



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. MD. TAIMUR RAHMAN

Tel. No. with STD Code:

033-24597790

Mobile:

9434427239



Name of the IQAC Co-ordinator:

DR. Diba Hashmi

Mobile:

9433113733

IQAC e-mail address:

kdpciqa@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	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

13/09/2005

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

2014 -15



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)
- iv. AQAR _____ 2010-11 _____ (23/11/2015)
- v. AQAR-----2011-12----- (24/11/2015)
- vi. AQAR----- 2012-13 ----- (26/11/2015)
- vii. AQAR ----- 2013-14 ----- (27/11/2015)

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

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>



2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

1. A Seminar is organised on Library Day, 21 Dec 2014 . The theme of Seminar was – “History of the locality of Kidderpore and Kidderpore College.”
2. Workshop organised on 12th May on – “ Problems encountered by Colleges approaching NAAC ”



2.14 Significant Activities and contributions made by IQAC

- 1.The IQAC suggested the formation of Alumni Association as a formal and registered organisation.
- 2.The IQAC advised the college management to develop the Guardian's Forum as an organised and well formed association.
3. The IQAC suggested the replacement of the old wiring system of the college keeping in view the increasing load capacity.
4. As per the suggestion of the IQAC computerisation of the salary account (COSA) was approved and the software for COSA was installed.
- 5.As per the directive of the IQAC Infotec was entrusted the task of installing software for students' management system, office management system and online admission as a package for Rs 60,000.
6. According to the directive of the IQAC initiative was taken to introduce Hons in Geography, Journalism and Mass communication and the opening of the department of Computer Science.



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
1.Emphasis was laid on the urgent need of repairing the college building.	1.The office of the college and the students' canteen on the ground floor were renovated.
2.Emphasis was also laid on holding meeting with the illegal occupants of the land adjacent to the college building.	2.The meeting with the occupants could not be arranged immediately but the Building subcommittee started taking serious initiative in this direction.
3.Budget on Equal Opportunity Centre of Rs 33,950 was approved and the amount was decided to be given to the Women's Forum for carrying out extension activities of social relevance.	3. The Women's Forum of the College organised an awareness programme entitled " Discrimination in Educational Institutions" in collaboration with the NGO 'SWAYAM' on 27 th Sept 2014.
5.The Governing Body planned to purchase new photocopier machine to give Xerox facility to the students and staff.	5. The purchase of the machine is under process.
6.The installation of online admission system was planned.	6. On line admission process started from 2015.

** 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 (2014-15) was placed in the iqac for approval and then forwarded to governing body for further suggestions and improvements . After the completion of the process it is uploaded in 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* 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

- 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
27	16	11	0	

2.2 No. of permanent faculty with Ph.D.

18

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
5	2							5	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

PT- 14

GL- 19



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		20	2
Presented papers	2	4	4
Resource Persons			1

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

1. The departments arranged lecture seminars for the students in classes by inviting Professors from other colleges and Universities.
2. The departments of literature introduced the use of audio-visual tools and techniques to explore the relevant texts.
3. Inter-departmental activities such as Quiz, Student seminars and Group discussion were practiced.
4. Students are encouraged to use Library Portal installed by College Library.

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

204

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

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

03

as member of Board of Study/Faculty/Curriculum Development workshop

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	01			01		100%
ENGA	03			02		67%
ECOA	NIL					
EDCA	02			01		50%
HINA	12			12		100%
HISA	02			02		100%
PHIA	01			00		0%
PLSA	01			01		100%
URDA	10			10		100%
B.A (gen)	164			23		14%
B.Com (Hons)	52			20		38%
B.Com (Gen)	68			14		21%

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

IQAC suggested that the Principal and Departmental heads meet at the beginning of each session to prepare the Yearly course of action. The IQAC also monitors the periodic progress of the students on the basis of their performance in the Mid-term, Selection Test and regular class tests so that the Principal 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	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	21	6	0	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

The IQAC encourages the Seminar Subcommittee of the college to organise larger number of Teachers' seminars to stimulate the research potential of the teachers. The IQAC also suggested the Research and Publication Subcommittee to bring out a multidisciplinary journal with ISSN no. The said committee has accepted the suggestion and decided to endeavour in this direction. IQAC encouraged teachers to apply for MRP under UGC.

