



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MAHARANI KASISWARI COLLEGE
Name of the head of the Institution		DR. SIMA CHAKRABARTI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03325556325
Mobile no.		8670153691
Registered Email		mkcnaac@gmail.com
Alternate Email		mkcshyam@hotmail.com
Address		20, RAMKANTO BOSE STREET, KOLKATA-700003
City/Town		KOLKATA
State/UT		West Bengal
Pincode		700003

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. TAPAN KUMAR CHAND
Phone no/Alternate Phone no.	03325556325
Mobile no.	8670153691
Registered Email	mkciqac2017@gmail.com
Alternate Email	mkcshyam@hotmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://mkc.ac.in/aqar-2017-2018.html
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://mkc.ac.in/pdf/academic-calendar/Academic-calendar-2018-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	74	2005	31-Dec-2005	05-Feb-2011

6. Date of Establishment of IQAC	01-Apr-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Report of online admission	14-Aug-2018 30	893

Hostel facilities	14-Aug-2018 30	12
Teachers' Promotion	14-Aug-2018 25	7
Office Supervision	11-Jan-2019 365	11
Budget preparation	15-Mar-2019 20	12
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MAHARANI KASISWARI COLLEGE	MRP	UGC	2019 730	33259
MAHARANI KASISWARI COLLEGE	INTERNATIONAL PROJECT	IRRI	2018 730	125000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

200000

Year

2016

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Supervision of online Admission and Student e payment accession.

Guiding the procedure of teachers' promotion through CAS.

Supervising Construction works according to the Budget 2019-20.

Evaluation through feedback process.

Conducting different Special Lectures in collaboration with different Departments of the College. Initiating the activities of Career Development and placement Council.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Student Support & Progression	Giving a good number students a chance of progression through different financial support and scholarships like Monthly Tuition Fee Relaxation, SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP , NATIONAL SCHOLARSHIP , KANYASREE, CM RELIEF FUND, SC ST OBC SCHOLARSHIP etc.
CurricularAspect	a) Ensuring fair online admission in compliance with the Govt. Reservation policy. b) College improved the facilities to use ICT provision that can be used by all the departments. c) Successfully (feedback) framed and implemented.
Teaching, Learning & Evaluation	a) Class tests and Mid-term Examination. b) Inter-departmental talks, Seminars, Workshops, Special talks by invited speakers etc. are arranged. Paper presentation by the students is made. c) For effective learning and practical or real-life experience of academic ideas, Educational excursions (local and distant), Field survey, Household survey, Industry visit, Project works etc. are arranged by different departments. d) d) Guardians are also called for interaction and counselling. e) Library facility with reference books are maintained f) Special tutorials are also arranged.
Research, Innovation & Extension	Academic Support is provided by the institution to Faculty members to join Orientation Programmes, Refresher

	<p>Courses, Workshops, Seminars at State, National and International level, etc. for improving their own teaching quality and skill. • Educational Tours (local or distant), Industry visit, Field survey, Hotel survey, Household survey, Project work on chosen area etc. are arranged for the students for effective curriculum implementation at the practical level • A good number of students successfully participated in extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during this year</p>
<p>Infrastructure & Learning Resources</p>	<p>The Governing Body of the college with the help of the building committee (that includes the principal, the Bursar, few teaching and non teaching staff) undertakes, coordinate and supervise all programs of development and maintenance.</p>
<p>Governance, Leadership & Management</p>	<p>There is a conscious, earnest and untiring endeavour on the part of the college to develop its students intellectually, morally, physically and aesthetically. In addition to this, the college is imparting higher education to the girl students drawn from weaker sections of the society as well as remote and background areas of the state and neighbour states. The institution arranges for attending the various courses and training programmes by the faculty members and non teaching staff. Institution conducts internal and external financial audits regularly. The students' Union plays an important role by providing feedbacks and collecting information from the students which are considered by the authority. The Principal having capacity of ex-officio President of the Students' Union, stays in direct contact with the students.</p>
<p>Institutional Values & Best Practices</p>	<p>Thalassemia testing Programme was organized successfully by NSS unit of the College. Dengue Awareness Programme. Free Health Check up Camp. Special talk and art Exhibition of Bengali Department. Programme on 'Beti Bachao Beti Padhao'. Alumni Meet by Alumni Association coordination Committee, MKC Celebration of International Language Day in</p>

collaboration with High Commissioner Office Bangladesh. Visit to Agami Nirman (a Philanthropic Society) by NSS Unit of College for financial help The college teachers' council has sponsored the purchase of books, study materials to enable students to use them for appearing in competitive exams. Regular placement counselling for students. More than 15 seminars, workshops and special talks were successfully organized. College cheap store sells stationary at low prices Extra academic support classes for weak students.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY of College	20-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

