Yearly Status Report - 2016-2017

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	**maharanikasiswaricollege@gmail.com**
Address	**20 Ramakanta Bose Street Kolkata - - 700003 West Bengal, India**
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://www.mkc.ac.in/aqar-2015-2016.html

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**74**	**2005**	**31-Dec-2005**	**01-Feb-2011**

6. Date of Establishment of IQAC

01-Apr-2012

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

Annual publication of college magazine and other departmental journals	14-Jul-2016 90	2497
Upgradation of service books of college employees	14-Jul-2016 210	42
Students	14-Jul-2016 10	263
Creation of E-mail account for N-LIST database	14-Jul-2016 7	39
Air Conditioning facility in class room, Library, Psychology lab, F&N lab	04-Aug-2016 45	800
Discussion /suggestion for preparation of SSR for NAAC on possible aspects	11-Jan-2017 1	12
[View File](#)		

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	Minor Research Project	UGC	2017 730	417500
[View File](#)				

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)

Library Automation and Inter Library Loan facilities for research work through DELNET

Online Admission and Student epayment accession

Improving the facilities for SC/ST/OBC/BPL Cell

Smart class room

Organizing different seminars and workshops by Students'career development and placement counseling cell

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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	Achivements/Outcomes
Planning for new steps regarding enrichment of academic atmosphere	**a) College campus has connected with wifi system, b) CCCamera installed in Science Building for better security.**
CAS Benefit of different teachers	**The process of promotional benefit of teachers had been initiated**
Curricular Aspects	**IT infrastructure has enriched with 10PC for providing better facilities to the student concerned**
Infrastructure and Learning Resources: a) IQAC and NAAC Room renovation. b) AC connectivity in a class room, Library, Psychology lab F&N lab.	**a)A new room allotted and renovated for the said purpose. b)The selected room (no=SB06), Library , Psychology Lab and F&N lab were furnished with AC connectivity.**
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body of the College	**20-Jul-2019**

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	2017
Date of Submission	06-Apr-2017
17. Does the Institution have Management Information System ?	No

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Part B

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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

- College receives Academic Calendar from the affiliating University before the starting of each new academic session where different dates are specified, viz., starting date of admission , date for commencement of class , dates for internal and final examinations, dates for form fill-up, etc. College schedule for different examinations, workshops, competitions, parent - teacher meeting etc. are prepared by taking into account this University Calendar. • On the very first day of First Year class, Principal of the college along with other Teachers, address the new entrants batch by batch and communicate to them the mission, vision and objectives of the college, the rules and disciplines of it, the academic, career oriented and personality building facilities they can avail during their next three years of staying in the college . • The lesson plan for full syllabus of each subject (College Academic calendar) is prepared each year before beginning of new academic session and later on distributed among the new students, from which students get their syllabus and also the distribution of term – wise topics of syllabus to be taught by individual faculties of each department, for their coming years of study. • The Class-Routine Sub-Committee of college prepares a Master Routine for all courses, where all the Theory and Practical classes are allotted by names of the faculties with room numbers mentioned. Uploads it in the official web-site of the college, also hard -copy is made available for use by the students and the teachers. • Whenever possible teachers arrange Extra classes for more intensive coverage of subject topics. Weak learners are special attention. • Faculty maintain good student – teacher relationship for lively environment in the class rooms. Encourage students to join discussions, raise questions and to share any problem or grievance with them. • Over and above the conventional chalk and talk method, curriculum is delivered through modern teaching aids like LCD presentation, OHP, providing hand-outs, giving home assignments. • Vast collections of reading resources is made available for use by the students and also by the teachers in the college Library. Two Libraries and Departmental Seminar Libraries are available in the college to cater learning resources to faculties and the students. • Librarian of the college take Library Orientation class for the new students to guide them about how they can utilize the vast stock of knowledge, waiting for them. • For making the teaching-learning

process more lively and interesting, Inter-departmental talks, Seminars, Lectures by Invited Speakers, Workshops etc., on curriculum related topics are arranged. Students are encouraged to present papers. • 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. • Periodical discussion among the faculty members about progress of syllabus coverage is held and steps, if required, are identified. • After evaluation of students' performance in Tests or whenever necessary, Parent- Teacher meeting is arranged and they share opinions.

