



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

I. Details of the Institution

1.1 Name of the Institution

KIDDERPORE COLLEGE

1.2 Address Line 1

2 & 3 PITAMBER SIRCAR LANE

Address Line 2

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700023

Institution e-mail address

kidderporecollege@gmail.com

Contact Nos.

033-2459-7790 /7900

Name of the Head of the Institution:

DR. Asit Kumar Mondal

Tel. No. with STD Code:

033-2459-7790

Mobile:

9433113733



Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)__WBCOGN11333_Kidderpore College, Kolkata

1.4 Website address:

Web-link of the AQAR:

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.5	2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

1.7 AQAR for the year (for example 2010-11)



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

- i. AQAR _____ 2004-05 _____ (08/12/2005)
- ii. AQAR _____ 2005-06 _____ (02/01/2007)
- iii. AQAR _____ 2006-07 _____ (08/12/2008)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

N.A

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

UNIVERSITY OF CALCUTTA,
KOLKATA

1.12 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	N.A	UGC-CPE	N.A
DST Star Scheme	N.A	UGC-CE	N.A
UGC-Special Assistance Programme	N.A	DST-FIST	N.A
UGC-Innovative PG programmes	N.A	Any other (<i>Specify</i>)	N.A
UGC-COP Programmes	N.A		

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	0
2.4 No. of Management representatives	2
2.5 No. of Alumni	0
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	12
2.10 No. of IQAC meetings held	2



2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff /Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

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

2.14 Significant Activities and contributions made by IQAC

- 1) quality education to all irrespective of caste , creed , religion, economic status and physical health.
- 2) technology upgradation and computerisation of different section of the college, computer projector, photocopiers, printer, scanner etc. valued at 156446/- from UGC XI plan.
- 3) The IQAC suggested the G.B to provide good fund for purchasing books and journals in the college library.
- 4) Under the UGC scheme of Career Counselling IQAC encouraged the college to facilitate professional courses and jobs for students. Professional agencies like Metlife, IBM, Frankfinn were invited for student counselling .
- 5) IQAC enabled the college to meet the educational requirements of the students with physical and mental impairments under the UGC Scheme of Higher Education for Persons with Special Needs (HEPSN)
- 6) IQAC provided opportunities to the college students and interested candidates from the local communities to prepare themselves for various competitive exams like SSC, PSC, WBCS, UPSC.
- 7) This year the NSS unit I & II organised a 10 days special awareness camp concerning "Education for All" & "Awareness against Child labour" at the University level at Ekbalpure More, Kolkata-23



8) IQAC encouraged the teachers of departments with lesser no. of students to visit the nearby schools, to take special classes for encouraging them to take admission in this college.

9) IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning process to the management.

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
<p>Technology Upgradation and Computerization.</p> <p>Increase in amenities and facilities.</p> <p>Action taken to encourage the students to take part in NSS & NCC</p> <p>Proposal made to TIC to arrange Guest Lecturers for coming session.</p> <p>IQAC had planned to introduce career-oriented courses in this college,</p> <p>Support to minority community, physically challenged & weaker students.</p>	<p>Computerization of administration continues.</p> <p>The process of renovation of the library had been done. Computer facility for teachers in the Study Room.</p> <p>Increase in the number of student in NSS & NCC.</p> <p>6 Guest Lecturers appointed.</p> <p>Proposal are under consideration by GB.</p> <p>Fellowship & Special support provided by the UGC sponsored HEPSN, Remedial Scheme & College Poor Aid-Fund.</p>



**Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR (2010-11) WAS PLACED IN THE IQAC AND THEN FORWARDED TO GOVERNING BODY OF THE COLLEGE FOR APPROVAL. THIS IS UPLOADED TO OUR COLLEGE WEBSITE .