3.2 Details regarding major projects NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects NA

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		1,45,000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		7	
e-Journals			
Conference proceedings			

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
NA

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-15	UGC	1,45,000	145000/-
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				

1,45,000/-

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 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

3.11 No. of conferences
organized by the Institution
NA

Level	International	National	State	University	College
Number					
Sponsoring agencies					



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

3.13 No. of collaborations: Nil International National Any other

3.14 No. of linkages created during this year

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

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

NA

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: NA

Total	International	National	State	University	Dist	College
				02		

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other



3.21 No. of students Participated in NSS events:

University level	<input type="text" value="104"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="11"/>	State level	<input type="text" value="16"/>
National level	<input type="text" value="5"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="2"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="2"/>
		Any other	<input type="text" value="1"/>

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

* The volunteers of NSS Unit I & II participated in a rally organised by the University of Calcutta on the 'World Handicapped Day'.

* The NSS Unit I & II organised a grand blood donation camp by inviting a team of medical experts from the Calcutta Medical College and Hospital in the college premises in March 2015.

* The Women's Forum of the college organised an awareness programme on "Discrimination in Educational Institution" in collaboration with the NGO SWAYAM in Sept. 2014.



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.	31	13		
Value of the equipment purchased during the year (Rs. in Lakhs)		425, 332	UGC	
Others				

4.2 Computerization of administration and library

1. Computerisation of the salary account (COSA) was approved and the software for COSA was installed.

2. As per the directive of the IQAC Infotec was entrusted the task of installing software for students' management system, office management system and online admission as a package for Rs 60,000.

3. It has approved the proposal for subscription of the N-LIST e-journal Consortium of INFLIBNET; providing more computers and networking facility to enhance the on-going library automation work

4. Data entry for OPAC is being done.

5. Library Website – Yes. Linked with the College Website. There is a Facebook Page of the Library also for posting the photos of events and interaction with readers.

6. In-house/remote access to e-publications – Both in-house and remote access may be achieved through the Library Portal and the BCL Online Library. There are links to free e-resources databases provided in the Portal.

7. Library automation – Library automation has been initiated by installing the e-Granthalaya Library Management software developed by the NIC of Department of Electronics.



4.3 Library services:

Year 2014-15

<u>Year 2014-15</u>	Existing		Newly added	
	No.	Value (₹.) (Actual price)	No.	Value (₹.)
Total no. of Books	28905	843381 (2010-15)	435	137994
Text Books (2010-15)	2992 (2010-15)	791206 (2010-15)	430	134999
Reference Books (2010-15)	113 (2010-15)	47730 (2010-15)	5	3995
e-Books	9+ BCL Online (85000 e-books)	999	9	-
Journals	Existing Titles- 82	-	-	-
e-Journals	1.Subscribed BCL Online library (14000 titles available) 2. Proposal to subscribe N-LIST has been approved by GB (6000 titles available)	999	Nil	999
Digital Database	Nil	-	Nil	-
CD & DVD	20	1599 (included in total amount)	20	1599 (included in total amount)
Others (specify) 1. Periodicals 2. Newspapers (July.2014-June 2015)	1.22 Periodicals incl. EPW (50 issues)(paid) 2. 4 newspapers; BCL Online Library's Newspapers Database		152 issues (paid); 34 issues (Pre-paid & free)	1. 6396.00 2. 3403.00



4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	31	14	3			3		11
Added	8	2	2			1		3
Total	39							

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

The IQAc suggested the college authority to provide departmental laptops to all the 16 departments for computerisation of all departmental work.

The IQAC suggested the Computer Academic Committee to introduce computer literacy programme for the interested non-teaching staff.

The IQAC also suggested the said committee to acquaint the teachers with new innovation in IT .

