Yearly Status Report - 2019-2020

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.	**03325302008**
Mobile no.	**8670153691**
Registered Email	**mkcnaac@gmail.com**
Alternate Email	**mkcshyam@hotmail.com**
Address	**20, Ramkanto Bose Street, Kolkata- 700 003**
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.	**9830262504**
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-2018-2019.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**	**74.00**	**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

Bi-Cycle Rally Programme from Kokata to Dhaka,Bangladesh for International Greenery Awareness	23-Dec-2019 7	10
AQAR preparation:2018-19	23-Dec-2019 30	25
Publication of Edited Volume with ISBN	23-Dec-2019 180	6
Implementation of Feedback System	23-Dec-2019 90	352
Certificate Course on Computer Literacy Skills through Online Platform	11-Apr-2020 30	250
Construction of College Building and Auditorium	11-Apr-2020 365	10
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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	Pay Packet	State Government	2019 365	52803753
Food and Nutrition, Maharani Kasiswari College	UGC Minor Reearch Project	UGC	2017 730	65000
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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 :	**2**
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	**No**

during the year?

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

1. BiCycle rally from Kolkata to Dhaka, Bangladesh with 5 students and 5 teaching and nonteaching staffs. 2. Formation Research Cell. 3. Construction of College Building 4. Planning and funding for the publication of interdisciplinary edited volume with ISBN 5. Design and update college website as per guidelines of NAAC and UGC

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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
7 Institutional Values and Best Practices	a)An exhibition on "Art & craft by Recycling Solid Waste "from the desk of : Swatch Bharat Summer Internship (SBSI)2.0 was conducted successfully by the NCC of the College. b) Celebration of World Breast Feeding Week by food & Nutrition department of the College. c) Workshop on "Parenting / Care giving Adolescents" in collaboration with Bandhu Foundation was organized by the department of Sociology. d)Participation in Declamation Contests across India on the topic "Patriotism and Nation Building", of District Office of NeheruYuva Kendra Sangathan,Ministry of Youth Affairs and Sports, Govt. of India was successfully managed. e) Bi- centenary birthday celebration of Iswar Chandra Vidyasagar. f) Hindi divas celebration. g)Pre Durga puja celebration ("AgamaniUdyapan") by Bengali Department of the College. h)"Yogasiksa"(Art of living) programme conducted successfully. i)Cycle Rally Programme from Kolkata to Dhaka, Bangladesh for International Greenery Awareness was successfully organized. j)Programme on "Fever Gune Saraswati" in collaboration with 104. FM of AIR was successfully managed. k) Annual picnic of Students, Teachers & NTS was successfully organized. l)Regular seminars, workshops were conducted by the Career Development and Placement counseling Committee for students. m) Initiatives taken by the Research Cell of the College to publish an inter-

	disciplinary edited volume with ISSN.
6. Governance, Leadership and Management.	a)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. b)The institution arranges for attending the various courses and training programmes by the faculty members and non teaching staff. c)Institution conducts internal and external financial audits regularly. d)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. e)Progression of AQAR for 2018 – 19 and 2019 -20 were monitored on regular basis.
5. Student Support and Progression	a)Giving a good number students a chance of progression through different financial support and scholarships like Monthly Tuition Fee Relaxation, KANYASREE, SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP , NATIONAL SCHOLARSHIP , CM RELIEF FUND, SC ST OBC SCHOLARSHIP etc.
4. Infrastructure and Learning Resources	)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. b)Building and Classroom Beautification Committee were entrusted with the responsibility on exploring the possibility to progress the work further.
3. Research, Innovations and Extension	a)Formation of a Research Cell in which scope of the research and publication were directly involved in Ph.D. studies. b)Academic Supports provided by the institution to Faculty members to join Orientation Programmes, Refresher Courses, Workshops, Seminars at State, National and International level, etc. for improving their own teaching quality and skill.

	c)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 d)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
2 Teaching, Learning and Evaluation	a)Orientation programme for newly admitted Students. b) Class tests and Internal Assessment of CBCS system. c)Inter-departmental talks, Seminars, Workshops, Special talks by invited speakers etc. were arranged by the study circle and seminar sub-committee. d)National Seminar on Trends of LIS Education & Profession: Retrospect and Prospects successfully organized by Dept. of Library. f)Tutorials were also arranged.
1. Curricular Aspects	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 (SSS) framed and implemented. d) Member teachers opined to arrange online conference, seminar cum webinar or online motivational activities, skill enhancement courses during this lockdown period.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	24-Nov-2021