27-Feb-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Maharani Kasiswari College ensures effective curriculum delivery through various systematic efforts: • Before each new academic session, the Routine sub-committee members of the college prepares Master Routine for each academic year / semester classes. Number of classes, theory and practical, for each course (Honours / Core, General/ Generic, Compulsory / AECC etc.) are decided according to syllabus / credit. • Head of the Department (HOD) of each department then conducts Departmental meeting. Subject classes in the Master Routine are assigned to individual teachers in the department, according to their responsibilities of covering topics in the syllabus. • At the very first

day when students join the college, the new entrants are addressed by the Principal and other Teachers of the college - to make them aware about the following matters: (i) The University and College Academic system and Examination system, which they are going to face. (ii) The infrastructure of the college and rules and discipline of it which they have to obey. (iii) The career oriented and personality building opportunities offered by the institution - which they can avail for all-round development. • Hard copy of class routine with rooms mentioned and the Prospectus of the college are handed over to each student. Routine is also uploaded in the college website. • Syllabus of each course with names of teachers to cover it, is also uploaded in the website. • College has Two Libraries (Open access) and Departmental Seminar Libraries to cater learning resources to faculties and the students. 1. Central Library (Arts books) 2. Gyandhara (Science and Commerce books) and 3. Seminar Libraries (Run by the departments). • Library has 30,020 volumes and subscribe to NLIST Programme through which teachers and students can have access to more than 3 lakh books and more than 5 thousand e - journals. • Progress of syllabus is monitored by the HODs to ensure effective curriculum delivery. Study materials are distributed among the students, when required. • If necessary, extra classes are arranged by the Teachers, over and above the allotted classes. • College has provision for ICT that can be used by all the departments. • Inter-departmental talks, Seminars, Workshops, Special talks by invited speakers etc. are arranged. Paper presentation by the students are made. • For effective learning and practical or real-life experience of academic ideas, Educational excursions (local and distant), Field survey, Household survey, Industry visit, Project works etc. are arranged by different departments. • The Academic Committee of the college remains highly cautious about timely execution of all Internal Tests for all year / semester students, before their final examination. • Examination performance of students are minutely observed, Parent - Teacher meetings are arranged, mutual discussions are made, for better curriculum delivery. • College Administration always remains alert about - (i) Any change in the curriculum brought by the University, send teachers to join Workshops in that respect. (ii) Purchase of necessary new Books for Libraries and Instruments for Laboratories (iii) Updating of software backings used by the college. (iv) Expansion of college infrastructure, when required. (v) Encouraging Faculty members to join Orientation Programmes, Refresher Courses, Workshops, Seminars, etc., for their academic up-gradation and betterment of the teaching- learning process.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	COMPUTER SCIENCE HONOURS (CMSA)	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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BA	HONOURS	01/07/2018
BSc	HONOURS	01/07/2018
BCom	HONOURS	01/07/2017
BA	GENERAL	01/07/2018
BSc	GENERAL	01/07/2018
BCom	GENERAL	01/07/2017
BA	MAJOR	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	76	15

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
COMMUNICATIVE ENGLISH COURSE	01/08/2018	35
NSS COURSE	02/07/2018	103
NCC	08/07/2018	90
PRE-PRIMARY TEACHERS TRAINING (DPTEM-M) COURSE	01/07/2018	36
SELF DEFENCE COURSE	05/07/2018	196
CLIP CERTIFICATE COURSE	11/07/2018	41
CLIP DIPLOMA COURSE	12/07/2018	15
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography Dept.: B.A./ B.Sc. General 2nd Year General & Sem II General • Socio-Economic Appraisal of Ramnagar Village, Falta, South 24-PGS • Biodiversity Register of Ramnagar Village	33
BA	Physico-Cultural Analysis of Phadamchen, East Sikkim, Sikkim.	26
BSc	Food & Nutrition Dept. 3rd Year Honours • Field work : Govt. Preservation Lab. at Beleghata • Internship : for half month in Nursing Homes/Hospitals Viz. ColumbiaAsia, Belle Vue ,	54

	Ruby, B.M.Birla , Medica Super Speciality , Peerless, Sanjeevani, Koth	
BSc	Field work/Training : 2nd Year Honours 1. ICDS Centre, Baghbazar (Integrated Child Development Scheme, under the Ministry of Women & Child Health, Govt. of India)	54
BSc	Visit to Immunization Centre.	54
BSc	Market Survey - Visiting several shops at different levels and doing a survey on different food commodities. This helps them to gain experience in the areas of • food availability • consumers choices • shopkeepers preferences • market trends etc.	54
BSc	Field work on collection of data from families and individuals of different economic groups and analyzing there nutritional studies.	54
BA	Tourism and Travel Management Dept. • Educational Excursion to Amritsar, Dalhousie, Dharmshala, Manali, Manikaran, Kullu, and Ambala Cant.	44
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback is important for all stakeholders of an academic institution. It can improve students' self-confidence and enthusiasm for filling of self-importance while they get scope of assessing the teachers. Teachers can be out of self-comfort zone and improve their quality of teaching. Administration can notice the drawbacks of the system and take necessary actions. Parents can come close to the faculties. Feedback reveals others' perspective on one's actions. Negative Feedback helps to formulate constructive and better decision to improve future performance and behaviours. Feedback can motivate students also for being more regular in classes as they may feel valued for being asked to rate teachers and the institution they read in. In the college, students who had completed part of their course or the total course, are asked to rate their teachers and also asked to express their views on various facilities (such as library, internet, different career courses etc.) provided by the institution to them. For teacher evaluation, different relevant matters are placed, on which the students are to rate individual teachers by assigning a score between 1 to 5 for him / her, where higher number indicates better performance by the teacher and the opposite. The forms are collected from them year wise and analyzed critically. Mean rating for individual teacher on each item help to identify the points of strength and weakness of faculties. Continued feedback in this way helps to create strategies and improve institutional relationships. Feedback is taken from Alumni on teaching-learning and other infrastructural facilities they got from the college during their 3 years of study in the college. Forms collected are analyzed to bring appropriate changes in particular spheres. Parents are also invited to express their opinion about the systems of the institution their wards read in. Their opinion and suggestions are conveyed to the college authority for future upliftment of the institution. For analysis of Feed Back received from students in the session 2018-2019, 15 criteria have been framed and each question is given with 5 point Likert scale, i.e. graded division of preference order which is to be given by the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nill	HONOURS & GENERAL (FIRST YEAR)	1509	3706	893