4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	.57876
iii) Equipments	.23
iv) Others	--
Total :	.80876



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 blood donation camp .
2. IQAC encouraged the students to apply for Minority Scholarship Grants and 'Kanya Shree' Scheme sanctioned by WB Govt & took the initiative to disburse the grant.
3. IQAC advised the Women's Forum of the college to organise larger number of awareness programmes for the purpose of sensitizing the students towards the evil of gender discrimination in the social sphere.
4. IQAC iadvised the students' aid fund sub committee to rightfully identify the economically backward students and ensure student freship scheme to them.

5.2 Efforts made by the institution for tracking the progression

1. The Academic committee meets at regular intervals to evaluate the academic progress of the students by analysing their performance in mid-term test and selection test.
2. The college arranges parent-teachers meeting on a regular basis and collects feed back from the parents regarding the progress of their wards.
3. Attendance related notices are regularly circulated in the class to improve the attendance records .
4. The management periodically checks the extension activity related attendance registers to monitor the involvement of students in those activities.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1577			

(b) No. of students outside the state

32

(c) No. of international students

07

Men	No	%
	823	52.18

Women	No	%
	754	47.82

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1387	08	0	34	07	1436	1509	17	0	48	3	1577

Demand ratio

Dropout %

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

The college used to operate an 'entry into service cell' to impart coaching for competitive exams till 2012. However due to paucity of fund it had to be discontinued.
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No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations : NA

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>



5.6 Details of student counselling and career guidance

1. Student counselling is conducted each year to guide the students in choosing appropriate courses and subjects.
2. Teachers also undertake take psychological counselling of the students specially of the girls as and when required apart from the scheduled counselling for career guidance .

No. of students benefitted

Data not maintained.

5.7 Details of campus placement: NA

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

5.8 Details of gender sensitization programmes

The Women’s Forum of the college organised an awareness programme on “Discrimination in Educational Institution ” in collaboration with the NGO SWAYAM in Sept. 2014.

5.9 Students Activities

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

State/ University level

70

National level

International level

No. of students participated in cultural events

State/ University level

15

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	207	69370
Financial support from government	194	715200
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives : None

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 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. However the IQAC has advised the College management to install a viable management information system.

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. 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. Remedial Teaching provided to weaker students
2. Projects on issues related to topics in the syllabus undertaken by students .
3. Students and teachers are encouraged to pursue research, write, publish and edit books organize seminars and academic projects.
4. Tutorials encourage students to read, think and write on critical issues well beyond their syllabus.
5. Students are strictly discouraged by faculty to take tuitions outside because it is fully aware of the harmful effects of the parallel system which is ruining higher education in India.
6. An inter-disciplinary approach is fostered in the students. They are encouraged to be creative and are supported when they write stories, essays, poems and plays. Their writings are published in wall magazine and college magazine.
7. Teachers prepare teaching plans and bibliographies for students.
8. The departments organize students' seminars, group discussion ,intra and inter-departmental quiz contests etc. to improve the comprehending and analytical power of the students in the respective subject

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. Beside this, student seminars are organised periodically where they are asked to present papers.

6.3.4 Research and Development

1. Teachers are encouraged to take up UGC sponsored Minor Research Projects. For this, the College library provides ample inputs to the teachers in the form of institutional as well as on – line membership of British Council Library, computer with internet facility to enable the teachers to get access to e – resources. Furthermost the library has initiated the process of subscription of the N – LIST e – journal consortium of INFLIBNET to enable the teachers to access more than 6000 e – journals and 97000 e – books.
2. Teachers are advised to avail themselves of the facility of UGC – Sponsored Faculty Improvement Programme (FIP) for the completion of their Dissertations within the stipulated time.
3. There faculty member awarded Ph.D . degree and 2 member submitted thesis.



6.3.5 Library, ICT and physical infrastructure / instrumentation

- i. Library Website is linked with the College Website. There is a Facebook Page of the Library also for posting the photos of events and interaction with readers.
- ii. Both in-house and remote access may be achieved through the Library Portal and the BCL Online Library. There are links to free e-resources databases provided in the Portal.
- iii. Library automation has been initiated by installing the e-Granthalaya Library Management software developed by the NIC of Department of Electronics.
- iv. The library has initiated the process of subscription of the N – LIST e – journal consortium of INFLIBNET to enable the teachers to access more than 6000 e – journals and 97000 e – books.
- v. Xerox facility is available in the library with a nominal charge taken from students.