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	**2020**

Date of Submission	28-Feb-2020
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

The Principal of the college along with other Teachers, addresses the new entrants and communicate to them the mission, vision and objectives of the college, its rules and regulations; the academic, career oriented and personality building facilities. Department-wise orientation programme is also arranged for the students. Each year before the beginning of the new academic session, an academic calendar is prepared and later on distributed among the new students so that the students can get their syllabus and also the distribution of term – wise topics of the syllabus to be taught by individual faculties of each department, for their coming years of study. The Class-Routine Sub-Committee of the college prepares a Master Routine for all the courses.In the routine, all the Theory and Practical classes are allotted by the names of the faculties with a proper mentioning of the room numbers. The routine is circulated to all the students and teachers via the official college website. Teachers arrange Extra and Remedial classes for the students, specially for the slow learners over and above the allotted classes as necessity. To cater the learning resources to the faculty members and the students, two Libraries and Departmental Seminar Libraries are available in the college. 1. Central Library (Arts books) 2. Gyandhara Library 3. Seminar Libraries (Run by the departments). Librarians of the college provide demonstrations to the students so that they can best utilize the Library facility available to them. Use of ICT for visual explanation of topics through smart-board or power point presentation (where applicable) are done. Interactive Sessions in the class rooms, Home Assignments, and Internal Examinations (according to the schedule) are arranged by the College departments to review the learning outcome of the pupils. Extra attention is paid to the students' performance in examinations. Parent-Teacher meetings are arranged adequately, the status of the students are discussed and necessary suggestions are given. To supplement departmental teaching, inter-departmental talks, Seminars, Lectures by Invited Speakers, Workshops etc. on curriculum related topics are arranged. Students are also encouraged to present papers in the classroom frequently. For effective curriculum implementation at the practical level, Educational Tours (local or distant), Industry visit, Field survey, Hotel survey, Household survey, Project works on chosen area etc. are arranged for the students . Students are guided by their departmental teachers during the educational visits as per the subject requirement for better understanding of the same. The Institute provides Logistical Support to Faculty members to join Orientation Programmes, Refresher Courses, Workshops, Seminars etc.Students are promptly informed of the same (if any) with immediate notices via website and the college noticeboard. • The Academic Committee and different Sub – committees of the college actively acts on effective implementation of the curriculum. For the newly introduced CBCS courses, to make it easier for the students, the committee decides the CC, GE, SEC papers etc.To suit the needs of the new courses and new systems in curriculum delivery, the college Infrastructure is continuously upgraded.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year					
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepren eurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	**Library and Information Studies**	**01/07/2019**
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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
BA	**BA Honours and General**	**02/07/2018**
BSc	**Honours and General**	**02/07/2018**
BA	**BA Major**	**02/07/2018**
BCom	**BCom Major**	**02/07/2018**

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

	Certificate	Diploma Course
Number of Students	**Nil**	**Nil**

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
NCC	**08/07/2019**	**90**
PRE-PRIMARY TEACHERS TRAINING (DPTEM-M) COURSE	**01/07/2019**	**21**
SELF DEFENCE COURSE	**05/07/2019**	**286**
CLIP CERTIFICATE COURSE	**11/07/2019**	**22**
YOGA CERTIFICATE COURSE	**02/09/2019**	**287**
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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
BSc	**Food and Nutrition Dept. Third Year Honours: Field Work-Govt. Food Preservation Unit,Belgachhia.Purpose: To learn the methods of food preservation and to make use of it in daily life and/or be an**	**58**