Part – B

Criterion – I

I. 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				
PG				
UG	16	0		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	16			
Interdisciplinary				
Innovative				



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

Pattern	Number of programmes
Semester	
Trimester	
Annual	16

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

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

*Please provide an analysis of the feedback in the Annexure

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

B.A/B..Sc/B.Com SYLLABUS AS REVISED BY THE UNIVERSITY OF CALCUTTA

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
23	14	09	0	

2.2 No. of permanent faculty with Ph.D.

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
1		1						1	1

2.4 No. of Guest and Visiting faculty and Temporary faculty



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	1	
Presented papers	2	2	
Resource Persons		1	

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

- 1) Admission is strictly on the basis of all rules & regulation, seat reservation policy of affiliated University and government. All information is properly communicated to the stakeholders through college website, and notice board of the college.
- 2) College provides prospectus at the time of admission of the students stating the information about fees structure, student support, and Academic calendar.
- 3) To teach the students in a more illustrative and understandable way, teachers use LCD projector for screening films relevant to their text in the class room. All departments organise students' seminars where they are encouraged to present papers on topics of their choice. Group discussion among students on different subject matters are also held..
- 4) To improve the Class Teaching method with Chalk and Board system, the Academic Committee suggested improving the tools of teaching within the Class Room. Thus the G.B. decided to refit Green Board, White Board and Notice Board for the benefit of the Students and the process of learning by utilizing the Grant given by the UGC during XI Plan Period.
- 5) The Teacher-in-Charge in order enhance teaching quality encouraged the faculty members to participate in orientation, refresher courses, seminar etc .
- 6) Educational excursions in all Departments are organised annually.
- 7) All departments conduct two exams. (Midterm & Test).Results are published within three weeks. All departments conduct unit tests and the evaluated papers are shown to the students and shortcomings in their answers scripts are discussed.

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

187

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

03



2.10 Average percentage of attendance of students

75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations. However, sometimes students with less percentage are allowed to appear in the University examinations on providing satisfactory reasons for their absence.

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 /B.Sc(Hons)						
BNGA	05			05		100%
ENGA	09			09		100%
ECOA	NIL					
EDCA	02			02		100%
HINA	11			11		100%
HISA	03			03		100%
PHIA	NIL					
PLSA	01			01		100%
URDA	31			30		99%
B.A (gen)	61			50	09	97%
B.Com (Hons)	21		05	16		100%
B.Com (Gen)	136			68	06	54%

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

IQAC suggested that the TIC and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also reports on the academic performance of the students on the basis of their performance in the Mid-term, Selection Test and day-to-day interaction so that the TIC can act on it. The IQAC takes Student Feedback from outgoing students and gives a report to the TIC & the Management..



2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	2
HRD programmes	NA
Orientation programmes	1
Faculty exchange programme	NA
Staff training conducted by the university	NA
Staff training conducted by other institutions	NA
Summer / Winter schools, Workshops, etc.	3
Others	NA

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	14	3		2
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has established a Research Committee in the college to promote awareness among the teachers about major and minor research projects, create interest among the teachers without PhD to pursue PhD .

3.2 Details regarding major projects -- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects



	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		1
Outlay in Rs. Lakhs	.56 lacs	1.2 lacs (2009-10)		.56 lacs

3.4 Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals		1	2
e-Journals			
Conference proceedings		1	

3.5 Details on Impact factor of publications: NA

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	UGC, MSPI	1.76 LACS	1.76 (2009-10)
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	2			

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

ii) Without ISBN No.



3.8 No. of University Departments receiving funds from -- NA

UGC-SAP	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>

3.9 For colleges

Autonomy	<input type="text"/>	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
INSPIRE	<input type="text"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

01

3.13 No. of collaborations

International	<input type="text"/>	National	<input type="text"/>	Any other	<input type="text"/>
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3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency	<input type="text" value="NA"/>	From Management of University/College	<input type="text" value="NA"/>
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Total	<input type="text" value="NIL"/>
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3.16 No. of patents received this year

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



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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

1

2

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

Nil

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level 15 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level State level 80

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0



3.25 No. of Extension activities organized

University forum College forum
NCC 01 NSS 03 Any other 00

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

NSS College Unit Organized Awareness Programmes against Child Labour and an Awareness Programme On Girl Children Education in the locality of Ekbalpur

The Unit as part of Institutional Social Responsibility Organized Camp for the Creation Of Environmental Awareness, Conservation of Historical Heritage and Natural Resources. Also the Unit Organized Rural Development Planning and Implementation Project.