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	893	Nill	32	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of	Number of	ICT Tools and	Number of ICT	Numberof smart	E-resources and

Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
2	2	3	11	11	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the college publishes a prospectus every year prior to the commencement of the admission process. The prospectus of the college is designed in such a way that it can provide a comprehensive picture of the functioning of the college in a nutshell. The prospectus includes the following: ??The genesis of the college ??The Governing Body that governs the college ??The chronology of academic growth of the college ??Academic departments and their human resources ??The college office and the Non-teaching staff of the college ??Infrastructure like Classrooms, Laboratories, Library, Teachers' Room, ? Girls' Common Room ??Students' Union ??Students' Canteen ??Toilets and washrooms ??NCC/NSS Unit of the college ??SC/ST/OBC cell of the college ??Students' Aid and other prizes and scholarships ??Regular courses on offer The students get themselves admitted to the college as a result of their 'Informed Decision' regarding different aspects of the college. By the other token, college remains committed to deliver at least not less than the facilities and services declared through the prospectus. These days, our website also speaks about the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2829	31	1:91

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	33	13	Nil	14

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	All	1st Semester(GE CC)	16/11/2018	23/11/2018
BA	All	1st Semester(GE CC)	16/11/2018	23/11/2018
BSc	All	1st Semester(Hons)	14/11/2018	21/11/2018

BA	All	1st Semester(Hons)	14/11/2018	21/11/2018
BCom	BCom-1st Sem	1st Semester(Hons Gen)	05/12/2018	08/12/2018
BCom	BCom-3rd Sem	3rd Semester(Hons Gen)	04/12/2018	08/12/2018
BCom	BCom- Part-3	Part-3(Hons Gen)	06/10/2018	12/10/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Academic subcommittee purpose time frame for conducting exam like mid-term test, test examinations evaluation schedule and mark submission schedule. This enables the examination to know about the time frame for completion of the process of evaluation of results. Academic sub-committee as a whole of each department in particular evaluate the performance of the students of the mid-term test take suitable steps for the improvement of performance of the students. To enrich the above mentioned journey our college has a mechanism to identify the weaker /promising students through: a) Class tests, b) Mid-term Examination. Thereafter for weaker students and slow learners a) Remedial coaching and Tutorial Classes are arranged b) Guardians are also called for interaction and counselling. For advanced learners a) Teachers provide need based guidance b) Library facility with reference books are maintained c) Special tutorials are also arranged.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college plans and organises teaching, learning and evaluation schedule at the start of each session. The academic sub-committee of the college prepares academic calendar each year before commencement of the session which contains full and final planning of teaching learning and evaluation for the whole academic year. The academic calendar provides details about - i) Dates of class commencement(Different years/semesters) ii) The dates of all internal examination (Mid-term and selection tests) iii) The dates of all final examination. iv) Information about events held in the college. The academic calendar is distributed among all the stake-holders of the beginning of the session. Before the academic session starts, the HODs allocate the syllabus(prescribed by the present university) to the faculties. It is the duty of the HOD's to monitor supervisor that the whole syllabus is covered within the stipulated time. The students are continuously evaluated by the regular class test also by mid-term test selection test held according to the schedule announced in the Academic calendar. The HOD's keep full and systemic record of the result of this tests of the department from the time to time. Departmental meetings are held in regular interval to run the whole process smoothly.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.mkc.ac.in/index.php?option=com_content&view=article&id=109&Itemid=0

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
BNGA	BA	Bengali Honours	37	34	92
ENGA	BA	English Honours	21	13	62
EDCA	BA	Education Honours	24	24	100
HISA	BA	History Honours	10	10	100
PHIA	BA	Philosophy Honours	3	3	100
PLSA	BA	Political Science Honours	7	7	100
SANA	BA	Sanskrit Honours	4	4	100
SOCA	BA	Sociology Honours	5	5	100
TTMV	BA	TTMV Major	17	17	100
FNTA	BSc	Food and Nutrition Honours	35	35	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://mkc.ac.in/news/admin/uploads/8d85c_FeedbackCombined20182019.xlsx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	5	0
International Projects	730	INTERNATIONAL RICE RESEARCH INSTITUTE	1.25	0.75

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	BENGALI	2	Nil
International	HISTORY	3	Nil
International	PHILOSOPHY	1	Nil
International	SANSKRIT	2	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
HINDI	2
FOOD NUTRITION	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations	Institutional affiliation as
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					excluding self citation	mentioned in the publication
NIL	NIL	NIL	2019	Nil	Nil	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	10	3	9
Presented papers	6	4	Nil	2
Resource persons	Nil	Nil	Nil	2
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Inter Group Competition Shooting	West Bengal Sikkim Directorate	2	2
Combined Annual Training Camp	Uttarpara, Dreamland School	1	4
Inter Battalion Competition	Uttarpara, Dreamland School	1	3
Beti Bachao Beti Padhao	Maharani Kasiswari college	1	30
Rock Climbing Camp	Gwalior, Madhya Pradesh	1	1
Integration Day Celebration	Belur	1	7
Combined Annual Training Camp- IV	Uttarpara, Charchbell School	1	15
AIDS Day Seminar (Organised by 31 Bengal BN, 1 Bengal Arty BN)	NCC Club House	1	26
World Blood Donor Day	NCC Club House	1	7
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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NIL	NIL	NIL	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	Nil	Nil
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Intership for B.Sc. 2nd Year Students	ICDS Centre Visit	12/03/2018	12/03/2018	40
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
WEBEL	16/05/2016	Providing computer training to the students at an affordable price and Annual certificate to the students by Webel Technology Limited.	42
BRITISH INSTITUTE	16/08/2018	Communicative English	36
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
19.5	18.53