	entrepreneur.Outcome-The students learn preparation.	
BSc	Food and Nutrition Dept. Third Year Honours: Field Work-Location: Different hospitals and nursing homes of Kolkata.Purpose-Internship as Dieticians	58
BSc	Food and Nutrition Dept. Second Year Honours: Field Work-ICDS Centre,Baghbazar	62
BA	Travel and Tourism Dept. Educational Excursion- North Bengal,Alipurduar,Cooch Bihar,Dooars,Darjeeling	75
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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 mechanism for a college is a very important quantitative measurement to assess the academic, administrative and social performance at its capacity. College is such a place where teachers and learners come and takes education from each other. Student feedback has become a widely used method to evaluate and improve teaching effectiveness. Feedback from students allows to know what the college is doing that facilitates learning but, also what adjustments / modification/ development that need to be made. 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 from the respondents are analyzed to bring appropriate changes in particular spheres. Parents are also invited to express their opinion about the systems of the institution their words read in. Their opinion and suggestions are conveyed to the college authority for future development of the institution. For analysis of Feed Back received from students in the session 2019-2020, 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. The calculation of earned score for each criterion is given as follows – 1. Credit Sum for Each Question is - 5 ? ? known as CSQ 2. Earned Score for Each Question (For Each Criterion) row wise total is ESQ 3. Normalized score ESQ/CSQ multiplied by 100

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
BA	PLSA	58	89	44
BA	PHIA	58	49	18
BA	BNGA	82	142	49
BSc	GENERAL	27	49	9
BA	GENERAL	363	669	211
BCom	GENERAL	154	299	127
BA	EDCA	65	83	47
BA	ENGA	88	245	71
BA	HISA	58	121	44
BA	LSTA	10	16	10
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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
2019	3005	Nill	44	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	42	2	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
3005	44	1:68

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	42	4	11	15

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
2019	Dr. Chandrima karmakar	Assistant Professor	THE 1947 PARTITION ARCHIVES STORY SCHOLAR FELLOWSHIP ,Awarding agency The 1947 Partition Archives. Category International Non Profit Oral History Organisation,Berkley,California.

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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	Date of declaration of

			semester-end/ year-end examination	results of semester-end/ year- end examination
BA	INTERNAL EXAM-ALL	SEMESTER-3 HONS	18/11/2019	03/12/2019
BSc	INTERNAL EXAM-ALL	SEMESTER-3 HONS	18/11/2019	02/12/2019
BA	INTERNAL EXAM-ALL	SEMESTER-3 GENERAL	22/11/2019	11/12/2019
BSc	INTERNAL EXAM-ALL	SEMESTER-3 GENERAL	22/11/2019	10/12/2019
BCom	INTERNAL EXAM-COMA.COMG	SEMESTER-3 HONS GENERAL	05/12/2019	20/12/2019
BCom	INTERNAL EXAM-COMA.COMG	SEMESTER-5 HONS GENERAL	05/12/2019	20/12/2019
BCom	INTERNAL EXAM-COMA.COMG	SEMESTER-1 HONS GENERAL	09/12/2019	24/12/2019
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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 appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SOCA	BA	Sociology Hons	10	5	50
SANA	BA	Sanskrit Hons	3	2	66.66
PLSA	BA	Political Sciene Hons	15	7	46.6
HISA	BA	History Honours	19	8	42.1
EDCA	BA	Education Honours	16	6	37.5
PHIA	BA	Philosophy Honours	4	1	25
BNGA	BA	Bengali Honours	42	16	38
ENGA	BA	English Honours	22	12	54
TTMV	BA	TTMV Major	27	11	40.74
BAG	BA	B.A. General	217	58	26.7

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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/747a1_NewCombinedFeedback2019-2020.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
Nill	0	0	0	0

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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
National Level Conference on Trends of Library Education and Progression: Retrospect and Prospects	Department of Library	14/08/2019
Industry Visit to understand Organic Farming	Commerce	19/12/2019

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
Archiving of Oral History of Partition Witness	Dr. Chandrima Karmakar	The 1947 Partition Archives	15/03/2019	International Non Profit Oral History Organisation

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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

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	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)
International	Food and Nutrition	1	3.1
International	Philosophy	1	Nill
International	Geography	1	Nill
International	Food and Nutrition	3	Nill
National	Geography	2	Nill

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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
Commerce	2

English	1
History	7
Geography	2
Food and Nutrition	2
Environmental Studies	2

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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
0	0	0	Nill	0	0	Nill

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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 excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	Nill	Nill	0