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	18 kt. 11ch	NIL	NA	
Class rooms	18	NIL	NA	
Laboratories	1	NIL	NA	
Seminar Halls	0	0	NA	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		2		
Value of the equipment purchased during the year (Rs. in Lakhs)		1,35,449.6	UGC	1,35,449.6
Others				



4.2 Computerization of administration and library

The administration of the college is computerised. As far as Library is concerned Library had 1 old Win 95 PC which was replaced by a Win 98 computer. In June, 2011 the Library got a new Win XP desktop. A proposal of reclassifying and reorganizing books was raised in Library Sub-Committee meeting. Computerisation is not yet introduced. However a system of classification accepted by International Standard is proposed to be installed. Also a process of retro-conversion has been accepted by the Library Committee.

4.3 Library services:

<u>Year 2010-11</u>	Existing		Newly added	
	No.	Value (₹.) (Actual price)	No.	Value (₹.)
Total no. of Books	25795	178175 (2010-11)	691	178175
Text Books (2010-11)	687 (2010-11)	175985 (2010-11)	687	175985
Reference Books (2010-11)	4 (2010-11)	2190 (2010-11)	4	2190
e-Books	Nil	-	Nil	-
Journals	Existing Titles- 82	Not known	EPW= 44 issues Others+8 issues	Subscription rate of 2 History journals- 4000/year
e-Journals	Nil	-	Nil	-
Digital Database	Nil	-	Nil	-
CD & DVD	Nil	-	Nil	-
Others (specify) 1. Periodicals 2. Newspapers (July.2010-June 2011)	1. 15 Periodical titles incl. EPW (44 issues) 2. 8 newspapers		89 issues (paid); 41 issues (Pre-paid & free)	1. 4444.00 2. 4977.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	5	3	2		2	0	8
Added	5			1	2	1		1
Total	25							



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

The administration of the college is computerised.. Internet facility is available in the teachers reading room and Principal's Chamber .

4.6 Amount spent on maintenance in lakhs:

i) ICT	NIL
ii) Campus Infrastructure and facilities	.5228
iii) Equipments	.058
iv) Others	NIL
Total :	.5808

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC encouraged the student volunteers of NSS Unit I & II to organise Commonwealth Games 2010 Awareness Programme characterised by numerous cultural competition.
2. IQAC encouraged the minority students to apply for Minority Scholarship Grants sanctioned by WB Govt and took the initiative to disburse the grant.

5.2 Efforts made by the institution for tracking the progression

The College authority meets on regular basis for tracking the progress of both academic and infrastructural development.

The Teachers' Council and the departments occasionally meet the guardians to track the progress of the students through interactive sessions.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1371			

(b) No. of students outside the state

42

(c) No. of international students

Nil

Men	No	%	Women	No	%
	828	60.39		543	39.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1194	29	00	48	00	1271	1278	38	00	55	00	1371

Demand ratio - Data NA

Dropout % -- Data NA

5.4 Details of student support mechanism for coaching for competitive examinations

(If any)

The college has one unit of "Coaching Classes for Entry in Service", the grant of which has been provided by the UGC during its XI Plan Period. In the said unit Student are being trained for appearing in the Competitive Examination like Banking Service , SSC,PSC, Railway Recruitment Examination and other Competitive Examination of the same type.

No. of students beneficiaries

46

5.5 No. of students qualified in these examinations :Data is not available

NET	NA	SET/SLET	02	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	Others	NA



5.6 Details of student counselling and career guidance

Student counselling is conducted each year to guide the students in choosing appropriate courses and subjects.