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	17.05.06.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28813	5052000	451	106287	29264	5158287
Reference Books	159	100000	42	21376	201	121376
e-Books	300000	5900	Nill	Nill	300000	5900
Journals	3	500	1	2600	4	3100
e-Journals	6200	5900	Nill	Nill	6200	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	20	Nill	Nill	Nill	20	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	4	Nill	Nill	Nill	4	Nill

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	49	1	1	2	1	1	3	100	4
Added	2	0	0	0	0	0	0	0	0
Total	51	1	1	2	1	1	3	100	4

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	4.24	13.75	12.5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance of the college is the prior provision to college authority. The premises 01(Main Building) and 02(Annex Building) of the college are shared with two other sister colleges. Maintenance of these premises are done in consultation with the other colleges through the passage of Co-ordination Committee (of three colleges-Maharaja Manindra Chandra College, Maharani Kasiswari College and Maharaja Srish Chandra College), and the expenses for the same is shared equally by these Colleges. The separate building (i.e. Science Building) of the college as well as the Girls Hostel is maintained independently. The Governing Body of the college with the help of the building committee (that includes the principal, the Bursar, few teaching and non-teaching staff) undertakes, coordinate and supervise all programs of development and maintenance. The Teachers' Council is responsible for the general cleanness of the Staff Room and Canteen. The students' Union helps to

maintain the Students' Common Room, Gymnasium etc. Regular meetings among the faculty members and students in the presence of the principal helps better coordination, allow prompt incorporation of suggestion and overall improvement of the quality of life within the premises. Above noted curriculum takes oxygen to furnish itself by college's strong mechanism having following stages > a) For routine maintenance of the civil structures of the college we engage civil contractors who keep on adding to the existing infrastructure or maintain the structure that needs upkeep under the supervision of a qualified engineer. b) Our Electrician/Caretaker supervise to the upkeep of all electrical equipment, generators etc. at least once in a month. Caretaker ensures that the upkeep and maintenance of all infrastructural facilities available in the campus. c) For the maintenance of computer systems, related gadgets and network facility, in general the respective vendors are contacted within the warranty period. The institute is planning to go for Annual Maintenance Contract with private service providers. d) Other infrastructural issues such as power supply, electric connections, water supply, computers and printers go under checking and verification time to time, especially before the examinations. e) To assure long lasting infrastructure especially for computers and others instruments Air- conditioners have been installed in the Principal's chamber, Teachers' Room, IQAC room, office, seminar room, smart room Food Nutrition Lab. We are planning to install Air- conditioners in all laboratories. f) Stabilization systems are targeted to be placed in most of the laboratories while the desktops obviously have supply from UPS. g) Instruments and equipment's are upgraded from time to time in accordance with the changing requirements. h) For new construction external architects are employed. i) Any problem or issues observed are promptly taken to the notice of the authority and immediate measures are taken. The Finance Committee of the college meets on regular basis and discusses at length the apt measures to be taken for optimum allocation and utilization of financial resources (i.e. college-funds, grants from State Government, UGC etc.). The committee constantly keeps a track of the construction work, renovations and the maintenance needs of equipment's including the computers.

http://www.mkc.ac.in/index.php?option=com_content&view=article&id=111&Itemid=0

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Relaxation Monthly Tuition Fees	135	7565
Financial Support from Other Sources			
a) National	SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP	75	372000
b) International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

YOGA	15/03/2015	200	MKC
SELF DEFENCE	26/09/2016	196	MKC
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Tibet Tours and Travels, WEBEL, Amazon India, Northeast, A visari Holidays	158	12	TCS, BIDICO N, TRIPURA POLICE	Nil	3
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NORTH KOLKATA DISTRICT GENERAL SPORTS MEET 15/01/2019	INTER COLLEGE	Nil
INTER COLLEGE SPORTS AND GAMES CHAMPIONSHIP	INTER COLLEGE	Nil
ALL BENGAL MARATHON CHAMPIONSHIP 17/02/2019	STATE LEVEL	2
NORTH KOLKATA DISTRICT GENERAL SPORTS MEET (KHO-KHO) 29/01/2019	INTER COLLEGE	7
ANNUAL PRIZE DISTRIBUTION 08/03/2019	INTRA COLLEGE	Nil
INTERNATIONAL WOMEN'S DAY CELEBRATION	INTRA COLLEGE	Nil
NSS 7 DAYS' SPECIAL CAMP 24/02/2019-02/03/2019	INTRA COLLEGE	Nil
ANNUAL SPORTS COMPETITION 21/01/2019	COLLEGE LEVEL	150
CULTURAL COMPETITION	INTER-COLLEGE CULTURAL COMPETITION-18	280
Programme on 'BETI BACHAO BETI PADHAO' by NCC UNIT 28/09/2018	INTRA COLLEGE	70
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	Nil	Nil	NIL	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a Students' Union. All the students of the college are the part of the said union. The office bearers of the Students' Union are selected from amongst the elected Class Representatives. Every year that election is held under the rules and regulations provided by the Govt. Of West Bengal in which Local Administrative stay in touch too. Then their activities come into stage through some mechanism, theoretically called constitution as stated below : The Principal of the college is the President of the executive committee of the Students' Union. Class Representatives to the students Union are elected or selected from their respective classes to obey the said Constitution. Selected or elected Class Representatives are become office bearers on the basis of requirements. The term of this Students' Union is one year constitutionally until further notification of next Election by the State Government. Other than the Principal i.e. the President, the office bearers are a) The vice-President