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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	22	63	22	4
Presented papers	10	8	5	Nill
Resource persons	9	5	8	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
One Day Career Awareness Programme	The Institute of Cost Accountants of India and Department of Commerce, University of Calcutta	3	64
SBSI	Central Government	3	35

NSS Activities	NSS,Maharani Kasiswari College	11	163
Bengal Chamber of Commerce and Industry seminar	Bengal Chamber of Commerce and Industry	2	Nill
Fit India	19 B Bn NCC	1	110
Pre-PRCN training	19 B Bn NCC	4	15
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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
PRCN Course	A grade	NCC Officers Training Academy, Gwalior	99
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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 activites	Number of students participated in such activites
SBSI	Central Government Project	SBSI	1	10
Swatch Bharat Pakhwara	Nill	Swatch Bharat Pakhwara	1	33
Swatchta Pakhwara Rally/AIDS Awareness	Nill	Swatchta Pakhwara Rally/AIDS Awareness	1	8
Swatchta Pakhwara Plogging	Nill	Swatchta Pakhwara Plogging	1	5
Anti Leprosy Drive	Nill	Anti Leprosy Drive	1	6
Sukannya Run	Nill	Sukannya Run	1	2
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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
Special Lecture Series by Specialised Faculty Members of Other Educational Institutes	44 students,5 teachers	College Fund	1
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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
International	Project Work	International Rice Research Institute	18/07/2018	31/12/2021	Dr. Anindita Ray Chakravarti
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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
0	Nill	0	Nill
No file uploaded.			

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
57.5	54.89

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	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
Classrooms with Wi-Fi OR LAN	Existing
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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
KOHA	Partially	17.05.06.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29264	5158287	668	225567	29932	5383854
Reference Books	201	121376	35	9225	236	130601
e-Books	300000	5900	Nill	Nill	300000	5900
Journals	Nill	Nill	Nill	Nill	Nill	Nill
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(specify)	4	Nill	Nill	Nill	4	Nill

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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	51	1	1	2	1	1	1	100	0
Added	5	0	0	0	0	0	3	0	0
Total	56	1	1	2	1	1	4	100	0

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
3.5	315557	7.5	683784

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)

1. Maintenance of the college premises is given utmost priority. The College comprises one(01) Main Building, two(02) Annex Buildings, and one(01) Science Building. The main building and the two annex buildings are shared with two other sister Colleges. This arrangement is in cognizance with the Co-ordination Committee of all the three colleges that occupy the shared premises (Maharaja Manindra Chandra College, Maharani Kasiswari College and Maharaja Sirish Chandra College). Expenses incurred towards maintenance of the common premises are equally shared by the above named three Colleges. Science Building and the Girls' Hostel of Maharani Kasiswari College are maintained independently. 2. Programs related to the development and maintenance of the college is undertaken, coordinated and supervised by the Governing Body which works in tandem with the Building Committee. 3. General cleanliness of the Staffroom and the College Canteen is under the purview of the Teacher's Council. 4. Students' Common Room and the Gymnasium are maintained by the Students' Union. A Physical Instructor has also been appointed to guide and monitor students' activities in the Gymnasium. The Gymnasium has undergone reconstruction and renovation to provide better facilities to students. 5. Expedition of the execution of resolutions taken in regularly held Teachers' Council Meeting and various Sub-Committee meetings are ensured through active participation of faculty members and students under the supervision of the Principal. Seamless functioning of the College with regards to Infrastructural, academic and support facilities is ensured through the coupled effort of internal members of the college and external facilitators/vendors: 1. Routine maintenance of the existing infrastructure and periodical enhancement is ensured by engaging civil contractors. The work is done under the supervision of a qualified engineer. 1. Repair and maintenance to ensure optimum output of all electrical equipments, generators, etc. are regularly monitored by the College Electrician. 2. For maintenance of computer systems, related gadgets and network facility in general, respective vendors are contacted within the warranty period. The Institute is planning to go for Annual Maintenance Contract with private service providers. Instruments and equipments are also periodically upgraded. 3. The College campus is Wi-Fi enabled courtesy Alliance Broadband. 4. Air Conditioners have been installed in the Principal's chamber, Teachers' Room, IQAC room, Office, Seminar Room, Smart Class-room, and Food and Nutrition Lab to ensure the optimal functioning and longevity of infrastructural facilities. Installation of Air-Conditioners in all laboratories of the College is being expedited. 5. Stabilization systems have been introduced and computers are linked to UPS. 6. External architects were employed to design and construct an ergonomic College Office. Construction and restoration works are effectively underway. 7. NLIST and ILL facilities ensure that students are regularly