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
Self Defense course	NA	01/09/2016	180	------	To defend herself in adverse situation.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	B.A./ B.Sc. Hons Course in Geography (GEOA)	01/07/2016
BA	B.A.Hons/General Course with Hindi (HING)	01/07/2016
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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
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	70	34

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	01/08/2016	34
NSS	01/07/2016	100
NCC	05/08/2016	90
Pre-Primary Teachers Training (DPTE-M) Course	01/07/2016	34
View File		

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--Socio-Economic Study of Deulti	30
BSc	Food & Nutrition Dept. 3rd Year Honours • Field work : Herald Pvt. Ltd. • Internship : for half month in Nursing Homes/Hospitals Viz. ColumbiaAsia, Belle Vue , Ruby, B.M.Birla , Medica Super Speciality , Peerless, Sanjeevani, Kothari, CMRI and man	44
BSc	Food & Nutrition Dept.• Field work/Training : 2nd Year Honours 1. ICDS Centre, Baghbazar (Integrated Child Development Scheme, under the Ministry of Women & Child Health, Govt. of India)	55
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.	55
BSc	Food and Nutrition Dept.4. Field work on collection of data from families and individuals of different economic groups and analyzing there nutritional studies.	55
BA	Tourism and Travel Management Dept. • Educational Excursion to Rajasthan	43
BSc	Food and Nutrition Dept. Visit to Immunization Centre.	55
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
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
Teachers gain feedback from the students and their parents through Parent –Student – Teacher meetings. On the basis of mutual discussion with parents and students and the views opened by them, Teachers get understanding about the areas that need improvements. Several times within one academic session, different departments of the college arrange such meetings. Discussion goes on between teachers and parents, while students also remain present there. Parents are invited to open up their impression regarding the departmental teachers and the institution in which their wards read in. Students are also asked to feel free and speak out their own problems and grievances, if any. Rather than relying upon a specific formal written feedback, free and face to face interactions of this kind go a long way to be self - congratulatory or self – critical and take corrective steps.

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	ALL	1509	2500	1045
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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
2016	2497	Nill	35	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 Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
2	2	3	11	11	2

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
2497	35	1:71

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	35	11	4	13

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
2017	NIL	Nill	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
BCom	BCom-Part 3	3rd Year(Hons Gen)	24/12/2016	16/01/2017
BSc	BSc-Part 3	3rd Year(Hons Gen)	24/12/2016	16/01/2017
BA	BA- Part 3	3rd Year(Hons Gen)	18/01/2017	31/01/2017
BCom	Bcom-Part 2	2nd Year(Hons Gen)	20/02/2017	02/03/2017
BSc	BSc-Part 2	2nd Year(Hons Gen)	20/02/2017	02/03/2017

