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

> 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. Minakshi Chatterjee

Tel. No. with STD Code:

033-24597790

Mobile:

9831361096

Name of the IQAC Co-ordinator:

DR. RUMA CHATTERJEE

Mobile:

9433113733

IQAC e-mail address:

kdpciqac@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)__ WBCOGN11333 kidderpore college, kolkata.

1.4 Website address:

www.kidderporecollege.com

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   13/09/2005

1.7 AQAR for the year *(for example 2010-11)*   2011 - 2012

1.8 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 _____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) [.]

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 [ ]   UGC-CPE [ ]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other *(Specify)* [ ]

UGC-COP Programmes [ ]

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

| 10 |

2.10 No. of IQAC meetings held

| 3 |

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | 1 |

Non-Teaching Staff/ Students | 1 | Alumni | 0 | Others | 0 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount | Nil |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | | National | | State | | Institution Level | |

(ii) Themes   NA

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) To upgrade technology and computerisation of different section of the college, Library equipment valued at 6.02 lacks purchased from UGC XI plan.

3) The IQAC suggested the G.B to provide good fund for purchasing books and journals in the college library. Books worth Rs. 218623 purchased this year.

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,IIJT are invited for student counselling .

5) IQAC enables 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 through the Entry into Service Cell.

7) This year the NSS unit I & II organised a 7 days special awareness camp concerning, "Environment", " Girls'Education" & "Awareness against Dowry" at the University level at CPT Katapukur Lane, Kidderpore from 29th Feb 2012 to 5th March 2012 .

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

9) Upgradation of the library is continued under supervision of IQAC.

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
The repair work and painting of the college building. Formation of building and purchase committee.	Recommendations of the Building Subcommittee were discussed and it was resolved that repair and renovation work of the college should be made. Approval of expenditure for the repairing works and painting works of the college building .
Purchase of library equipments has been suggested .	Library equipment worth of Rs. 6,02752 purchased.
Technology Upgradation and Computerization.	Computerization of administration continues.
Proposal made to TIC to arrange Guest Lecturers for coming session.	5 Guest lecturer appointed.
Support to minority community, physically challenged & weaker students	Fellowship & Special support provided by the UGC sponsored HEPSN, Remedial Scheme & College Poor Aid-Fund.

Attach the Academic Calendar of the year as Annexure

2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management   ☑   Syndicate   ☐   Any other body   ☑

Provide the details of the action taken

Aqar (2011-12) 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

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				
PG				
UG	16	0	04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	16		04	

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*   Alumni [ ]   Parents [✓]   Employers [ ]   Students [ ]
    (On all aspects)

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

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 REVISED BY THE AFFILIATING UNIVERSITY

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
22	14	08	0	

2.2 No. of permanent faculty with Ph.D.

11

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	1							0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

P.T -16   G.L - 12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	4	
Presented papers		5	4
Resource Persons			

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) Number of special lectures by eminent professors from reputed Universities and Institution on various topics highlighting the fundamentals and frontiers in the subjects is arranged by the departments.

7) Educational excursions in all Departments are organised annually.

8) 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

<div style="border:1px solid">174</div>

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

<div style="border:1px solid">NA</div>

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

3		

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	11			11		100%
ECOA	NIL					
EDCA	01			01		100%
HINA	09			09		100%
HISA	07			07		100%
PHIA	NIL					
PLSA	01			01		100%
URDA	11			11		100%
B.A (gen)	108			76		70%
B.Com (Hons)	91			78		77%
B.Com (Gen)	74			35		47%

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

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

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	15	1		02
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 initiated the creation of a Research and publication committee for Monitoring of research work undertaken by the faculty and also encouraged the committee to provide inputs for further research .

- Faculties are generously granted study leave and duty leaves to pursue their research work and attend seminar and conferences.

- IQAC coordinates with the 'Seminar Committee' to organize inter-departmental teachers Seminar.

