

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

AQAR for the year (for example 2013-14)

July 1st 2013 June 30th 2014

1. Details of the Institution

1.1 Name of the Institution

Khalisani Mahavidyalaya

1.2 Address Line 1

Khalisani

Address Line 2

College Road

City/Town

Chandannagar

State

West Bengal

Pin Code

712138

Institution e-mail address

khalisanimahavidyalaya@gmail.com

Contact Nos.

(033) 2682-5530/9517

Name of the Head of the Institution:

Dr. Nepankar Hazra

Tel. No. with STD Code:

(033) 2682-6600

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.3	2008	2013
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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 2011-12 submitted to NAAC on (31/12/2015)
- ii. AQAR 2012-13 submitted to NAAC on (31/12/2015)
- iii. AQAR 2013-14 submitted to NAAC on (31/12/2015)
- iv. AQAR 2014-15 submitted to NAAC on (31/12/2015)

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)

N.A.

1.11 Name of the Affiliating University (for the Colleges)

The University of Burdwan

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

Autonomy by State/Central Govt. / University	N. A.		
University with Potential for Excellence	N. A.	UGC-CPE	N. A.
DST Star Scheme	N. A.	UGC-CE	N. A.
UGC-Special Assistance Programme	N. A.	DST-FIST	N. A.
UGC-Innovative PG programmes	N. A.	Any other (<i>Specify</i>)	N. A.
UGC-COP Programmes	N. A.		

2. IQAC Composition and Activities

2.1 No. of Teachers	03
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	
2.4 No. of Management representatives	01
2.5 No. of Alumni	
2.6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	01
2.9 Total No. of members	06
2.10 No. of IQAC meetings held	03

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
To organize and workshop on CAS for better understanding of the PBAR requirements To create teaching posts and to manage the academic requirements by recruiting adequate number of guest faculties. Preparation for second cycle of NAAC Methodical distribution of work force for best possible use of human resources	Pending placement and promotion related matters have been initiated Relevant papers are submitted to the DPI for creation of Teaching posts Democratic participation of teachers in administrative and related affairs through various committees to ensure smooth functioning of the College

* 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

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	14	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	14	0	0	0
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	√

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.

No syllabus revision/ update has been done by the mother 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
	17	10	7	0	0

2.2 No. of permanent faculty with Ph.D. 5

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	7	0	0	0	0	0	0	0	7

2.4 No. of Guest and Visiting faculty and Temporary faculty 26 Guests Teachers 09 PTTs

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	6	2
Presented papers		3	1
Resource Persons	1		

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

Student Centric learning, students are encouraged in writing articles, publishing wall magazines, conducting educational tours, etc. more ICTs are used in class room teaching

2.7 Total No. of actual teaching days during this academic year 150* excluding all other days including exam days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Followed the three part UG examination by the University of Burdwan

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01

2.10 Average percentage of attendance of students More than 50%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
Bengali Hons	37		2	30		86.48
English Hons	28			25		89.28
Sanskrit Hons	27		2	23		92.59
Geography Hons	17			14		82.35
History Hons	29			26		89.65
Pol. Sc. Hons	29		1	21		75.86
Philosophy Hons	18		1	14		83.33
Economics Hons	1			1		100
Mathematics Hons	8			6		75
Accountancy Hons	36			18		50
B.A. General	193			125		64.76
B.Com General	29			14		48.27
B.Sc. Pure Gen	5			2		40
Bio.Sc. Gen	4			4		100

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

The teacher representatives in the IQAC act as the bridge for communication between the IQAC and the Teaching and Learning processes. IQAC offers proposal on the entire teaching learning mechanism.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
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	09	11	0	7
Technical Staff	2	2	0	0

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages the teachers i) in making proposals for Minor Research Projects funded by the UGC and other agencies, ii) in taking initiatives in publishing papers and articles, iii) in attending International and National Level Seminars, etc.

3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	N.A	N.A	N.A	N.A
Outlay in Rs. Lakhs	N.A	N.A	N.A	N.A

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	0	10,00,00	0	0

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2012-14	UGC	1,00,000	1,00,000
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			1,00,000	1,00,000

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

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

Level	International	National	State	University	College
Number	0	0	0	0	1
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
01		Indian National Science Academy				

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text" value="0"/>

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

- Blood Donation camp on 04.09.13

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	2.32 acre with 7218 ² m built-up area	Construction of two rooms completed	MPLAD	Rs. 10 lakhs
Class rooms	15	2		
Laboratories	10	0		
Seminar Halls	0	0		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0		
Value of the equipment purchased during the year (Rs. in Lakhs)				Rs. 43287
Others				

4.2 Computerization of administration and library

Both the office and the library are partially computerised. Utilization of technology is done in admission, election, registration, form fill up and other data management mechanisms

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23014	4840503	366	91957	23407	4932460
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						

CD & Video						
Others (specify)						

Including both text and reference books

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	01	Yes	07	01	03	05	01 Staff Room
Added	02							
Total	39							

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

5 Teaching staffs have training in Computer related programs.
Students of Accountancy Honours and Mathematics honours are provided with necessary computer training as per curriculum.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 190876
ii) Campus Infrastructure and facilities	Rs. 404892
iii) Equipments	Rs. 43287
iv) Others	Rs. 2635779
Total :	Rs. 3274834

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC proposes adequate provisions of infrastructure like toilets for girls, student participatory and awareness programmes, introduction of GIS enabled systems for Geography departments.