b) General Secretary c) Assistant Secretary d) Cultural Secretary e) Game Secretary f) Magazine Secretary g) Library Secretary h) Canteen Secretary etc. i) Activities j) The basic activity of the Union is to voice the demands of the students, create and maintain a healthy academic atmosphere, get involved in the development activities having cordial relation between Higher Authority and students. In fact Students Union is the platform for the students to come together for a common cause. k) The major activities of the Students Union are being execution of the followings: l) Organizing cultural activities like Fresher's welcome, Annual Cultural programme, Saraswati Puja etc. m) Celebration of Important Days like Women's Day, Teachers' Day, Bhasa Divas (EKUSHE FEBRUARY) Independence Day etc. n) Assistance in decision making for granting financial support to needy students. o) Assistance in Annual Cultural Competition. p) Participation in College- Wall- Magazine and Magazine publication. q) Assistance in the distribution of the Students' medical Aid at any time. r) Organizing Annual Sports and Games in association with the college administration. s) Orientation of students to various Welfare programme. t) Organizing Annual picnic in association with the college administration. u) Interaction with the College Authorities on the general problems of the students. v) The General secretary of the Students' Union is the member of the Governing Body of the College with the other committees such as Admission Committee, Students' concession, Grievance Redress cell etc. To measure their above noted journey, the college allow to create a fund is provided mainly by subscription of general students, collected every year at the time of admission. The fund is maintained in a bank account (a/c no -) operated by the Principal. It is needless to mention that, the students of this College are an integral portion/part of all college activities. So, students' representatives are involved naturally in various important process of the College. Students' representatives are present in the following academic and administrative bodies of the college: 1) Governing Body. 2) IQAC. 3) Admission Committee 4) Cultural, Sports, Picnic, SC/ST/OBC Cell

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

To establish, operate, maintain, foster and promote educational, civic, literary, artistic, scientific, cultural activities, enquiries, researchers and to collaborate with govt. and non-govt. organisations or institutions to further the cause of education in general and of Maharani Kasiswari College in particular, the college has a registered Alumni Association. The name of the society is MAHARANI KASISWARI COLLEGE PRAKTANI called in brief PRAKTANI . The registered office of the society is located at c/o the Principal, Maharani Kasiswari College, 20, Ramkanto Bose Street, Kolkata- 700003. The Institution has good networking with alumni. Furthermore: • The Alumni Association was formed in the year 2005 (on 01.06.2005). • There are twelve members on the executive committee. • Committee members meet once in three/four months. • They discuss alumni activities. • The College coordinates with the association to contact alumni. • An Alumni reunion is held annually. This year, an alumni meet was organized on 30th September, 2018.

5.4.2 – No. of enrolled Alumni:

205

5.4.3 – Alumni contribution during the year (in Rupees) :

41000

5.4.4 – Meetings/activities organized by Alumni Association :

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• The institution provides a perfect platform for achieving the highest goals of academic excellence and creating conducive environment for all round development of the students. It also caters to the needs of the students, teaching and non-teaching staff. It encourages decentralisation and participative management. • The governing body serves to monitor the financial transactions of the college. It sanctions funds for the development of the infrastructure. It also ratifies all the appointments. There is adequate representation of the teaching staff, non-teaching staff, and students of the college in G.B. • Teachers Council is one of the vital bodies of the institution where teachers discuss ways to improve the academic excellence of the students. Suggestions are put forward for the further development of the infrastructure of the college and equipments needed for better teaching. It is also a platform for the interactive sessions among teachers on various academic topics. • The IQAC ensures the academic progress of the faculties. It helps in the advancement of their career by helping them to undertake research work, presenting papers and improve their teaching skills. It enriches their knowledge through the sessions of the Study Circle and Seminars. • The College is deeply concerned about the welfare of the teaching non-teaching staff. So it has provided space and facilities to form the Credit Co-operative Society for granting loan in their need or for any emergency.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Transparent admission process is conducted by the college to keep the admission process through online .The information regarding procedure and process of admission is uploaded online. The merit list is published online. The admission portal is verified by teachers. Before the admission process begins the candidates are properly counselled by the teachers. The admission committee conducts the process with the help of the teaching and non teaching staff. The admission details are uploaded in the university portal. The registration process is completed through the same portal. The fees is collected through the Bank.
Industry Interaction / Collaboration	1. Diploma in Pre-primary Teachers Education Montessori (DPTE-M) - Affiliated to Netaji University - Since 2003 2. Communicative English - British

Institute -Since 2004-05 3. Webel computer literacy and Training program - Webel Technology Limited - Since Feb-2017 4. N-LIST - INFLIBNET-UGC - Since 03-June-2016. Workshop/Programmes done in this session are - 1. A Placement Assistance Seminar - Agency/Company: ICICI, Webel, Wheels and Wings, Pathfinder, JIS Group - Date: 25/08/2018 2. Campus Drive - Agency/Company:Webel technologies - Status: 5 participated, 2 selected - Date: 30/8/2018 3. Campus Drive - Agency/Company: Amazon India , Status: 98 participated,2 selected, Date: 03/01/2019 4. Campus Interview - Agency/Company: Northeast Holidays, Status: 7 participated, 2 selected, Date:-20/03/2019 5. Campus Interview - Agency/Company: Avisari Holidays, Status: 8 participated, 2 selected, Date: 29/03/2019

Curriculum Development

The Board of Studies of the University of Calcutta frames the syllabus of the undergraduate departments. However there is enough scope for interaction between the faculty and the BOS for addressing the syllabus related issues. The BOS encourages suggestions from the faculty at the time of introduction of new syllabus and framing the courses under the new CBCS system.