BA	BA- Part 2	2nd Year(Hons Gen)	20/02/2017	02/03/2017
BCom	Bcom-Part 1	1st Year(Hons Gen)	16/03/2017	24/03/2017
BSc	BSc-Part 1	1st Year(Hons Gen)	16/03/2017	24/03/2017
BA	BA- Part 1	1st Year(Hons Gen)	16/03/2017	24/03/2017
[View File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college plans and organized the teaching, learning and evaluation schedules of the start of each session. The academic sub-committee of the college published the academic calendar each year before the 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) The duration of the session for each class (1st, 2nd and 3rd year) ii) The dates of all internal examination (Mid-term and selection tests) iii) The dates of publication of results. iv) The list of holidays. v) Duration of reverse vacations etc. 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 HODs keep full and systemic record of the result of these tests in the department from the time to time. The teachers meet very frequently both within the department and with the head of the Institution to make the whole process run smoothly. Our college also has a mechanism to identify the weaker /promising students through: a) Class tests, b) Mid-term Examination from time to time. 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 organised the teaching, learning and evaluation schedules of the start of each session. The academic sub-committee of the college published the academic calendar each year before the 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) The duration of the session for each class (1st, 2nd and 3rd year) ii) The dates of all internal examination (Mid-term and selection tests) iii) The dates of publication of results. iv) The list of holidays. v) Duration of reverse vacations etc. The academic calendar is distributed among all the stake-holders of the beginning of the session. Before the academic session starts, the heads of the departments allocate the syllabus, prescribed by the present university and the faculty members who thereafter allocate their complete syllabus among its facilities for the whole session. It is the duty of the HOD's to monitor supervisors that the whole syllabus be through as per the allocation 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 HODs keep full and systemic record of the result of the tests in the department from the time to time. The teachers meet very frequently both within the department and with the head of the Institution to make the whole process run 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 appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PSYA	BSc	Psychology Honours	35	30	85.71
FNTA	BSc	Food and Nutrition Honours	61	59	96.72
SOCA	BA	Sociology Honours	23	19	82.61
SANA	BA	Sanskrit Honours	13	12	92.31
PLSA	BA	Political Science Honours	56	49	87.50
PHIA	BA	Philosophy Honours	12	10	83.33
HISA	BA	History Honours	61	58	95.08
EDCA	BA	Education Honours	37	35	94.59
ENGA	BA	English Honours	85	76	89.41
BNGA	BA	Bengali Honours	42	40	95.24

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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)

Student Satisfaction Survey is yet to be assessed on the basis of feedback form

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	00	NA	0	0

No file uploaded.

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	Nill	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	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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	Nill

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)
National	Commerce	1	Nill
National	History	1	Nill
National	Bengali	1	Nill
View File			

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
Library	2
Education	1
Food and Nutrition	1
Bengali	1
Commerce	2
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	Number of citations excluding self

					the publication	citation
NIL	00	NIL	2016	0	NIL	Nill
No file uploaded.						

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 excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2016	Nill	Nill	NIL
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	3	4	2
Presented papers	2	3	4	1
Resource persons	Nill	Nill	Nill	2
	View File			

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
Thalassemia Control Programme	NSS unit in collaboration with Calcutta School of Tropical Medicine	2	60
Thal Sainik Camp (3-12 August 2016)	NCC Unit	2	2
Independence Day celebration parade (11-15 August)	NCC Unit	2	25
Participation of cadets in special classes at Fort William	NCC Unit	2	11
Participation of cadets in NI camps	NCC Unit	2	11
NI Camps (13-22 October)	NCC Unit	2	2
NI Camps (14-23 October)	NCC Unit	2	1
Successfully completed trekking on 16 November 2016	NCC Unit	2	1

Participation in NCC Camp on 21st November	NCC Unit	2	6
Participated in Cycle expedition at Club House (26th December)	NCC Unit	2	2

[View File](#)

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
NIL	NIL	NIL	Nill

No file uploaded.

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 activites	Number of students participated in such activites
NIL	NIL	NIL	Nill	Nill

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	00	NIL	00

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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
NIL	NIL	NIL	Nill	Nill	00

No file uploaded.

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	27

		certificate to the students by WEBEL Technology Limited	
BRITISH INSTITUTE	17/08/2016	Communicative English	35

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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
9	6.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	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
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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 patially)	Version	Year of automation
NIL	Nill	NIL	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27573	Nill	375	Nill	27948	Nill
Reference Books	157	Nill	2	Nill	159	Nill
e-Books	300000	Nill	Nill	Nill	300000	Nill

Journals	3	Nill	Nill	Nill	3	Nill
e-Journals	6200	Nill	Nill	Nill	6200	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	16	Nill	Nill	Nill	16	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	3	Nill	1	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	Nill

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	41	1	1	1	1	1	3	100	4
Added	0	0	0	1	0	0	0	0	0
Total	41	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 incurredon maintenance of physical facilites
5.75	3.95	4.4	2.34