Teachers take regular care for the students and provide counselling as and when required apart from the scheduled counselling sessions organised by the college.

The process of career counselling is done under Career Counselling Cell. It organises counselling programmes in collaboration with different vocational and professional institution as mention before.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
N.A	N.A	N.A	N.A

5.8 Details of gender sensitization programmes

The NSS unit I & II conducted a programme on child labour and awareness for girl child education in 2010.

Women’s Forum of our college invited Swyam (NGO) to organise a workshop for students on gender discrimination.

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 National level International level



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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (Amt. Disbursed)	121	32289
Financial support from government (Amt. Received)	407	492300/- (Cheque) 144540 (College A/C)
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives -NA

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Regarding admission, facilities for students ---
Matters resolved through discussion and talk.



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college endeavours to uplift the quality of the students by means of educational advancement including all-round development . The college also strives to ensure the uplift of the students who come from diverse social, religious and cultural backgrounds. It is also a mission of the college to disseminate basic human values, cosmopolitan and universal outlook, premised on nurturing cultural pluralism, social cohesion and harmony among the students who are the harbingers of social change.

Keeping the mission stated above the college intends to enhance academic excellence, advancement of knowledge and man- making , development of healthy atmosphere by inculcating basic human values and observing cultural, social, recreational activities as far as possible within the campus.

6.2 Does the Institution has a management Information System . NA

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

6.3.1 Curriculum Development

This is outside the purview of the college. It is under the authority of the affiliating university.

6.3.2 Teaching and Learning

Each department adopts some innovative processes in teaching and learning.

- 1.The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session.
2. The departments organize students' seminars, quiz contests, poetry/drama workshops.
3. Technology enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching occasionally.
- 4 Student seminars and paper presentation by the students are encouraged in the classes.
5. Field study and Project work carried out by most departments of the College.



6.3.3 Examination and Evaluation

Apart from the annual examinations mid-term ,selection tests and Unit Test have been introduced to evaluate students' performance.

6.3.4 Research and Development

1. Research and Publication Committee has been established to promote research awareness among the teachers as well as the students.
2. Teachers are kept updated about the funding opportunities related to research.
3. Space and necessary infrastructural support is provided for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

College provides facility of institutional membership of British Council Library to the college staff. Library had 1 old Win 95 PC which was replaced by a Win 98 computer. In June, 2011 the Library got a new Win XP desktop .To teach the students in a more illustrative and understandable way, teachers use LCD projector for screening films relevant to their text in the class room.

6.3.6 Human Resource Management

The human resource of the college is utilized in a free and democratic manner. For the management of the students' affair, the college has a Students' Union whose elections are held annually as per the University Statute. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room or in the Teacher's Computer Room for students' counselling. Above all, there is a Governing Body that manages and develops human resource of the college.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

Faculty members are recruited by the College Service Commission. The part time teachers are recruited by an expert committee which includes a University expert and a subject expert.



6.3.8 Industry Interaction / Collaboration

Nil.

6.3.9 Admission of Students

- 1) Admission is strictly on the basis of merit. All rules & regulations, seat reservation policy of the affiliated University and government are followed. All information is properly communicated to the stakeholders through college website and the notice board of the college.
- 2) College provides prospectus at the time of admission of the students stating the information about fees structure, student support, and Academic calendar.

6.4 Welfare schemes for

Teaching	Group insurance, , Provident Fund, Festival Advance.
Non teaching	Group insurance, EPF, Festival Advance..
Students	Free Studentship, Government Scholarships, Award, Prize

6.5 Total corpus fund generated NA

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO			
Administrative	NO			



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

For UG Programmes Yes No

For PG Programmes Yes No

Calcutta University holds and declares results of Under Graduate courses; hence the college has no role to play regarding publication of results. The college publishes results of internal exams within three weeks.

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

NA

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

None.

6.11 Activities and support from the Alumni Association

The Alumni Association of this college did not emerge as a registered association during this year.