provided with study materials. Teachers have access to reputed journals through platforms like JSTOR. 8. The Teachers' Council of the College has contributed Rupees Twenty Four Thousand Seven Hundred and Twenty (Rs 24,720/-) towards Students Welfare Fund. The Finance Committee of the College meets on regular basis and appropriate measures are taken for optimum allocation and utilization of financial resources.

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	50 Percent Tution Fee Relaxation	44	18900
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	01/10/2019	287	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	0	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

NIIT	17	1	NIL	Nill	Nill

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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
2019	45	BSc	BSc in Food and Nutrition	University of Calcutta (20) ,West Bengal State University (10) ,Others (15)	M.Sc in Food and Nutrition
2019	1	BA	BA in Sociology	University of Calcutta	M.A. in Sociology
2019	3	BA	BA in Philosophy	University of Calcutta (1), Rabindra Bharati University (1), Sanskrit college (1)	M.A. in Philosophy
2019	4	BA	BA in Education	West Bengal State University (2),University of Calcutta (2)	MA in Education
2019	11	BA	BA in Bengali	University of Calcutta (9),Rabindra Bharati University (1),Netaji Subhas Open University (1)	M.A. in Bengali
2019	7	BA	BA in History	University of Calcutta (1), West Bengal State University (1), Women's College (5)	M.A. in History
2019	13	BA	BA in English	NSHM (WBUT),University of Calcutta, RBU, Narasingha Dutta	Hospital Administratio n ,Masters in English,M asters in Comparative

2019	1	BA	BA in Sanskrit	College (CU), Sri Shikshaytan College (CU), IGNOU, NSOU	Indian Language, Masters in Linguistics
2019	1	BA	BA in Sanskrit	Sanskrit University	MA in Sanskrit
2019	1	BA	BA in Sanskrit	G N M	Nursing Course
2019	1	BA	BA in Sanskrit	Neuroclinic	Service under Senior Neuro Consultant

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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	2

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

Activity	Level	Number of Participants
Inter College Athletic Championship	University	5
Yoga (Art Of living Programme)	College and Art of Living	287
Cultural Competition	College	135
Rakhi Utsav	College	620
College Social	College	1100
YOGA DAY CELEBRETION AT COLLEGE	College	85
Bicentenary Celebration of Iswar Chandra Vidyasagar	College	500
Agamoni (Pre Durga Puja celebration)	College	120
International Greenery awareness programme through Bicycle Rally From (Kolkata to Dhaka)	International	10
All Bengal 5 KM Road race organise by Netaji JanmoUtsav Committee	State	4

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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
Nill	NIL	Nill	Nill	Nill	00	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) Activity of the Union is to voice the demands of the students, create and maintain a healthy academic atmosphere, development activities with Higher Authority and students. 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) The Governing Body. 2) The IQAC. 3) The Admission Committee 4) The Cultural, Sports, Picnic and 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. 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. They discuss alumni activities. The College coordinates with the association to contact alumni.

5.4.2 – No. of enrolled Alumni:

235

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

23500

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)

Academic excellence and all round development of the students have been the main focus of the institution. It requires the participation of all the incumbents of the college. The Principal, teaching and the non-teaching staff of the college work in harmony with the students to fulfill this aim. ? The Governing Body and the Teachers Council are the two most important representative organs which serve as the platform for administration and coordination respectively. The GB highlights the participative management as teaching, non-teaching and the students of the college have adequate participation. ? IQAC and the Study Circle look after the academic progress of the faculties including career advancement, publication of research journals, paper presentation and improvement of teaching skill. The student teacher interface is going through a great change following the focus of the UGC on the digitisation of the higher education. The college is working to enhance the process as far as practicable. ? For the welfare of the teaching and non-teaching staff of the college facilities have been provided to form the Maharani Kasiswari College Credit Cooperative Society for granting loans.