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 equipments, 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 equipments 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 equipments including the

http://www.mkc.ac.in/news/admin/uploads/ea5fe_Criterion_4.4.2_Year_2016-2017.pdf

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	50 Percent Tution	53	22765

from institution	Fee Relaxation		
Financial Support from Other Sources			
a) National	0	Nill	0
b)International	0	Nill	0
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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	16/03/2015	150	MAHARANI KASISWARI COLLEGE
SELF DEFENCE	23/09/2016	70	MAHARANI KASISWARI COLLEGE
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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 passedin the comp. exam	Number of studentsp placed
Nill	NIL	Nill	Nill	Nill	Nill
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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	NIL	Nill	Nill
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	8	MAHARANI KASISWARI COLLEGE	BCOM	UNIVERSITY OF CALCUTTA	MCOM

2016	6	MAHARANI KASISWARI COLLEGE	FOOD AND NUTRITION	UNIVERSITY OF CALCUTTA	MSC
2016	2	MAHARANI KASISWARI COLLEGE	HISTORY	UNIVERSITY OF CALCUTTA	MA
2016	2	MAHARANI KASISWARI COLLEGE	POLITICAL SCIENCE	UNIVERSITY OF CALCUTTA	MA
2016	4	MAHARANI KASISWARI COLLEGE	EDUCATION	UNIVERSITY OF CALCUTTA	MA
2016	1	MAHARANI KASISWARI COLLEGE	SANSKRIT	UNIVERSITY OF CALCUTTA	MA
2016	3	MAHARANI KASISWARI COLLEGE	ENGLISH	UNIVERSITY OF CALCUTTA	MA
2016	4	MAHARANI KASISWARI COLLEGE	BENGALI	UNIVERSITY OF CALCUTTA	MA

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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
NET	Nill

No file uploaded.

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

Activity	Level	Number of Participants
CULTURAL COMPETITION (20/09/2016 TO 22/09/2016)	INTRA COLLEGE CULTURAL COMPETITION	250
CULTURAL PROGRAM (04/10/2016)	FRESHERS WELCOME(VENUE – MOHIT MOITRA MANCHA)	1500
PICNIC(23/12/2016)	ANNUAL PICNIC	40
CULTURAL EVENT(13/05/2017)	CUTURAL EVENT BY UTTAR KOKATA ALOR SANDHANE	250
SPORTS(20/01/2017)	ANNUAL SPORTS	900
CULTURAL EVENT (15/05/2017)	BIRTHDAY CELEBRATION OF RABINDRANATH TAGORE	300
CULTURAL EVENT(17/03/2017)	BASANTA UTSAV	250
CULTURAL EVENT(15/05/2017)	RABINDRA JAYANTI CELEBRATION	120
CULTURAL EVENT (04/10/2016)	FRESHERS WELCOME ANNUAL PRIZE DISTRIBUTION PROGRAMME	1100

NATIONAL DAY CELEBRATION(15/08/2016)	INDEPENDENCE DAY CELEBRATION	75
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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
2016	NIL	Nill	Nill	Nill	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,ST/SC/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. organizations 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 to be held annually.

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

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 college follows an active pattern of decentralization and participative management. Staff members along with invited guest members have made these practices successful during the last one year. IQAC, NSS, NCC, Hostel Management, and Alumni Management are some of the decentralized and participative activities that are worth mentioning. • The IQAC ensures that it works towards the institution's realisation of the goals of quality enhancement and sustenance. The committee has external members for peer review of all the resolutions taken in the college. Together with the external members, the college representatives of the IQAC committee ensure promotion of holistic academic excellence. • The college also has a very active NSS committee that has widespread reach in community service. Several activities have been taken up- from visiting orphanages, to old-age homes, distribution of medicines, organisation of Thalassemia camps in the college premises, students and faculties actively take part in the NSS programmes. Experts from various fields are also invited as guest speakers to enrich students and faculty alike on various aspects of social-services. • NCC is actively promoted in the college. Our NCC cadets have represented the state in several national level events. They have further joined the police forces and security forces after successful completion of college. • The college takes pride in providing hostel accommodation to girl students who have enrolled in the college and are not from the city. Our non-teaching staffs have often been appointed as hostel wardens. The Hostel management committee ensures that students are provided

with all the basic amenities in the hostel and proper discipline is maintained in the hostel premises. • There is an active alumni network in the college. Alumni meet is organised by the college. Here-in students are invited to come and interact with our present students and faculty members. We also keep a record of the achievements of our alumni and make sure that their achievements inspire our present students.