Teaching and Learning

Academic calendars are printed for the students to provide them a comprehensive idea of the syllabus and the lesson plan of the teachers. Smart classrooms provide modern and better facilities to the students of the science faculty and the other departments. Braille system has been installed in the college to meet the special need of the concerned students INFLIBNET provides wider access to reading and research materials to the faculty members and the students. Free access to wi-fi connectivity is provided. Computer training for students is a vital part of the College curriculum to equip the students to cope with the fast moving world of information and technology. The library digitization has been undertaken.

Examination and Evaluation

At present all the faculties are running a twofold system of examination and evaluation. The old 111 system and the newly introduced semester system

(CBCS). The class tests, tutorials, midterm tests and test examinations are conducted. The fieldwork and projects in TTMV, Sociology, Geography, Psychology and Education are a part of the evaluation method. Under the semester system internal assessments, tutorials, term papers, viva and end semester exams are held according to the university schedule. Exam scripts are shown to the students and means are suggested to overcome their limitations and parent teacher meetings are convened for the weaker students.

Research and Development

The faculty is encouraged to undertake minor and major research projects. The PHD and Mphil course works are attended by the concerned teachers. The teachers publish books, monograph and articles in peer reviewed journals. Papers are presented in national and international seminars. Two research projects continued in this academic session: 1. Anindita Ray Chakraborty- Funding Agency: Bill and Melinda Gates Foundation Year: 2017-2019, Amount: INR 125000/- 2. Suryatapa Das Funding Agency: UGC, Minor Research Project, Year: 2017-2019, Amount: INR 482500/-. The study circle organises seminars every month where the faculty member presents a paper. Students are also invited to participate. Study circle organized four in-house seminars, they are-1. Gobinda Mondal - Bengali Department - Topic: A study of Bengali Literature in the perspective of individual Psychology 2. Arpita Bhaduri - Computer Science - Topic: Self Help 3. Sunanda Mukherjee - Economics Department - Topic: Gender Discrimination and Empowerment 4. Dr. Sudipta Ghosh -Commerce Department - Topic: An Overview of Mutual Fund as an Investment Option

Library, ICT and Physical Infrastructure / Instrumentation

There are two libraries. The Central Library and the Gyandhara library. In addition to these each department has a seminar library for the students. There are computers for students and teachers. The students are allowed to use the computers for writing projects and term papers. E books and E journals are now available for the students and teachers both. An air conditioning system has been installed in the

Gyandhara library. Regarding infrastructure we can claim that four rooms and auditorium are under construction and hostel is undergoing a major renovation.

Human Resource Management

The institution arranges for attending the various courses and training programmes by the faculty members and non teaching staff. The teachers attend Orientation Programmes Refresher Courses and Phd course works as and when necessary. The NSS Programme Officer attends the Orientation Programme once during his/her tenure. The NCC Programme Officer also attends training programmes as and when necessary. The office staffs attend training programmes to deal with online admission, registration COSA, HRMS and CBCS related activities. One of our teachers (History Department) named Shukla Sirkar has been persuing the N.C.C activities with great sincerity and enthusiasm. At present she is a Lieutenant.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	N.A.
Administration	N.A.
Finance and Accounts	The financial expenses covering salary arrears, fixation, increments and retirement benefits and all other grants are received through the government portal. The bills and memos are submitted and received in the portal of the West Bengal government through HRMS.
Student Admission and Support	Website committee of our college has selected a vendor (Inspire Studio) for 2018-19 academic session, to organize the entire process of admission through a portal for a stipulated period of time. Receiving applications, sorting, correction, preparation and publication of merit lists and finally registration - all these are done through college portal.
Examination	The portal of the University of Calcutta is used for all exam related issues including uploading of marks and publication of results. The mark sheets of the students are also uploaded in the university portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	7	15/01/2018	05/02/2019	Nil
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	10	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Term deposit facility and availability of loan from the Co-operative society of Maharani Kasiswari College ? Puja Advance, ? Health scheme of West Bengal government ? Provident Fund	? Term deposit facility and availability of loan from the co-operative society of Maharani Kasiswari College, ? Puja Advance, ? Swastha Sathi, Health scheme of West Bengal government. ? Provident Fund	? Each and every teaching faculty of Maharani Kasiswari College contributes Rs. 50/-per month to Student Aid Fund for fee waiving schemes/medical necessities/other urgencies for financially weaker students. ? The College mediates scholarships offered for minority (SC/ST) students offered by the State

Govt. ? Economically backward students may avail concession from college Welfare fund. ? The College takes sincere initiatives to avail the financial benefits under Kanyasree scheme of the State Govt for the girl students (starting from March, 2013). ? Scope for applying National Scholarship. ? Availability of Chief Ministers Relief Fund and Vivekananda merit scholarship. ? Career counselling and placement cell for training for job oriented training. ? Anti-ragging and anti-sexual harassment cell for addressing the grievances. ? Basic and Advanced, Yoga Self defence courses for their security and well-being.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly. The college maintains the account of the cash receipts, payments and bank accounts. Receipts and disbursement of salary is procured from government and college funds. Grant receipt and disbursement, PF, Income Tax and miscellaneous expenses are handled exclusively by the college financial sections. Internal audit is conducted by the Bursar of the College with the help of the office staff and experts of accounting system. Then it is verified and approved by the audit firm Debabrata Associates. Statutory audit is conducted at regular intervals by the auditor approved by the DPI, Govt of West Bengal. The whole process is duly approved by the Governing Body Registered Chartered accountants, appointed by the college authority conduct the audit of funds sanctioned by the UGC.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	IQAC/PRINCIPAL
Administrative	No	NIL	Yes	IQAC/PRINCIPAL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The association has not been registered as yet, 1. The parents are invited to give their feedback about academic and other college related activities. 2. The parents attend parent teachers meeting to discuss the progress of the students. 3. They attend the annual prize distribution ceremony. 4. They attend the annual Sports, Social, fresher welcome.

