level | 12 | National level | 0 | International level | 0 |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 01 | National level | 0 | International level | 01 |

Cultural: State/ University level | 02 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution ⭐	-	-
Financial support from government	K-1 : 12	**Rs. 9000.00**
	K-2: 193 Minority Scholarship: 51(Above 50% marks)- 48 (Below 50%)-	**Rs.4,825,000.00** Rs.2,55,051.00 Rs.2,30,400.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

⭐ **Pending due to restructuring of curricular session from consolidated year to semester system and non-availability of any instruction from University of Calcutta towards bifurcation of student fee structure as practiced in the previous year.**

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students   02

5.13 Major grievances of students (if any) redressed: _____**NIL**_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> ➤ **Vision: Social and Economic uplipment of the people of this area through value based quality education.**
>
> ➤ **Mission: Committed to serve the society with humility and trust, devoid of exploitation, to impart value based higher education.**

6.2 Does the Institution has a management Information System

N.A.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

> ➤ **Inclusion of field work and educational excursion inclusion of project work.**

6.3.2   Teaching and Learning

> ➤ **Emphasis on internet access for project work**
>
> ➤ **Presentation of learning by students through seminar, field work, industrial visit.**
>
> ➤ **Emphasis on lecture through power point presentation**.

6.3.3   Examination and Evaluation

> ➤ **The college has several mechanisms in place to ensure that all stakeholder students, parents, faculty members, office staff   are aware about the evaluation process. The evaluation processes consist of Mid-term and Test Examinations.**

6.3.4   Research and Development

> **Inspire faculty members for research/publications in peer reviewed journal as well as participation and present papers in national/international seminars and book publication.**

> **Constituted research committee to approve the UGC sponsored Major and Minor Project proposal of the faculty.**

6.3.5   Library, ICT and physical infrastructure / instrumentation

> **Introduced separate internet connection in the library for book requisition.**

> **Digitized labelling of books with software based instant identification in adherence to the requirement of students has been programmed in central library with its future adoption in various departments.**

6.3.6   Human Resource Management

> **Arrangement for training to part time teaching staff for introduction and smooth work of HRMS and e-pension.**

> **Encourage the faculty members to participate in Refresher and Orientation Programme.**

6.3.7   Faculty and Staff recruitment

> **For teaching staff appointment against substantive post through West Bengal College Service Commission and for Guest lecturer the management seeks application in newspaper and also college website following the UGC and State Government guidelines.**

6.3.8   Industry Interaction / Collaboration

N.A.

6.3.9   Admission of Students

> **Online admission system introduced as per guideline of W.B. Govt. and University of Calcutta.**
>
> **Admission strictly on the basis of merit.**

6.4 Welfare schemes for

Teaching	**Group Insurance**
Non teaching	**Group Insurance**
Students	**Various Government and Non-Government Scholarship, Stipends and Endowments.**

6.5 Total corpus fund generated   **₹ 66,20,575**

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	N.A.	YES	**Principal (sometimes the matter refer to the Governing Body)**
Administrative	N.A.	N.A.	YES	**Principal & Governing Body.**

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No √

N.A.   N.A.

For PG Programmes   Yes   No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> N.A.

6.11 Activities and support from the Alumni Association

> ➢ **In various programme of the college the members of alumni association performed and also arranged cultural programmes and competitions.**

6.12 Activities and support from the Parent – Teacher Association

> ➢ **The college organised parent-teacher meeting in every year. The faculty members are meet with the guardians to discuss with the problem of the students regarding their attendance and result.**

6.13 Development programmes for support staff

> ➢ **Parent University (University of Calcutta) has been conducted training programmes for college staff regarding online admission and examination form submission.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

> ➢ **Through NSS Unit arranged many programmes to make the campus eco-friendly. Such as – beautification and gardening, declared the college campus is a plastic free zone.**

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ➢ **Regular field work for students of Geography, Zoology, Botany and Physiology to functionally synchronize the theoretical and practical modules of curriculum.**
>
> ➢ **Virtual classroom with the video conferencing facility is being installed with the financial assistance from Department of Higher Education, Government of West Bengal.**
>
> ➢ **Departmental Seminal libraries are being started for hosting with priorities for Department of Zoology, Physiology, Botany and Geography with laboratory infrastructure.**
>
> ➢ **Digitized labelling of books with software based instant identification in adherence to the requirement of students has been programmed in central library with its future adoption in various departments.**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> ➢ **Initiative to publish academic journal.**
>
> ➢ **Publication of college journal and News Letter.**
>
> ➢ **Functionalization of Virtual Class room.**

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> ➤ Best Practice-I**:** **Expansion & renovation of Institutional Infrastructure by Cross Subsidization.**

> ➤ Best Practice-II : **Community Service through NSS Unit.**

Provide the details in annexure (annexure need to be numbered as i, ii,iii) [Please see Annexure-III]

7.4 Contribution to environmental awareness / protection

> **The college constantly seeks to promote the care of Mother Earth initiative and to motivate the student to promote ecological justice and sustainable development.**

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS:

1. **NAAC Re-accredited with "B" Grade in 3rd Cycle.**

2. **The College is a recipient of RUSA Funds for Infrastructure upgradation.**

3. **The College is well connected by railway and road ways: Santragachi railway station, an important junction station in S.E. Railways and the Kona Expressway are in very close proximity to the college.**

5. The teachers regularly publish their research articles in the National and International peer reviewed journals and publish books of National and International standard.