6.3.6 Human Resource Management

The quality of human resources available in the College is tried to be upgraded through training / retraining and appropriate motivation by making the teachers, the members of different Subcommittees, their academic, administrative and research abilities are adequately nurtured. By encouraging the students to participate in different co – curricular and extra – curricular activities, their abilities are sufficiently cultivated so far as the non – teaching staff is concerned, they are constantly encouraged to participate in various skill development programmes to enhance their efficiency. Very recently the College Authority has decided to impart basic computer literacy training to those members of Group C and Group D non – teaching staffs who are interested in acquiring such training. Not only that, with the healthy alliance of the teaching and non – teaching staff, the College Authority tries to exploit every possible expertise of its staff for the every possible expertise of its staff for the development of the college and thereby makes a proper human resource management.

6.3.7 Faculty and Staff recruitment

1. Faculty and staff are recruited transparently as per Government norms/rules.
2. 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: NA

Direct collaboration with industry is presently unavailable. IQAC is giving great thrust for such interaction and collaboration and exploring avenues. A general apathy of industries to interact / collaborate with non-technical colleges is noticed.



6.3.9 Admission of Students

1. **On-line admission** is introduced from this year.
2. 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.
3. 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: NO

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		No	
Administrative	No		No	

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

For UG Programmes Yes No

For PG Programmes Yes No

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?

N A

6.11 Activities and support from the Alumni Association

The College has established an Alumni Association. The Students' Union takes the responsibility to network and collaborate with the Alumni. They are invited in Annual Functions, Prize Distribution Ceremony and other occasions. On the occasion of College re – union the faculty interacts with the alumni. In this way the institution keeps liaison with the alumni of the College.

6.12 Activities and support from the Parent – Teacher Association

Though there is no registered Parent-Teacher Association regular Parent-teacher meetings are held in all the departments of the college. This enables parents to discuss issues pertaining to their ward with the teachers.

6.13 Development programmes for support staff

The College also provides ample opportunities to its non – teaching staff for their professional skill development. In this regard the College Authority has adapted the initiative to impart basic computer literacy skills to its Group C and Group D staff in the College.

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. Beautification of the campus by renovation of office, canteen and gardening on the ground floor. Student's union is involved in the process of maintaining the campus.
2. Till 2015, the College did not have any registered Alumni Association. However, realizing the need for such an organization in the overall development of the College, an initiative was adopted recently by inviting all the ex – students of this College. Finally on 22.08.2015 the initiative turned successful when, responding to the invitation extended by the College, a large number of ex – students turned up. A lively interaction took place between the teachers and the ex – students who expressed their utter willingness to be a part of the development process of the College. They decided to initiate the process of getting registered as a formal Alumni Association.

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

1. The process for registration of Kidderpore Alumni Association is in progress. Two meetings are held and office bearers are selected.
2. The office of the college and the students' canteen on the ground floor were renovated..
3. As far as introduction of new subject is concerned WBHED visited the college and Honours in Journalism is introduced from this session i.e. 2015-16.
4. On line admission process started from 2015.
5. A Golden Jubilee Committee is constituted by college GB for celebration of Golden Jubilee year (2015-16).

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

- 1) Annual Library Day Celebration
- 2) Youth Parliament Competition .

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



7.4 Contribution to environmental awareness / protection

Although there is no scope for large scale plantation, initiatives have been taken to set up a small stretch of garden in the front part of the garden, adjacent to the ground floor of the College Building, as part of the beautification process of the ground floor.

However, awareness programmes have been conducted by the NSS units I and II regarding the prevention of environmental pollution so as to instil environment – friendly consciousness among the stakeholders.

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. Construction of ICT classroom with modern facilities.
2. Installation of Wi-Fi in college premise.
3. Total computerisation of administration and library.
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. Encourage teachers to increase the use of modern technology and gadgets in class room teaching.
6. Try to organise seminars/ workshop/ symposium of national and state level. Seminar committee is approaching UGC, WBHEC and ICSSR.
7. Golden Jubilee Celebration is going to be organised throughout the year 2015-16.
8. Improvement in infrastructure such as construction of journalism lab, language lab etc.
9. Inter-departmental activities will be increased for academic excellence.