6.5.3 – Development programmes for support staff (at least three)

1. College arranges training for our support staff especially on earliest demand: 2. Computer Awareness and Computer Literacy Programme for non-teaching employees (eg. The website, admission related concerns). 3. Technology enabled techniques (projector, OHP, various equipments related to existing Smart classes), software based scheme (COSA, Tally, AISHE)

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The college was accredited with grade B by NAAC in 2005. Peer team of NAAC observed certain areas of concern which need to be addressed by our institution. Focusing on those issues, IQAC of our college organizes following initiatives very sincerely 2. Regular IQAC meeting has been organised to monitor the activities of different sub committee of the college 3. Initiative has been taken to update and upload AQAR to maintain the quality 4. Academic and Administrative Audit(AAA) has been conducted for the session 2017-2018 and 2018-2019(both internal and external audit) 5. Preparation and submission of proposal for financial assistance from MHRD and higher education department, govt of West Bengal. 6. Formation of research cell to monitor research related activities in the college. 7. Digitisation of the Library 8. Smart classrooms equipped with projector and LCDS. 9. Applied for financial assistance/grant under Non-RUSA Category

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Budget preparation	15/03/2019	15/03/2019	03/04/2019	12
2019	Office Supervision	11/01/2019	11/01/2019	10/01/2020	11
2018	Teachers Promotion	14/08/2018	14/08/2018	07/09/2018	7
2018	Hostel	14/08/2018	14/08/2018	12/09/2018	12

	facilities				
2018	Report of online admission	14/08/2018	14/08/2018	12/09/2018	893
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An Inter-college Athletes Games and Sports Champion	15/01/2019	15/01/2020	10	Nil
Swami Vivekananda Merit cum Means Scholarship	02/04/2018	31/03/2019	75	Nil
Chief Minister Relief Fund Scholarship	01/04/2018	31/03/2019	50	Nil
Kanyashree Prakalpa	01/04/2018	31/03/2019	384	Nil
Women's Self Defence Techniques Presentation	01/04/2018	31/03/2019	196	Nil
Career Development and Counselling Sessions held to ensure exposure to industry and its requirements	01/04/2018	31/03/2019	724	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil

Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	27/08/2018	1	Dengue Awareness Camp	Mosquito net distribution among community people	102
2018	1	1	27/08/2018	6	Thalassaemia Awareness Test	As a part of the THALASSAEMIA cases prevention initiative, every year the NSS unit of the college organizes thalassaemia carrier detection camps. Its secondary motive is to raise community awareness about the disease.	314

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/06/2018	It is through the college prospectus that students are intimated of certain ethical values and behavioural standards upheld by this college. Apart from an advisory on general codes of conduct, the prospectus lays special emphasis on the Internal Complaint Committee against sexual harassment within the campus. Special complaint mechanisms are in place to address these issues according to the U.G.C. GUIDELINES .This is aimed ensuring a gender friendly environment in college.
Principal's address to students at the time of induction every year. Respective teachers and convenors of all committees familiarize students with the academic.ethical and socio-cultural values of the college in particular and larger community in gen	06/07/2018	The Principal and respective teachers of all departments and convenors of all committees familiarize students with the academic, ethical and socio-cultural values of the college in particular and larger community in general.
Stress management in Academic and Social Life	28/09/2019	The Study Circle and Seminar Committee of the college organizes a Seminar on stress management in academic and social life. Prof Arpita Bhaduri delivered a lecture Stress management in academic and social life and the strategies deal with with academic value related issues.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on 'Intergenerational Bondings' organized by the Departments	09/10/2018	09/10/2018	103

of English and Sociology in collaboration with Calcutta Metropolitan Institute of Gerontology			
A seminar organized by the Department of English in collaboration with The Partition Archives. (This was an initiative taken to raise awareness against communal tension and forced displacement of population and the global trauma narratives produced t	07/01/2019	07/01/2019	67
NSS Special Camp	24/02/2019	02/03/2019	50
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Waste removal management for biodegradable waste mainly generated from laboratories has been stepped up significantly in this period. 2. Initiatives have been taken to free the campus of plastic waste. 3. Special potted plant distribution initiatives have been taken by the college to raise awareness about minimising of carbon footprint in the campus and even beyond it. 4. There is a continued effort to minimize the use of paper in office administration. 5. E-waste management is done through recycling of obsolete and unserviceable electronic devices.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