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and drawbacks of their wards. Regular feedback is taken from them and also their assessments are taken into account for the purpose of teaching and evaluation..



6.13 Development programmes for support staff

None

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

1. Campus is declared as 'no smoking zone'.
2. Gardening and plantation is done for beautification of campus.
3. Regular testing of drinking water and quality of canteen food done by the College Authority.

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.

1. Exhibition of books and celebration of Library Day to encourage the students to read books . These programmes had a positive impact on the students as larger number of students had accessed the enriched library resources.
2. The college conducted a workshop to promote awareness on persons with special needs with the assistance of HEPSN.

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

1. Internet facility made available to all staff.
- 2.. Career Counselling Cell operative. Counselling programme was conducted by Narendranath Institute.
3. Remedial coaching offered to the weak students .
4. To overcome shortage of teachers, Guest Lecturers appointed by the college.

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

1. Publication of wall magazine on the contemporary relevant issues by the students of each department .
2. Promotion of multifarious extension activities through the NSS units I & II and Women's Forum.



**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. NSS Unit I & II organised tree plantation programme in the backyard of college.
2. Apart from this, 3rd year students of this college have to take up Environmental Science as a compulsory paper to promote awareness among students about sustainable development and prevention of Global Warming.
3. In the syllabi of some departments like Political Science, Hindi, Education some chapters are devoted to environmental awareness, education, politics and various movements for the protection of environment.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT ANALYSIS:

STRENGTH : The chief strength of this Institution is the cohesive spirit of all stakeholders in building the institution and steering it in the right direction. The college has well qualified, sincere and dedicated faculty, motivated and efficient non-teaching staff as well as responsive and meritorious students from diverse socio-economic background. A variety of undergraduate courses are offered by this institution. Effective delivery of curriculum is ensured through regular classes, systematic evaluation and remedial classes for the backward and slow learners. The student support mechanism of the college includes medical check-up, regular physical training, career counselling and financial assistance through Students' Aid-Fund Scheme. The convenient location of the institution with good communication network enables the students from different parts of the city and its suburbs to reach the college. The students are exposed to a multi-lingual and multi-cultural environment which enables them to develop as good and tolerant citizens of a diverse India.

WEAKNESS : Due to the lack of availability of adequate space the expansion of the college cannot proceed at a desirable pace. The adjacent land is illegally occupied by members of the local community. Due to the institutional policy of maximum access, the college has a high proportion of students from the neighbouring community most of whom happen to be 1st generation learners. The students of this community (coming primarily from Urdu/Hindi medium educational institutions) face a genuine difficulty in writing the subject matter in the University prescribed medium i.e. English/ Bengali. So the percentage of success of the students of this college is comparatively low.

OPPORTUNITIES: The College has made persistent attempts in the direction of the expansion of the college building through acquisition of the land adjacent to the college with the aim of introducing the science degree course and some other departments.

THREAT : Poor attendance is a major threat. Since most of the students come from poor economic background, they are often engaged in part-time jobs. Secondly students lack good communication skill in English or Bengali—the medium of instruction and evaluation prescribed by the University of Calcutta. Finally lack of space due to illegal acquisition of the land hinders the all round development of the college.



8. Plans of institution for next year

1. To advise the faculties to increase their participation in research-oriented activities and organize student seminars, quiz contests, excursions/educational tours;
2. To facilitate each Department with necessary equipment for effective implementation of the teaching-learning process.
3. To speed up the process of acquisition of the adjacent land for the construction of a new building .
4. Further computerization of office and Library.
5. To continue the remedial classes for the poor students
6. To appoint additional faculty from the college fund due to a shortage of regular teachers owing to vacant posts.