6. Regular meeting of the teacher forum of the college to explore ways and means for academic and infrastructural development.

7. Good number of girls students are getting stipend from 'Kanyashree' project of West Bengal Government

8. Good rapport among all the inmates of the college.

9. Electricity backup of entire college building by Generator.

WEAKNESS:

1. There are one Govt. sanctioned faculty post is lying vacant. Even there is an embargo of appointing PTT.

2. Number of permanent Non-teaching staff is inadequate.

3. Shortage of building space is an important problem.

4. The college have no own playground.

OPPORTUNITES:

1. College has an opportunity to have strong support from Alumni and other Well-wisher.

2. College has a potential to enhance the activities of study centres of DDE of Vidyasagar University and Netaji Subhas Open University.

3. College can engage more students in extra-curricular and co-curricular activities through participation in the college level, inter college level and National as well as International level competition.

THREATS/CHALLEGES:

1. To create more Govt. sanctioned Teaching and Non-teaching posts.

2. To provide modern facility to the students.

3. To start P.G. Course in order to facilitated the Higher Education to the doorstep of our students.

8. **Plans of institution for next year**

> New subjects to be introduced at U.G. level.

> Introduce P.G. courses in different subjects.

> Publication of academic journal and books.

> Arrange students' fairs, exhibitions, departmental seminars, more gender sensitization programmes.

> Make Alumni Association more active and involved.

> Fully computerized administration and library.

> Upgradation of website and College magazine.

> Expansion of NSS activities.

Name __*DR.MANTU BISWAS*_____   Name __*DR.KAUSTUBH LAHIRI*__

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

(DR. MANTU BISWAS)
Coordinator,
IQAC,
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

Principal
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

_____***_____

Annexure I

ACADEMIC CALENDER FOR THE SESSION 2017-2018
AS PER CALCUTTA UNIVERSITY CIRCULAR

MONTH	1st Week	2nd Week	3rd Week	Last Week
July, 2017	Commencement of New Academic Session. C.U. Examination Away centre	C.U. Examination Away centre	C.U. Examination Away centre	Commencement of 1st Year Classes on 28.07.2017 & C.U Registration Starts

August ,2017	Classes & C.U. Examination Away centre	Commencement of 2nd Year B.Com Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre
September,2017	Classes	Classes	Classes	Classes C.U Registration End by 22nd September,2017
October,2017	Classes	Puja Vacation	Puja Vacation	Puja Vacation
November,2017	Puja Vacation	Classes	Mid-term Examination	Mid-term Examination
December,2017	Classes	Classes	Classes & Annual Sports	Winter Recess
January,2018	Classes	3rd Year test	3rd Year test	Classes
February,2018	Classes	2nd Year test	2nd Year test	Classes
March,2018	1st Year test	1st Year test	Classes	Classes
April,2018	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre
May,2018	Classes & C.U. Examination Away centre	Classes & C.U. Examination Away centre	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre
June,2018	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre	Summer Recess & Examination Away centre

Annexure II

ANALYSIS OF FEEDBACK FROM STAKEHOLDERS

The students have given their feedback on teachers and college facility. They have given good feedback on an average about the teachers. However there are some instances where the students have noted shortcomings of some infrastructural facilities and well equipped digitized library. These points were brought to the IQAC meeting by the Principal. Permanent faculties are

noted that we have to increase the number of computers available to the students and we require more computer lab and ICTs.

The parents in their feedback are happy about the college on an average. But they also have shown concern about the lack of permanent faculty. The parents and members of alumni association suggested introducing online feedback platform.

The Principal has brought these things to the notice of the Governing Body and Department of Higher Education, Government of West Bengal. It is expected that the management will take note of requirement of the college and necessary action will be taken.

<u>Annexure III</u>

<u>BEST PRACTICE-I</u>

1. **Title of the Practice:**

Expansion & renovation of Institutional Infrastructure by Cross Subsidization.