3.2   Details regarding major projects NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		4	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:N A

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	N A	N A	N A	N A
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. [   ]   Chapters in Edited Books [6]

ii) Without ISBN No. [2]

3.8 No. of University Departments receiving funds from   . NA

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   NIL   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

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 [1]

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

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

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

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

   NIL

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   [2]
     and students registered under them   [3]

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) N A

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

3.21 No. of students Participated in NSS events:

University level [50] State level [ ]

National level [ ] International level [ ]

3.22 No. of students participated in NCC events:

University level [14] State level [ ]

National level [ ] International level [ ]

3.23 No. of Awards won in NSS: NIL

University level [ ] State level [ ]

National level [ ] International level [ ]

3.24 No. of Awards won in NCC: NIL

University level [ ] State level [ ]

National level [ ] International level [ ]

3.25 No. of Extension activities organized

University forum [ ] College forum [✓]

NCC [2] NSS [1] Any other [ ]

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

i.   College NSS Unit I & II organised a 7 days special camp at CPT Katapukur Lane, Kidderpore from 29th Feb 2012 to 5th March 2012 .

ii.   They organized awareness programme related to environment , health and education.

iii.   The NSS volunteers performed a street play which condemns the social evil such as Dowry and supports Girls' education.

iv.   In this camp drawing and quiz competition were organized by our volunteers.

The local slum children participated in the event .

v.   NCC cadets participated in Camp CATC III at Arya Parishad , KIdderpore during the period– February 10 – February 19, 2012

vi.   NCC cadets participated in Camp CATC –XVI at Gangadharpur, Howrah during the period February 22- March 3, 2012.

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 (≥ 1-0 lakh) during the current year.		23		
Value of the equipment purchased during the year (Rs. in Lakhs)		6.02	UGC	
Others				

4.2 Computerization of administration and library

The computerisation process of administration was initiated. However computerisation of library was not yet started.

4.3 Library services:

Year 2011-12	Existing		Newly added	
	No.	Value (₹.) (Actual price)	No.	Value (₹.)
Total no. of Books	26885	426729	894	248554
Text Books (2010-12)	1529 (2011-12)	405604 (2010-12)	842	229619
Reference Books (2010-12)	52 (2010-12)	21125 (2010-12)	52	18935
e-Books	9	-	9	-
Journals	Existing Titles-82	Not known	3 issues	Subscription rate of 2 History journals-4000/year
e-Journals	Nil	-	Nil	-
Digital Database	Nil	-	Nil	-
CD & DVD (incl. e-books)	20	1599 (included in total amount)	20	1599 (included in total amount)
Others (specify) 1. Periodicals 2. Newspapers (July.2011-June 2012)	1. 12 Periodical titles incl. EPW (53 issues)(paid) 2. 8 newspapers		141 issues (paid) 18 issues (pre-paid & free) (4 Pre-paid & 3 free periodicals)	1. 4712.00 2. 5227.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	18	12	7	2	12	2	0	
Added	6	3	1		3			
Total	24							

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. With the introduction of new syllabus in Commerce stream 6 new desktop purchased for the purpose . 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

.53154

iii) Equipments

0.06

iv) Others

Total :

.59154

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. An **orientation programme** is held at the beginning of the new session for the first year students where they are intimated elaborately on the student support services by the Principal and the senior staff members.

2. Students are provided with **College prospectus** where various student support services are mentioned in detail..

3. The grievance redressal cell addresses the grievance of students and take necessary action. Grievance box **is** installed in front of Principal's Chamber.

4. **Student aid-fund committee** grants free studentship and other financial aid from the aid fund of the College. The committee puts up notice on the **notice boards** for the purpose.

5. The NSS unit I & II organised a 7 days special awareness camp concerning, "Environment", " Girls'Education" & "Awareness against Dowry" at the University level at CPT Katapukur Lane, Kidderpore from 29th Feb 2012 to 5th March 2012.

6. The IQAC encourages The NCC Unit of the college to prepare the cadets for participation in different CATC Camps.

5.2 Efforts made by the institution for tracking the progression

Regular guardians' meetings are held in the Departments for Honours students every year.

Remedial classes are arranged for supporting weak and economically backward students, whenever required fund is available.

Evaluation of students is done on a regular basis through class – test ,mid-term examinations, test examinations etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1362			

(b) No. of students outside the state

48

(c) No. of international students

nil

Men

No	%
840	62

Women

No	%
523	38

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1278	38	00	55	00	1371	1272	35		55	00	1362

Demand ratio   Dropout %

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

The college has one unit of "Coaching Classes for Minority/SC/ST in the form of Entry into Service Cell", 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

65

5.5 No. of students qualified in these examinations NA

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

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

Data not available.

5.7 Details of campus placement : NA

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

5.8 Details of gender sensitization programmes

The NSS unit I & II conducted a awareness programme on girl child education and prevention of dowry in 2012.