5.2 Efforts made by the institution for tracking the progression

The following efforts are made by the management. The Governing Body, the Teachers' Council, IQAC and other statutory bodies of the institution held meeting at regular intervals to monitor the process of progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2625			

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%		No	%
Men	1075	58	Women	778	42

Last Year					This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1784	437	61	63		2345	1940	538	76	71		2625

Demand ratio varies Dropout % 12*

* Not actual drop out, it includes inter college and internal departmental transfer in first year and non-appearing of students in Part-I/ Part-II/ Part-III examinations.

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

UGC sponsored Coaching for Entry in Services for students of non-creamy layer. No. of classes held is 80

No. of students beneficiaries

340

5.5 No. of students qualified in these examinations

NET	4	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC	9	UPSC		Others	42

5.6 Details of student counselling and career guidance

UGC sponsored Career Guidance is not in continuation

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	120	17	

5.8 Details of gender sensitization programmes

A women cell named Suchetana is in vogue.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

Runners in Cricket men and Kabadi men.

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	254 half free scholarship	Full and half tuition fee of respective departments is exempted
Financial support from government	559	Data not available with College
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	Nil	

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: New class rooms for Arts departments, computer and internet access for the students, canteen renovation.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To impart higher education to a relatively backward rural base.
- To keep pace with the changing demands of education, particularly ICT based education.

6.2 Does the Institution has a Management Information System

The Governing Body interacts and receives inputs with other statutory bodies like the departments, statutory bodies like Finance Committee, Teachers Council and others, ICTs are used for this purpose. Financial audit has been conducted and approved by the GB. Administrative and academic data base has been summarised in the DCF-II of AISHE conducted by the Ministry of Human Resource. The institution also carried out an Internal Audit under the instruction of the mother university which also provides a lot of information. .

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

6.3.1 Curriculum Development

Continues initiative to introduce new subjects like education, sociology in spite of lack of infrastructure and human resources.

6.3.2 Teaching and Learning

Remedial classes and Coaching for entry in services are going on; Because of greater intake in B.A General provisions have been made in the routine for extra sections by expanding the instructional hours. GB applies for introduction of Education once again.

6.3.3 Examination and Evaluation

Annual system of evaluation is in vogue. The College is following the Three Part Evaluation System in accordance with academic calendar, Students performances are conveyed through parent teachers meet.

6.3.4 Research and Development

One MRP has been completed, One teacher is guiding research, One teacher in Mathematics has attended an international conference in Greece.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Two rooms are under construction under the financial assistance of MPLAD grant. Large amount of money has been spent in upgrading the computers and to provide adequate number of books in the library.

6.3.6 Human Resource Management

The college is managing all affairs both academic and administrative, in spite of acute dearth in human resources. All the faculties and support staff are over-burdened. Casual staff and guest lecturers are recruited as per administrative and academic requirement.

6.3.7 Faculty and Staff recruitment

To encounter the shortage of staff the Management is recruiting guest lecturers and casual non-teaching staff as per requirements.

6.3.8 Industry Interaction / Collaboration

One day workshop on "Career Launch" in collaboration with CMC Konnagar.

6.3.9 Admission of Students

Provision for downloading and filling up of forms is available in the College website. Participated in Central Online admission process conducted by the University. Elaborate prospectus, rise in intake following all government norms.

6.4 Welfare schemes for

Teaching	GSLI, Loan from PF, Salary Savings Scheme
Non-teaching	GSLI, Loan from PF, Salary Savings Scheme, Puja Advance
Students	Stipends, Students Health Home, Students Aid Fund

6.5 Total corpus fund generated

Rs. 3883504

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	Yes	AISHE by MHRD and by University of Burdwan	No	N.A.
Administrative	Yes	AISHE by MHRD and by University of Burdwan	No	N.A.

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

For UG Programmes Yes No

For PG Programmes Yes N.A. No N.A.

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

N. A.

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

N. A.

6.11 Activities and support from the Alumni Association

The alumni of the College are continuously engaging themselves in all sorts of development activities, particularly in the process of generating fund.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meetings are held in the Departments and on institutional basis where performances of the students are conveyed to the guardians.

6.13 Development programmes for support staff

The office staffs are given informal training in computer and necessary software as required by the skilled faculties of the College.

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

The campus has been declared as a green and clean campus, campus cleaning, plantation; are some of the initiatives taken by the College.

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.

- Alternative energy through solar panel to keep the electricity bill in check,
- Interactive learning system by the means of departmental tours, publication of wall magazines and institutional magazine named *Batayan*, seminars by students, etc.

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

- CAS related matters has been pursued to the DPI
- Proposals are given to the stakeholders for implementation of the plans.

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

- Teachers are participatin
- Annual Blood donation camp organized on 06.09.11 where many students donated blood

7.4 Contribution to environmental awareness / protection

- Campus cleaning drive incorporating all students, teachers, non-teaching staff of the college.

7.5 Whether environmental audit was conducted? Yes No

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

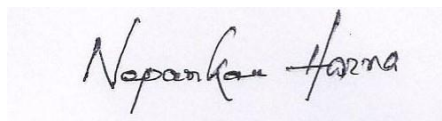
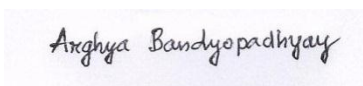
The intake of the college is gradually rising year after year while more and more posts are remaining vacant. This is still a serious concern for the College management.

8. Plans of institution for next year

- More developments in terms of infrastructure and ICT enabled teaching.
- Restitution of NSS unit of the College.
- Preparation for second cycle of NAAC
- Ensure the process of CAS of the teachers
- Use of technology in administration.

Name DR. Arghya Bandyopadhyay

Name Dr. Napankar Hazra



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