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

Partial

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
Curriculum Development	Our college is affiliated by University of Calcutta, so, the curriculum is solely designed by the university after discussion in its Board of Studies (BOS) meetings. Our institute has a very little scope to design internal curriculum for its own. However every department has its own academic calendar/module to run and complete the syllabus. The College has a good number of representatives in the BOS in different subjects. Moreover the faculty members of different departments are invited to interact at the workshops periodically conducted by BOS of the University regarding the modification of the existing courses.
Teaching and Learning	Teaching-learning- avenue, in our college is an example of well-orchestrated effort of the teaching faculty, the students and the office administration. Admission of students is strictly done on merit basis following the rules and regulations as uploaded from the desk of affiliating university and the government of west Bengal. As the college does not have the liberty to furnish its own courses and syllabus, combination of subject to be offered to the students, etc, therefore the scope for innovation is limited only to the type of fieldwork, and extension activities that are initiated in the college for the students. Traditional chalk and talk method is mixed up judiciously with the modern teaching aids. Eminent experienced teachers from different Institution, colleges and universities are invited to take special lesson in the various departments. Students of vocational subjects participate in on-job training programmes as a part of

	the syllabi. Accessibility to free Wi-Fi facility in the college helps them to access online educational resources. Enrichment of the departmental libraries has increased their accessibility by the students. All departments organise students' seminars, quiz contests, group discussions and workshops.
Examination and Evaluation	Evaluation methods are communicated to students at the beginning of each academic year. The college follows the University pattern of the annual examination (Part I, Part II, and Part III). Department of Commerce has started initiating its process to shift to the semester system as per the new University guidelines. a) Yearly Examination System: The various components of the yearly examination system is informed to the students through the prospectus. The college ensures that the students are well prepared for the annual examination by conducting class tests, mid-term examination and test examination. Students are also asked to submit project works for subjects like TTMV, Sociology, Geography and Education. Once the results are announced, students are shown their answer scripts. A parent-teacher meeting is also conducted so that there is a healthy exchange of opinions between parents and teachers. b) CBCS system The college is affiliated to the University of Calcutta. Since the University has proposed to shift to the CBCS system, department of Commerce of MKC is also gearing up to convert to the CBCS system with effect from 2017-2018.
Research and Development	The college being an undergraduate college, scope of research and development is quite streamlined. However, faculties have an active participation in promoting research and development. The college also ensures that facilities are provided to encourage teachers to carry out research and development. Some of the facilities provided are as follows: • Project work has been incorporated in some departments. • Departmental laboratories are well equipped • Computer facilities are available • The library provides INFLIBNET facility.