Name Dr. Diba Hashmi

Name Dr.Md. Taimur Rahman

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

KIDDEPORE COLLEGE

ACADEMIC CALENDAR -2014-15

JULY 2014	Activities
Tues	B.A/B.Sc./B.Com 1 st year Admission Work C.U.B.com part-I Exam + Other academic work
17 Thrs	B.com 3 rd yr. classes started
21 Mon	B.A/B.Sc 1 st year&B.com 1 st yr.+2 nd yr classes started
29 Tue	Holiday(Eid)
30 Wed	Holiday(Eid)
AUGUST 2014	
15 Fri	Holiday(I.Day)
SEPTEMBER 2014	
23 Tue	Holiday (Mahalaya)
30 Tue	Puja Vacation starts till 25 th Oct
OCTOBER 2014	
29 Wed	Holiday(chhat)
NOVEMBER 2014	
1 sat	Holiday(jagdhatri puja)
4 Tue	Holiday(Muharram)
6 Thr	Holiday (Guruparva)
20 Thrs	Students' Tour
DECEMBER 2014	
1 Mon	Class + Mid-Term Test B.A/B.sc./B.com 1 st year
16 Tue	College Sports
18 Thrs	Cultural Competition
20 Sat	COLLEGE ANNUAL SOCIAL
22 Mon	Library Day Celebration
25 Thrs—31Wed	Winter Recess
JANUARY 2015	
1 Thrs	Holiday
2 Fri	College Reopens (class)
17 Sat	(STUDENT UNION ELECTION)
21 Wed	B.A/B.Sc./B.Com 3 rd year selection Test starts
23 Fri	Holiday(Netaji's Birthday)
24 Sat	Holiday(C.U Foundation Day)
25 Sun	(Sarswati Puja Celebration)
26 Mon	Holiday(Republic Day+Sarswati Puja)Flag Hoisting



FEBRUARY 2015	
12 Thrs	B.A/B.Sc./B.Com 2 nd year selection Test starts
MARCH 2015	
2 Mon	C.U. B.com part I Compulsory Exam-15
5 Thrs	Holiday(Dol)
6 Fri	Holiday(Holi)
16 Mon	C.U. B.A/B.Sc.part I Compulsory Exam-15
APRIL 2015	
3 Fri	Holiday(Good Friday)
4 Sat	Holiday(Easter Saturday)
7 Tue	C.U B.A/B.Sc/B.Com Part III (H) Exam Begins(classes continues in between)
14 Tue	Holiday (Chaitra Sankranti)
15 Wed	Holiday (Bengali new year)
MAY 2015	
1 Fri	Holiday (may day)
4 Mon	Holiday (Buddha Purnima)
9 Sat	Holiday (Rabindra Jayanti)
16 sat –30 June	Summer Recess

Annexure III

Two Best Practices of this College – Year 2014-15

Best Practice –I : Annual Library Day Celebration

- **The goal:**

The College encourages the library staff to observe and celebrate the library Day every year on the 21st of December. All the teaching and non-teaching staffs as well as the students are cordially invited to attend the programme and activity participate with the following objectives

- To create more and more interest among the students to read books, explore the variety of resources available in the library and improve their reading and writing skills.



- ii) To enable the students to realize the fact that books can never lose their relevance even the age of facebook and whatsapp. In this age of globalization and modernization also, there is no viable substitute for books.
- iii) To encourage the students to prepare their class notes on their own by going through the books available in the library, instead of knocking the doors of private tutors in the hope of achieving readymade notes.
- iv) To encourage the students to explore not only the books relating to their subject but also to grasp the content of those books related to other subjects for developing their power of interdisciplinary analysis and approach.
- v) To send a message to the teaching staff as well that the college library is resourceful enough to support their Ph.D work as well as various other research projects.