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 | 10 | National level | | International level | |

No. of students participated in cultural events

State/ University level | 10 | National level | | International level | |

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

Sports : State/ University level | 4 | National level | | International level | |

Cultural: State/ University level | 3 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (Amt. disbursed)	151	66565
Financial support from government	240	4,03,150(cheque) 230800(college a/c)
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives : NIL

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 [1]

5.13 Major grievances of students (if any) redressed :Generally students face problems at the time of admission and report to the authority . Admission related grievances are resolved through discussion and mutual understanding.

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 :

> No

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

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Calcutta University there is little scope of internal curricular designing. However every department has its own academic calendar to run and complete the syllabus.

6.3.2 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 teachers organise departmental meetings on regular basis to evaluate the degree of progress made by the students and the difficulties encountered by the students in comprehending the subject matter. Accordingly the teachers plan their future course of teaching and curriculum delivery.

3. The departments organize students' seminars, group discussion ,intra and inter-departmental quiz contest s etc. to improve the comprehending and analytical power of the students in the respective subject.

4. Technology enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching occasionally.

5. Student seminars and paper presentation by the students are encouraged in the classes.

6. Field study and Project work carried out by Commerce Geography and Jouranlism departments of the College.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

Our is a undergraduate college so there is not much scope for research. Still the Research Committee encourages the teachers to take up Minor Research Project and other research related projects. The committee further encourages those teachers without Ph.D to pursue their Ph.D Projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

College provides facility of institutional membership of British Council Library to the college staff. 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? NA

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. The NSS Unit s of the college undertake extensive tree plantation programme on a regular basis.

2. NSS garden is maintained in the college backyard

3. Campus is declared as 'no smoking 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.

1. Youth Parliament was organised in the college as per directive of West Bengal Ministry of Parliamentary Affairs. The student of this college excelled in their performance and reach the district level championship.

2. 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

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

1. Approval of expenditure for the repairing works and painting works of the college building .

2.Library equipment worth of Rs. 6,02752 purchased.

3. Computerization of administration continues.

4. Fellowship & Special support provided by the UGC sponsored HEPSN, Remedial Scheme & College Poor Aid-Fund.

5. Remedial coaching offered to the weak students .

6. 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) Youth Parliament Competition .

2) Extention Activities organised by NSS Unit I & II.

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. Installation of CCTV Camera in College Premises.

2. To facilitate each Department with necessary equipment for effective implementation of the teaching-learning process.

3. To Fill up the vacant post of the Principal , Assistant Professors and Head Clerk.

4. To expedite the process of acquisition of the adjacent land for the construction of a new building through the newly constituted Building Sub-committee.

5. Further computerization of office and Library.

6. To continue the remedial classes for the weaker students.

Name :Dr. Ruma Chatterjee_   Name : Dr.Minakshi Chatterjee

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

_____***_____

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

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KIDDERPORE COLLEGE

ACADEMIC CALENDAR – 2011- 12

JULY 2011	
1 Fri	B.A/B.Sc./B.Com 1ˢᵗ year Admission Work C.U. B.A/B.Sc./B.Com part-I+Part II Exam + Other academic work
20 Wed	B.A/B.Sc./B.Com 1ˢᵗ year & 3ʳᵈ year classes commence B.A/B.Sc./B.Com 1ˢᵗ year Admission Work
AUGUST 2011	
15 Mon	Independece Day
22 Mon	Janmashtami Holiday.
31 Wed	Holiday Eid.
SEPTEMBER 2011	
1 Thrs	Holiday Eid.
30 Fri	Puja Vacation commences.
OCTOBER 2011	
1 sat	Holiday(College Foundation Day)
2 sun	Holiday (Gandhi Jayanti)
31 Mon	College reopens after Puja Vacation.----
NOVEMBER 2011	
1 Tues	Chhat Puja Holiday.
4 Fri	Jagadhatri Puja.
7 Mon	Id uz Zoha, Holiday
10 Thrs	Guru Nanak Birthday
DECEMBER 2011	
19 Mon	College cultural competition.
20 Tues	Library Day Celebration
21 Wed	College sports.
25 Sun	Winter Recess begins
JANUARY 2012	
1 Sun	New Years Day
9 Mon	College Selection Test
12 Thrs	Holiday for Swami Vivekananda 150ᵗʰ Birth Anniversary.
23 Mon	Holiday (netaji's birthday)