	This enables teachers to access some of the best E-journals. • The college also provides Wifi (Internet) to teachers. Faculty members are always motivated to apply for funding from UGC and other agencies to undertake major and minor research projects. As a result a number of faculties of the college have been opting for Minor Research Projects (running project) to develop research friendly atmosphere in the college: Sudipta Ghosh – Department of Commerce – UGC Minor Project – Duration:- 27/02/2015 to 26/02/2017 – Amount Rs. 1,85,000/-
Library, ICT and Physical Infrastructure / Instrumentation	The college has fully furnished central library. Each year more than 1000 students enroll themselves to avail the library services. To meet the needs of the library user's library staff have started on-demand book requisition register. Each and every academic department has their own seminar library. Usually, all departmental heads are the custodians of this library. ICT and physical infrastructure/ instrumentation: Infrastructural facilties in ICT in our college are listed below: • Partial online admission system • LAN facilities • Internet facilities • Computers and Laptop • Xerox machine • Printer • Overhead projector • Microphone • Digital camera Physical Infrastructure • The main building of our college premises is shared by other two colleges. The planning of any new construction/ renovation/ repair is mainly proposed and sanctioned by coordination committee • The College exclusively owns a Science building and a Girls' hostel.
Human Resource Management	Human Resource Management commonly referred to as 'Staff Pattern' for Teaching and Non-teaching staff is sanctioned and approved by the Higher Education Department of the Government of West Bengal. The larger share of Human Resource Management is catered to adhering to the statutes of the Higher Education Department. Therefore, most of the substantive teaching posts are filled up on a regular basis as per the recommendation of the West Bengal College Service Commission. This is done to fulfill the 100-point roaster monitored by the Backward Class Welfare

	section of the Government of West Bengal. Further augmentation takes place through the recruitment of Government approved Contractual Whole Time and Part Time Teachers (This is generally done based on the requisition of the respective college departments). However, the dearth of sanctioned substantive posts necessitates the induction of Guest faculties in various departments for justifying the teaching-learning process. There are several sub-committees that ensure the proper management of Human Resources on a more internal level. Leave committee ensures that the leaves (CL, EL, DL, Others) are well calculated and recorded for all the staffs of the college. The college also ensures that both teaching and non-teaching staffs are encouraged and permitted to attend various Development Programmes as defined and acknowledged by UGC/ the affiliated University.
Industry Interaction / Collaboration	Our college provides various Industry-related courses relevant for our students and undertakes various industrial collaborations since long back. Field visits as well as industrial visits are arranged. College also makes collaborations with industries and other noted institutions to organize seminars, workshops and value added courses. Several initiatives are taken to ensure synergies between the College community and various Industrial sectors: 1. Diploma in Pre-primary Teacher's Education Montessori (DPTE-M) – Affiliated by Netaji Open University – Running since 2003. 2. Communicative English – British Institute – Running since 2004-2005 3. Placement Assistance Seminar – by NIIT, Shyambazar – Date: 06/09/2016 4. Aptech Yuva Scholarship Test (2016) – by APTECH – Date: 20/09/2016 5. Career Development and Placement Assistance Seminar – ICA The Institute of Computer Accountants – Date: 29/11/2016 6. Career Development and Placement Assistance Seminar – Globsyn Business School – Date: 09/12/2016 7. Career Development and Placement Assistance Seminar – Dreamzone (A School of Creative Studies) – Date: 06/01/2017
Admission of Students	• The college is technologically well

equipped and carries out full online process of admission where all the information – procedure, important dates, etc. is published online. • Merit-list generation and publication is also done online. • Students are also directed to upload all documents online. However, a physical verification is done on the day of the admission. • Admission portal verified by teachers for error free process. • College office is available during recess for all queries. • Flex regarding important dates, eligibility criteria also hung on college premises. Merit list is checked by subject teachers prior to online publication to prevent errors. • Updated information regarding seat availability per subject is posted regularly in order to maintain transparency. • College also arranges a help desk for the support of stakeholders.

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

E-governace area	Details
Planning and Development	Not deployed
Administration	Not deployed
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 select a vendor, LiveSoft, for 2016-17 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
2016	NIL	NIL	NIL	Nill

No file uploaded.