- **The Context:**

The students of this college primarily hail from the educationally as well as economically backward sections of the society and belong to the category of first generation learners. They hardly possess the awareness regarding the significance of visiting the library and exploring the reading materials available in the interest of improving their academic performance. So the library day observance serves as an occasion where a positive orientation towards the library is imported to the young minds. The vision of this college has been “**Tamaso ma jyotirgamoya**” which articulates the college dedication to wisdom and the eradication of ignorance. With this vision in mind the Library Day is observed and celebrated every year to illuminate the young minds with the light of knowledge.

- **The Practice:**

Every year a particular theme is chosen for conducting a seminar and inviting healthy discussion from both the teachers and students.

One or more eminent academicians or librarians are invited from other institutions as resource persons. They deliver thought provoking lectures and speeches on the topic concerned. For example in the year 2014-15 the topic chosen for conducting the seminar was “The History of the Locality of Kidderpore and Kidderpore College”/

Students are asked to present papers on the topic or recite poems or read out portions from texts relevant to the topic.

Sometimes documentaries related to the concerned topic are displayed before the teachers and the students.

At the end, a healthy interaction takes place between the resource persons and the audience comprising the teachers, the non-teaching staff and the students.



- **Evidence of Success:**

The success is reflected in the sincere efforts made by the entire library staff in organizing the programme successful as well as the genuinely intelligent and thought provoking speeches, lectures and papers presented by the resource persons as well as the faculty and the students. The attendance register maintained for this purpose exhibits a remarkably high degree of attendance on the part of both the teachers and the students. Not only that, the healthy interaction between the students and the resource persons reflects the attentiveness of the students as well as their keen interest in the exploration of library resources.

- **Problems encountered and Resource needed:**

The most significant problem is the scarcity of space because of which the programme cannot acquire its desired dimension. The present library of the college requires more space for a proper display of its resources as well as the staging of a successful library day celebration programme.

Best Practice –II : Youth Parliament Competition .

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 college organised youth parliament at the institution level on 31/10/2014 on the occasion of 'Rashtriya Ekta



Divas'. After that the Kidderpore College Youth Parliament team was selected for district level competition.

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.

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. Their brilliant performance at the institution level enabled them to reach the district level competition held at Ashutosh College, Kolkata.

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 at the institutional level.