Name Dr. Ruma Chatterjee

Name Dr. Asit Kumar Mondol

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme



CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission



Annexure II

KIDDERPORE COLLEGE

ACADEMIC CALENDAR – 2010-11

<u>JULY 2010</u>	
1 Thrs	B.A/B.Sc./B.Com 1 st year Admission C.U. B.A/B.Sc./B.Com part-I+Part II Exam
13 Tues	B.A/B.Sc./B.Com 1 st year & 3 rd year classes commence
<u>AUGUST 2010</u>	
9 Mon	Freshers Welcome
15 Sun	Independece Day
21 Sat	Ravindra Jayanti Celebration
<u>SEPTEMBER 2010</u>	
1 Wed	Holiday (Janmastmi)
<u>OCTOBER 2010</u>	
1 Fri	Holiday(College Foundation Day)
2 Sat	Holiday (Gandhi Jayanti)
7 Thrs	Holiday (Mahalaya)
12 Tue	Puja Vacation Starts
<u>NOVEMBER 2010</u>	
9 Tue	College Reopens
12 Fri	Holiday (Chhat Puja)
15 Mon	Holiday (Jagdhatri Puja)
17 Wed	Holiday (Eid)
18 Thrs	Holiday (Eid)
22 Mon	1 st yr.+2 nd yr.+3 rd yr. Mid-Term Test Begins
30 Tue	1 st yr.+2 nd yr.+3 rd yr. Mid-Term Test Ends
<u>DECEMBER 2010</u>	
17 Fri	Holiday (Muharram)
25 Sat -31 Fri	Winter Recess
<u>JANUARY 2011</u>	
1 sat	New Years Day
13 Thrs	College Sports Day
14 Fri	Holiday
17 Mon	Class + B.A/B.Com/B.Sc 3 rd year selection test begins
19 Wed	College Parent Teachers' Meeting
20 Thrs	College Parent Teachers' Meeting
23 Sun	Holiday (netaji's birthday)
24 Mon	Holiday (C.U foundation day)
25 Tue	Holiday (Maghotsav)
26 Wed	Republic Day
28 Fri	Cultural Competition



29 Sat	Cultural Competition
<u>FEBRUARY 2011</u>	
5 Sat	College Union Tour
8 Tue	Sarswati Puja Celebration
9 Wed	Sarswati Puja Celebration
14 Mon	College annual Social
15 Tue	Holiday
16 Wed	Holiday (Fateha yeaz duham)
21 Mon	Class+ B.A/B.Com/B.Sc 2 nd year selection test begins
<u>March 2011</u>	
11 Fri	B.A/B.Com/B.Sc 1 st year selection test begins
18 Fri	B.A/B.Com/B.Sc 1 st year selection test ends
19 Sat	Holiday (dol)
20 Sun	Holiday (Holi)
<u>April 2011</u>	
14 Thrs	Holiday (Chaitra Sankranti)
15 Fri	Holiday (Bengali New Year)
22 Fri	Holiday (Good Friday)
23 Sat	Holiday (Easter Saturday)
<u>MAY 2011</u>	
1 sun	May Day
9 Mon	Holiday (Rabindra Jayanti)
16 Fri ---30 June	Summer Recess

Annexure III

BEST PRACTICE –I

Sustained emphasis on the publication of wall magazine by the students of each department

Goals :

The College encourages its students of all the 16 departments to publish wall magazine with following objectives---

- To explore and bring to light the latent potential of each student and to provide an ambience for creative expression.
- To promote awareness among the student about the contemporary issues of social, political and economic relevance.
- To expose the students to new ideas for future research and development.
- To develop reading, writing and analytical skills.



The Content :

The vision of our College has been “Tamso ma jyotirgamaya” which articulates the College dedication to wisdom. Ignorance like darkness obscure the understanding. Just as the remedy for darkness is light, the only remedy for ignorance is knowledge. With this objective in mind , the College encourages its students of every department to choose any issue of contemporary relevance , extensively read the materials related to this issue and prepare a write-up, attaching related pictures which is put up on the walls of the corridors as wall magazines.