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)
2016	NIL	NIL	Nill	Nill	Nill	Nill

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
Short Term Course	1	22/03/2017	28/03/2017	7
Refresher Course	1	20/10/2016	11/11/2016	22

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	32	7	7

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, Festival Advance, Provident Fund	Term deposit facility and availability of loan from the Co-operative society of Maharani Kasiswari College, Festival Advance, 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 Minister Relief Fund ? Carrier counselling and placement cell for training for job oriented training. ? Anti-ragging and anti-sexual harassment cell for addressing the grievances. ? NSS book bank

6.4 – Financial Management and Resource Mobilization

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

The college ensures annual internal and external financial audits. Annual audits are done by a Government approved external Audit firm, Quarterly scrutiny is also done by the Finance Committee (comprising Bursar, Principal, internal and external Governing body member). For the financial year 2016-17, Sri Jayant Khandelwal and Company was selected by govt. Of West Bengal to act as statutory auditor. The college also takes ample steps to keep a tab of day-to-day expenses through the Bursar. Finance Committee (as mentioned earlier) also monitors the financial activities of the college. Therefore, any reparative measure is taken at the shortest possible time. Having 30 types of multi-characters bank accounts, daily cashbook and petty cash dealings are also kept up to date by accountant and cashier respectively. The college has recently introduced e-access formula, currently being oriented by Digital India. All salary related avenue is enriched by HRMS system.

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
PC CHANDRA JEWELLERS (2017)	200000	LIBRARY BOOK PURCHASE
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6.4.3 – Total corpus fund generated

00

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 college is taking an initiative to form a Parent-Teacher Association ensuring equal representation from both the parties. They are – 1. Teachers and parents' meeting after publication of test/internal assessment results 2. For concession of tuition fees, office used to communicate with respective students' parents 3. College maintains guardian's phone numbers for communication in case of any emergency occurs

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

The college takes ample initiatives to ensure that the support staff is kept abreast with all the new technological developments that the University incorporates in its system. 1. Computer Awareness and Computer Literacy Programme for non-teaching employees (eg. The website, admission related concerns). 2. Our staffs are sent to attend orientation sessions conducted by our affiliating University on the newly introduced CBCS system through University portal. 3. Newly appointed support staff are also trained for the technology based apparatus utilized especially in our Smart classes 4. Training on relevant computer-related and software-related administrative systems like HRMS, Tally etc, are offered to fresh staff.

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

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. • Digitisation of library and subscriptions INFLIBNET • Fully Computerised administrative office • Necessary arrangement s about Full-fledged online admission • Planning for instituting Parent-Teacher Association (PTA) • To accelerate the efforts to achieve universal sanitation coverage under projects like Swachh Bharat Mission, IQAC of our college has planned to coordinate and implement with the assistance of NCC • The college has taken the initiative to make the premises plastic and smoke free zone.

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
2016	Annual publication of college magazine and other departmental journals	14/07/2016	12/09/2016	12/12/2016	12
2016		14/07/2016	03/08/2016	04/04/2017	3

	Upgradation of service books of college employees				
2016	Creation of E-mail account for N-LIST database	14/07/2016	03/08/2016	10/08/2016	2
2016	Air Conditioning facility in class room, Library, Psychology lab, FN lab	14/07/2016	29/11/2016	19/01/2017	2
2017	Discussion /suggestion for preparation of SSR for NAAC on possible aspects	11/01/2017	11/01/2017	11/01/2017	12

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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
Participation in Half Marathon in Kolkata	06/03/2017	06/03/2017	50	Nill
Lecture on Women's Psychological Problems and solutions by Dr Subir Nag	24/01/2017	24/01/2017	100	Nill

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
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4

Provision for lift	No	Nill	
Ramp/Rails	Yes	4	
Braille Software/facilities	Yes	4	
Rest Rooms	Yes	4	
Scribes for examination	Yes	4	
Special skill development for differently abled students	No	Nill	
Any other similar facility	Yes	4	

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	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
2016	1	1	10/08/2 016	1	Thalass emia camps organized by NSS	Initiat ives were taken by the college to create awareness about ways of e radicatin g the disease.	76
2017	1	1	05/06/2 017	1	Go Green Drive	Engaging the commu nity's attention to issues such as women's physical as well as psycho logical health. Special diet charts were given to community mothers	53

	of the local community.