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

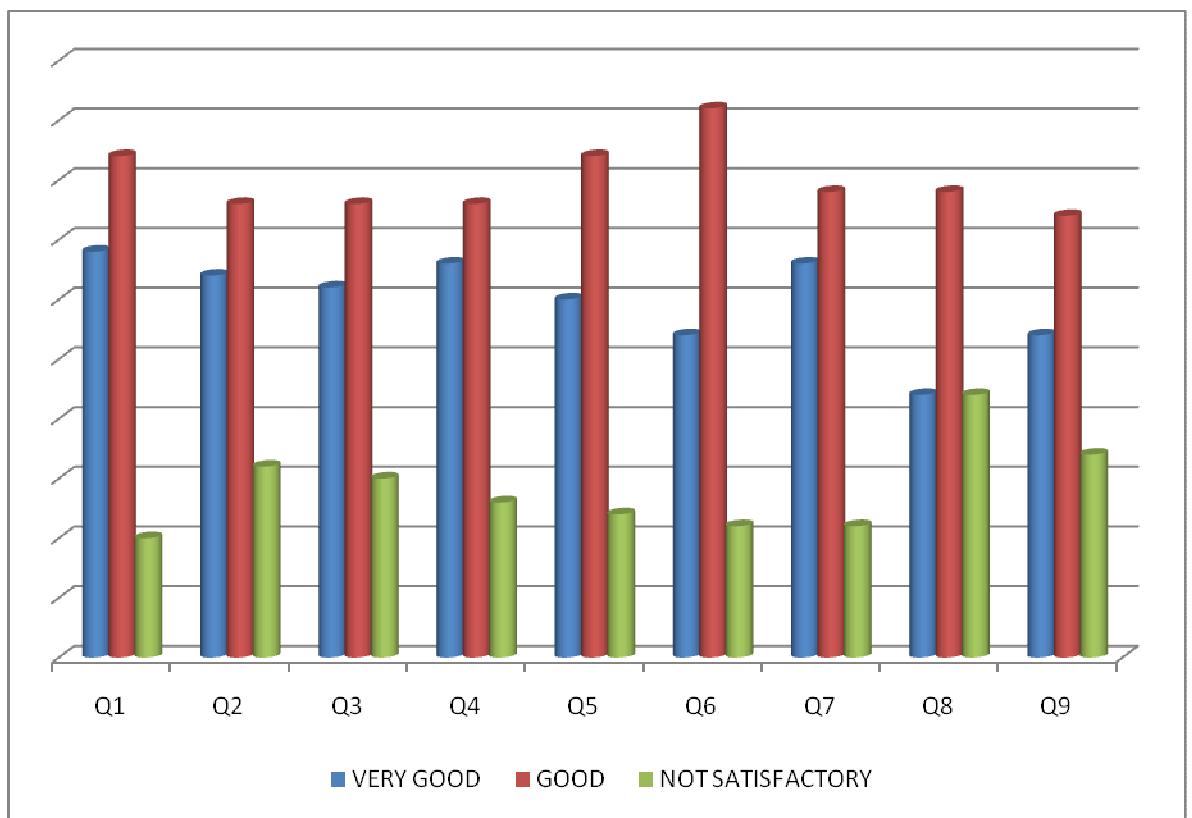


Annexure IV

STUDENT FEEDBACK

Feedback Questions.

1. The present syllabus in Degree Course-
2. Library service-
3. Book lending system-
4. Principal's communication with students-
5. Teacher's care for and interaction with students-
6. Office staff's behavior with students-
7. Classroom accommodation and beatification-
8. Reading Room-
9. Sports facilities/ canteen/ toilet/ gymnasium-





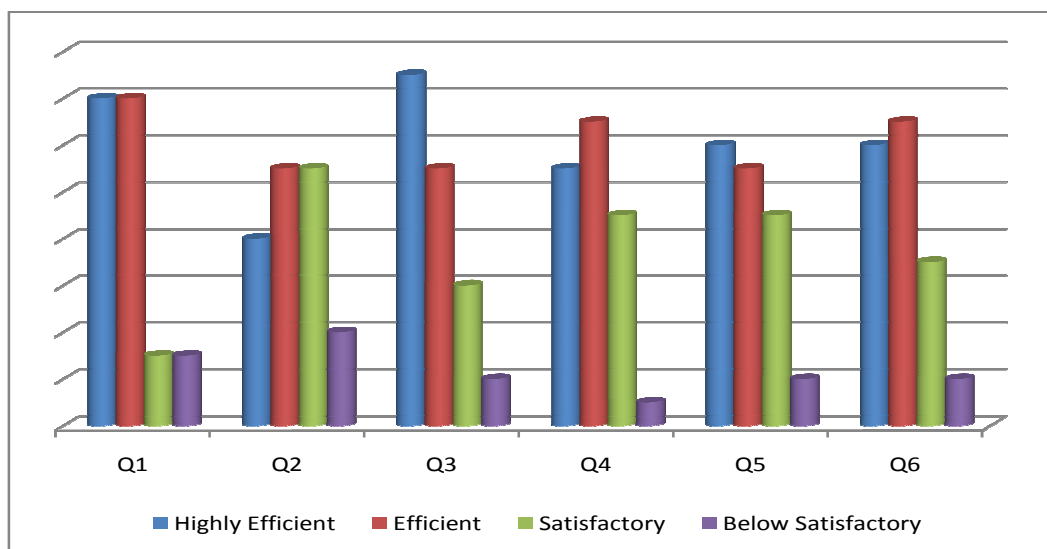
Annexure V

ALUMNI FEEDBACK

The Alumni Association of Kidderpore College ensures a steady interaction between the present students and those of the past. They extend this co-operation for the all over development of the college.

Areas of Questionnaire

1. Overall development activities organized by the College.
2. Canteen and Common Room.
3. Library and Reading Room.
4. Computer Facilities.
5. Sports and Extracurricular activities.
6. Academic Development activities taken by the college.



The following suggestions are given by the Alumni.

- To improve infrastructure of the College.
- To improve teachers- students interaction.
- To increase different socio-cultural & co-curricular activities.
- To improve students- office staffs relation.
- To improve the sports infrastructure and Gymnasium.

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