2. Objective of the Practice:

To tide over constricted institutional exchequer for resource mobilization in order to ensure the availability of infra structural facilities to serve the purpose of advancement in Curricular Management. Strategy for this objective emphasizes upon the up gradation of existing system in adherence to modifications of practical components in the Science and Commerce Streams with stated reference to introduced semester system by the University of Calcutta.

3. The Context:

Two In house Distance Education Centres affiliating to Vidysagar University & Netaji Subhas Open University remain operational at the weekend and at scheduled holidays under the overall supervision of Principal with assigned responsibility of coordinating to two Faculties of the College.

The accounting systems of these two Distance Education Centres are being conjoined but not integrated to mainstream account portfolio in order to discern the scope of fund disposal for the objective as being profiled above as also to maintain the accountability of fiscal portfolios by placing them to a singular D.D.O. the Principal.

4. The Practice:

Simultaneous operation of Regular and Distance Education catalyzes both resource mobilizations as also scope for interface with eminent faculties attached to both the sectors. As the Distance Education under Vidyasagr University harbours Post Graduate Course therefore University Faculties

generally teach there. Acquaintance to them helps the institution to involve their eminent faculties for relevant UG Courses.

Constraint in accommodating other science subjects available by these Distance Education mode consequent upon non availability of infra structural facility for them in the mainstream curricular system liable to the affiliation constraints to University of Calcutta forbids the expansion of the scope for their further expansion as also garnering auxiliary resource prospect.

5. Evidence of Success:

The hinterland of this college is infested by Urban and rural households with constricted financial capacity. Therefore to comply the challenge of providing quality curricular management essentially oriented to renewed yet augmented provision of infra-structure. To accomplish the purpose assured disbursement of financial provision from institutional sector is required to be contained.

The referred curricular infra-structure reorientation is the tangible evidence of accomplished subjects. It is deemed worthy to submit that ancillary financial support from RUSA and Department of Higher Education, Government of West Bengal also helped substantially for organized and planned development of Infra structure development of College.

6. Problems Encountered and Resource Required:

Regular expansion of infra-structure along with provision of faculties are the collateral prerequisites for ensuring quality in Higher education. Faculty recruitment is prerogative of Department of Higher Education, Government of west of West Bengal for which consistent and relentless striving is going on. The transition span to the availability of a full time

faculty is to be supplemented by Guest Faculty with financial support from institution.

As a consequence College has to fulfill the responsibility of both the maintenance of quality teaching and assured Infra structure preferably with ICT enabled system. Fund Fluctuation stemming from oscillations in the intake level in the Distance Education Portfolio results in the uncertainty to the anticipated fund availability. Alternatively demands for admission cannot be fulfilled due to paucity of spatial accommodation.

BEST PRACTICE-II

1. TITLE OF THE PRACTICE:-

COMMUNITY SERVICE THROUGH NSS UNIT

2. OBJECTIVES OF THE PRACTICE:-

As a Unit of National Service Scheme of the University of Calcutta, the students of Dr.Kanailal Bhattacharyya College have dedicated themselves towards the glorious aim of serving the nation. The motto of NSS --- 'NOT ME BUT YOU' has constantly driven them to carry out their duties to the nation throughout the year. The main objectives of the practice is to ----
a) Working with the people and for the people.
b) Expanding one's knowledge into the community.
c) Finding the practical implication of one's theoretical knowledge.
d) Achieving the potential of democratic leadership.
e) Bridging the gap between the educated and the uneducated.
f) Channelizing one's knowledge and skill to assist the weaker section of the society.

3. THE CONTEXT:

With the dawning of Independence on 15th August, 1947, The Government of India intended to integrate the student community in the service of the nation. As a result all the Universities and Colleges have set up their NSS Unit to ensure the community service. The students of Dr.Kanailal Bhattacharyya College also dedicated themselves in various community services. They regularly organised Medical Health check-up camp, Blood Donation Camp, AIDS awareness camp in local slum areas. On 26th March, 2018 the IQAC, NSS Unit, Students Union and Alumni Association jointly organised a Blood Donation Camp with the help of Bhoruka Blood Bank, Kolkata.

4. THE PRACTICE:-

Community service through NSS Unit is a part of all Higher Education Institutions. Our College have also NSS Unit. There are 100 volunteer of this unit. The volunteers are participated to the community services. They conducted Blood donation camp and medical camp. But it is difficult to motivate most of the students to this service. In the system of Higher Education and examination it is difficult to manage time for arrangement of outdoor camp. Limitation of funds is also a constraint to serve the community requirement.

5. EVIDENCE OF SUCCESS:-

Our NSS Unit regularly organised community service activity throughout the year. Many of the students donated blood, helped the flood affected people. In the Blood Donation Camp on 26th March, 2018 there are 45 students donated blood.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:-

Limitation of fund is main problem of this practice. If Govt. of India sanctions more funds for NSS Unit to serve the community then it will be more fruitful.

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