TITLE OF THE PRACTICE: NATIONAL SERVICE SCHEME **THE CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE:** The NSS unit of the college has been active since inception. It is a part of the government-sponsored programme conducted by the Ministry of Youth Affairs. The college unit engages students in various community services in the local neighbourhood. Over the years various programmes have been conducted to identify the needs of the local community and to address them in an effective way. Its focus has always been on gender and women's empowerment given the fact that it is a girls' college. **OBJECTIVES OF THE PRACTICE:** To develop a sense of responsibility towards civic and social community Develop inter-personal communication skills Analyse the problems/ needs of the community and offering solutions thus developing problem-solving skills in practical situations Responsibility sharing and delegating duties for collective -living Inspiring communal harmony **THE PRACTICE:** Over the years the NSS unit has been actively engaged in various programmes. Highlights of the activities of the NSS (Participants) (1) Orientation Programme held on 24.08.18 50 (2) Thalassaemia Carrier Test 27.08.18 to 01.09.18 314 (3) Dengue Awareness Seminar 07.08.18 102 (4) Mosquito Net Distribution 07.08.18 30 (5) Visit to AGAMI NIRMAN 01.03.19 50 (6) NSS Special Camp 24.02.19 to 02.03.19 50 **OBSTACLES**

FACED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM : ? A common problem that NSS faces is that of infrastructural inadequacy. Since this college shares its building with two other colleges, space constraint prevents the unit from organizing events on a larger scale. ? Limited financial resources also stand in the way of initiating more ambitious (cost wise) projects. ? General inhibition about thalassaemia carrier test discourages students from participating in these camps. Strategies to overcome these constraints: ? The college administration has taken special initiatives to provide additional space by renovating the college building and constructing more rooms ? Special orientation camps devote time to raise awareness about thalassaemia detection and its larger social implication in community life. IMPACT OF THE PRACTICE: o A deep sense of Institution-Community engagement has evolved in the active participation of all stake holders of the college in all the programmes of the NSS. o Students have had first hand-on training of community services o NSS volunteers have honed their leadership skills their soft skills have improved in course of their community service o They have learnt to identify the needs of their community and address them accordingly o Their interaction with their community has sensitized them to a feeling of common nationhood. o NSS activities have given female students of the college an exposure to opportunities around them and have instilled a sense of pride and productive engagement RESOURCES REQUIRED: Storage facilities. Electronic devices. Financial resources. BEST PRACTICE II TITLE OF THE PRACTICE : NATIONAL CADET CORPS THE CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE : The NCC Unit of Maharani Kasiswari College started functioning from 24th July 2004, under the 19th Bengal Battalion of Eastern Command at the Fort William. Within this period it has shown promise of a full-blown unit with multi-dimensional interests. It is heartening to find cadets, especially female cadets ready to offer voluntary services to the community and greater society. . OBJECTIVES : • To create a resource pool of organized trained and motivated youth to provide leadership in all walks of life • To provide a suitable environment to motivate the youth to take up a career in the armed forces • To develop character comradeship, discipline, leadership secular outlook, spirit of adventure, ideals of selfless service among youth of the country. THE PRACTICE: Apart from the routine activities of the NCC UNIT such as LRDC I/IICATC XII CATC II, IGC Shooting(WB,SIKKIM), Rock-climbing(Gwalior) the NCC has played a pioneering role in the following: (NCC Cadets participated) (1) World AIDS Day 01.12.18 26 (2) Cultural Integration Day 09.11.18 7 (3) Pinkathon at Maidan 01.04.18 28 (4) Earth Day 24.04.19 10 OBSTACLES FACED : ? Lack of better equipped and more secure storage facility. ? Infrastructural constraints. Lack of adequate space for cadet march and other drills and practices. ? Non-availability of adequate electronic device. STRATEGIES ADOPTED TO OVERCOME THEM : • Arrangements have been made so that cadets can practice on the college terrace. • Overhead shades have been constructed for the general convenience of cadets. IMPACT OF THE PRACTICE: Active participation in NCC has resulted in our ex-cadets gaining entry into services under Kolkata Police, Mountaineering Department and Air Services. RESOURCES REQUIRED Laptops, printer and mobiles Better equipped room for secure storage Financial resources Larger space for uninterrupted practice, drill and parades

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.mkc.ac.in/index.php?option=com_content&view=article&id=198&Itemid=0

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is making continuous efforts in the following areas to provide

holistic and gender-sensitive education to its students: (1) Promotion of gender justice by offering students with financial, intellectual and socio-cultural support in form of student concession facilities (provided by the college and also by the Teachers' Council of the college). The TC fund is used to procure study materials and books for competitive examinations. Also, students are encouraged to participate in various forms of sporting activities in inter-state and intra state competitions. Our students have won Gold, silver and bronze medals. They have also been awarded championship trophy at District level Sports Meet. (2) The college has been awarded FIRST PRIZE for best performance in Kanyashree Project 2018-19.(24th August 2019).The college has achieved this phenomenal feat on the basis of its scholarship coverage for the year 2018-19. (3) The college-building is being renovated to make space for more rooms, laboratories and auditorium. This has been a continuous process and on the verge successful fruition. (4) A new gymnasium facility is underway for the general physical well-being of Teachers and students alike. It is being fitted with the latest devices and instruments for work-outs and other exercises. (5) Specially trained instructors have been appointed for Gym-training, Yoga and Self-defence courses. A large number of students are being trained as a part of the Self-defense training. Teachers engage in activities in the Gymnasium to motivate students to participate in such activities.

Provide the weblink of the institution

http://www.mkc.ac.in/index.php?option=com_content&view=article&id=198&Itemid=0

8.Future Plans of Actions for Next Academic Year

a) Formation of Research Cell. b) Planning of participating in the Bi-cycle Rally from Kolkata to Dhaka. c) Inclusion of new Teachers in different Sub-committee. d) Planning on construction of College Building. e) Progress report on SSS. f) Preparation of AQAR for the period 2019-20. g) Progress report on preparation of Assets' Register. h) Matter related to CAS (if any).