24 Tues	Holiday (C.U foundation day)
25 Wed	Holiday (Maghotsav)
26 Thrs	Republic Day
28 Sat	Holiday due to Saraswati Puja.
31 Tue	Student Union Tour.
FABRUARY 2012	
2 Thrs	B.A/B.Com part II Test begins
13 Mon	College student Union Annual Social.
20 Mon	Holiday for Shivratri.
March 2012	
8 Thrs	Doljatra
9 Fri	Holi.
13 Tue	Student Union Election
19 Mon	B.A/B.com part I selection Test begins
APRIL 2011	
6 Fri	Good Friday holiday
7 Sat	Easter Saturday holiday.
14 Sat	Holiday (Chaitra Sankranti)
15 Sun	Holiday (Bengali New Year)
MAY 2011	
1 Tue	May Day
8 Tue	Holiday Rabindra Jayanti
16 May to 30 June	Summer Recess

Annexure III

Best Practices I : **Organisation of Youth Parliament by the students of the college**.

Goals : The college encourages its students to organize Youth Parliament with the following objectives -
   i) To create interest among the students about Parliamentary democracy and the Law- making procedure in the Union and state legislatures.
   ii) To enable the students of the social sciences especially those of political science understand the proceeding of the Parliament.

The context: The vision of this college has been " Tamoso Ma Jyotirgamaya" which articulates the dedication of this college to wisdom. Just as the remedy for darkness is light the only remedy for ignorance is knowledge. With this objective in mind, every effort is made by the college to enable the students to explore the positive aspect of the politics. The truth that politics doesn't always mean regressive and destructive practices but also progressive and constructive planning and implementation can be inculcated in the young minds by staging successful Youth Parliament. Staging of Youth Parliament enables the teachers to make the students realize the fact that true politics stands for the upliftment and betterment of human society.

The Practice: The teachers belonging to the Department of Political Science prepare the script of Youth Parliament on the basis of newspaper reports, articles, and editorials. For this, the teachers have to attend a workshop on Youth Parliament organized by the Ministry of Parliamentary Affairs of the Government of West Bengal legislative Assembly. After that they select the characters from among the students to stage the drama. Continuous rehearsals are done every day to prepare the students for the final performance. A date is provided by the Ministry of Parliamentary Affairs on which the Youth Parliament is staged in the college. In the year 2011-12, the students of this college who performed Youth Parliament were chosen for the district-level competition.

Evidence of Success: The spontaneous participation of the students, their skill in debating, arguing, and the lucid and fluent delivery of the dialogue prove that they take real interest in staging Youth Parliament. Not only the students who participate, but also those who appear as audience now seem to be more involved in parliamentary politics and democratic governmental practices.

Problems Encountered and Resources Required:

1) Lack of adequate time for rigorous practice and rehearsal for staging Youth Parliament due to hectic academic schedule.
2) Lack of proper auditorium for staging Youth Parliament.

Resources Required: Allotment of special financial grant for organizing Youth Parliament.

Best practice II:

Extension Activities of Social Relevance Organized by Kidderpore College NSS Unit I and II

Goal: The aim of all the extension activities is to inspire and motivate young learners towards the 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 sensitize 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 locality of the college is such which confronts the problems of child labour, deprivation of the female children from primary and secondary education, lack of awareness regarding personal as well as community hygiene, and illiteracy of the adult population. Keeping these basic problems in mind, the National Service Scheme (NSS) units I and II of this college organized extension activities so as to fulfill the following objective of- sufficiently addressing the poverty-related issues, most notably child labour, illiteracy, lack of consciousness regarding personal and community hygiene of urban slums especially of neighbouring community.

The Practice: There are two NSS units in the college- one for boys and another for girls to organize extension activities. The various programmes conducted by the NSS units in 2011-12 ware the following-

i.   A 7-day special camp and awareness programme at Iqbalpur Crossing was organized on
        a) education for girl child, b) prevention of child labour, c) prevention of environmental pollution.
ii.   An awareness programme was organized on
        a) Save the Girl Child, b) General Health Care, c) Education for All.
iii.   An awareness programme on leprosy was organized in collaboration with Gandhi memorial leprosy Foundation.

Evidence of Success: There is noticeable change in the outlook of the girls students. They appear to be more involved in the educational upliftment of the female folk. The male students also showed remarkable interest in arousing general consciousness regarding personal and community hygiene and health care.

Problems Encountered and resources Required: There are infrastructural and financial constraints upon organizing large scale in-house programmes to address large audience groups as part of extension programmes.

Resources Required: Institutional collaboration with other colleges/ civic bodies/ welfare groups etc. has to be activated for enhancing the NSS related activities.