The Practice:

- The students of every department choose a particular issue which is of contemporary relevance in politics, society, economy etc. and discuss the issue with the teachers of the respective departments.
- After selecting their topic, they consult the teachers, who provide them with a list of references to go through and prepare the write-up.
- After preparing their writing material they once again come up to the respective teacher who goes through their written article and suggests necessary amendments.
- The college provides a certain sum of money for purchasing the required stationeries needed for preparing the wall magazine.
- On the day of the final preparation of the wall magazine , the teacher closely supervises the work of the students to enable them to put up a brilliant presentation.
- Finally, after the wall magazine is ready, it is put up in the cages embarked for respective departments on the walls of the corridor.
- A photograph of the teacher along with the students putting up the wall magazine is taken and enclosed in the college prospectus.

Evidence of success :

The success is reflected in the sincere efforts made by the students to prepare their departmental wall magazines as well as the genuinely intelligent and thought provoking write-ups with the appropriately chosen pictures which attract the attention of all .

Problems encountered and Resources required:

The most significant problem encountered in this regard is the declining reading habit of the students, their apathy towards reading newspapers and growing inclination towards internet. While enabling the



students to prepare their wall magazines, it has been found that they prefer to consult ready materials available in the internet, rather than preparing notes by consulting books and journals.

More financial resources are required to replace the cages of some of the departments for the display of wall magazines. The old and shabby ones immediately need to be replaced by new ones.

BEST PRACTICE –2

Extension Activities of Social Relevance:

Goal s:

The aim of the practice is to inspire and motivate young learners towards ideals of social welfare service, philanthropy and the task of man-making. The aim of this College is not just to impart curriculum based training but to sensitise the students towards the moral responsibility to address the contemporary socio-economic problems which continue to imperil our society and the nation.

The Context:

The student-clientele of this college comprises of a cross-section of the city cosmopolitan population and a significant section of the students belong to the less privileged groups. Keeping this twin factors in mind, the extension activities of the college are designed so as to fulfil the following objectives—

1. To sufficiently address the poverty related issues, most notably child labour, illiteracy, lack of consciousness regarding personal and community hygiene of urban slums specially of neighbourhood community.
2. To spread consciousness among the students about women's rights, sensitise them towards the need to resist gender-oriented inequalities and vulnerabilities and prevent all forms of atrocities against women.
3. To carry out persistent campaign against the social evils like abusive use of alcohol, drugs etc.

The Practice :

There are two NSS Unit in our college—one for boys and another for girls. There is also a Women's Forum to undertake extension and outreach programmes.

The NSS Unit as well as Women's Forum hold meetings convened by the Programme Officers and the Women's Forum Convenor chaired by the Principal / Teacher-in-charge and attended by the members. For organising these extension programmes, the NSS unit and Women's Forum take the assistance of an NGO 'SWAYAM'.

This year NSS organised a seven days special camp and awareness programme to raise consciousness among the people of the local community about the promotion of education for girl child, prevention of child labour and environmental pollution.



Evidence of succes :

There is a noticeable change in the outlook of the girl students. They now appeared to be more involved in the extension activities related to the upliftment and betterment of the position of women in the society. The students who regularly participate in NSS activities seem to have become more responsive towards the contemporary socio-economic problems which intend to imperil our society. Moreover the efforts made by the NSS units and the Women's Forum have enabled the students to tackle their emotional and family related problems more rationally than before and rise above them to carve out their individual identity.

Problems encountered and Resources required :

1. The problems encountered are as follow –
 - a) Scarcity of financial resources and adequate time due to academic schedule create obstacles in the path of wide-ranging and comprehensive social welfare services.
 - b) There is infrastructural constraint upon organising large scale in-house programmes to address larger audience groups as part of extension programmes.
2. The resources required are as follow –
 - a) Allotment of special financial grant for expanding the ambit of activities rendered.
 - b) There is need to further activate institutional collaboration with other Colleges/ civic bodies, welfare groups etc for enhancing the NSS and Women's Forum related activities.