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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	14/06/2017	The Prospectus provides basic guidelines about the vision, mission and objectives of the college. To these ends it lays down a few primary rules regarding students' conduct and disciple within the college campus. The ground rules map out the students' progress in terms of her ethical, moral and socio-cultural development is concerned.
Orientation Lecture by College Principal, Teachers and Librarians	11/08/2016	Information about services and facilities given by the college and making aware of the future prospects.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Spectrum of Disease seen in hospitals (seminar)	10/01/2017	10/01/2017	55

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

1.Cleanliness initiatives taken up by the NSS students and NCC cadets to keep the campus clean 2.Initiation of plans for the installation of solar panels to harness alternate sources of energy 3.Distributing potted plants to students to raise awareness of eco-friendliness 4.Bio-medical wastes such as gauze, stained cotton wool are disposed in separate bags to minimize chances of pollution in the campus 5.Planting of medicinal plants in the college hostel premise so that students become familiar with the medicinal value of Indian plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I 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 in 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: The NSS unit of the college regularly visits adjoining areas to spread awareness about dietary practices among economically compromised group. Creation of social awareness among residents of the adjoining area is one of the primary activities of the NSS. Community services include: • Distributing diet charts among • AIDS Awareness Campaign. • Thalassemia Awareness and screening Programme held in collaboration with School of Tropical Medicine : Held periodically throughout the year in camps of 60-70 students each • Parental Counselling of Thalassemia carriers OBSTACLES FACED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM: General apathy towards undergoing Thalassemia test. The NSS unit under competent programme officers and teachers has been largely successful in convincing parents about taking the Thalassemia tests. IMPACT OF THE PRACTICE/ EVIDENCE OF SUCCESS: Students have developed a deep sense of service to society. NSS volunteers have honed their leadership skills their soft skills have improved in course of their community service They have learnt to identify the needs of their community and address them accordingly. 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: • Better infrastructural facilities such as separate rooms ,computers for facilitating smoother running of the unit. 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-dimesional 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: NCC cadets have been engaged in the following activities in 2016-17 • TSC (Aug 2016) • NI Camp(Oct 2016) • International Yoga Day(21st June 2017) OBSTACLES FACED : NCC training schedules often clash with class routines of some of the cadets. STRATEGIES ADOPTED TO OVERCOME THEM : Adjustments have been made in the college routine. IMPACT OF THE PRACTICE/ EVIDENCE OF SUCCESS: • Active participation in NCC has resulted in a pool of human resources committed to the cause of the community. • Many of our cadets have become successful self-defence trainers • Some of our ex-cadets have been absorbed in Kolkata Police Service. RESOURCES REQUIRED • Laptops, Cameras required for smoothening of the regular activities of the unit.

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 committed to the cause of empowering women .Its mission is to create a pool of highly competent and motivated individuals. It has been striving to make the best use of technological advancement for providing

students with holistic education. Keeping this goal in mind the college blends traditional modes of skill enhancement with modern technological tool based education. It provides the following facilities to serve the students: • A digitized, well-stocked library • A group of highly motivated teachers who are willing to adapt to new technological advances • Self-defence classes for women to make students not only academically strong but also physically competent to face patriarchal violence • Access to digital resources through INFLIBNET • Yoga classes are held regularly to provide students a holistic view of education • Funds are earmarked to ensure gym facilities for students • Stress-management workshops are held as a part of the NSS initiative to help students cope with crisis in personal and professional lives.

Provide the weblink of the institution
http://www.mkc.ac.in/pdf/iqac/best-practices/Criterion-7-3-1-Institutional-Distinctiveness-Year-2016-2017.pdf

8.Future Plans of Actions for Next Academic Year

a) Plan on on-line admission of B.A, B.Sc., and B.Com courses for coming session. b) CAS promotion of Teachers of different Departments. c) Planning about Feedback from students. d) Supervision of office and preparation for Internal Assessment. b) Discussion on NAAC preparation. e) Initiation regarding introduction of new U.G. P.G courses. f) Preparation regarding progress of SSR. g) Reporting on activities of NSS, NCC, and Self-defence Sports etc. h) Discussion on AQAR preparation and uploading in college website.