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
Admission of Students	The online admission process is conducted by the college. All the information regarding the admission procedure including the merit lists are uploaded in the admission portal. The admission details and the documents are verified by the teachers with the help of the office staff. Then the admission

	of a candidate is confirmed. The Admission Committee acts as the central coordinating body. The admission details are uploaded in the University portal whereby a student gets registered after the payment of the stipulated amount. All fees are collected through Union Bank of India.
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 Campus Drive - NIIT 81 participated, 1 selected Date:- 20/07/2019 Campus Interview - SPICE-JET 69 participated, 2 selected Date:- 22/07/2019 Campus Drive- G.S. Consultancy 45 participated, 2 selected Date:- 31/08/2019 A Placement Assistance Seminar and On-Campus Drive - Amazon India - 51 participated, 1 selected, Date:- 16/01/2020
Human Resource Management	The teaching and the non-teaching staff attend various courses and the training programmes. The teachers attend the Orientation Courses, Refresher Courses and Ph.D. course work for career advancement. The NSS Programme Officer attends the Orientation Programme once during his/her tenure. The NCC Programme Officer attends training programmes whenever required. Lt Shukla Sarkar, Associate Professor, Dept. of History is the Coordinator of NCC and is now a Lieutenant. Prof Gobindo Mondal, Assistant Prof, Dept. of Bengali is our NSS Programme Officer. The office staff attend training programmes for online admission, registration, COSA, HRMS and CBCS related works.
Library, ICT and Physical Infrastructure / Instrumentation	There are two libraries in our college. The Central library and another supporting library named Gyandhara cater to the needs of students and the teachers. Besides, Each department has a seminar library for the benefit of the students. The students and teachers can also make use of E-Books and E-Journals. The students are allowed to use the college computers for writing projects and term papers. Lots of Text books Reference

	books has been purchased throughout the year. Gyandhara Library is fully air-conditioned and incorporates the advanced features : ? Overhead Projector has been installed for easy demonstration of any learning material. ? Digitisation process of Library is in progress. ? Book scanning system has been adopted to convert physical books into e-books. ? Bar code reader has been assembled for scanning the books. A proposed plan amounting Three Crores Thirty Lakhs Seventy Four Thousands has been submitted to Higher Education Department, Government of West Bengal for further development of infrastructure.
Research and Development	The faculty is encouraged to undertake minor and major research projects. The P.hd and M.Phil 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. departmental journals are published.Anindita Ray Chakraborty-Funding Agency - Bill and Melinda Gates ,UK and University of South Carolina, USA- Type: International Project, Year-2017-2020 Funding Amount:-Rs. 1,25,000 (First Phase Over) 2nd phase (Ongoing) Rs. 3,75,000. The study circle organises seminars every month where the faculty member presents a paper. Students are also invited to participate. Teacher Name- Mandira Ghosh,Philosophy Dept.,Date-12/07/2019,Topic-Philosophical Thoughts of Vedanta
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 à 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 limitation sand parent teacher meetings are

	convened for the weaker students.
Teaching and Learning	Academic calendars are printed and lesson plan of the teachers are uploaded in the website for the benefit of the students. Smart classroom facilities, Braille system for the students with special need and INFLIBNET for the access to a wide variety of research and study materials for the faculty and the students of the college are made available. The college takes special care to enhance the computer skill of the students for which it is equipped with an excellent computer laboratory. The digitisation of the library is an ongoing project.
Curriculum Development	The present CBCS syllabi if framed by the University of Calcutta through the Board of Studies. The faculty members of our college work in coordination with the BOS and some of them are also the members of the BOS.

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

E-governace area	Details
Administration	The college authorities exercise full supervision of all service modules in the office through the MIS software. ? The principal liaises with Governing Body members as well as the teaching and non teaching staff through email ? All important administrative information including notices is regularly published on the website. ? The college is connected through high-speed internet of bandwidth 150MBPS ? Fully automated wireless office with 24X7 internet facility ? The college office is linked through internet with the principal 's office for the online supervision of the management ? The Nodal Officer maintains and uploads the records related to Admission, Concession and Scholarships on the Official Website customarily ? The salary of the substantive staff members is done through the HRMS software ? Biometric attendance for all staff members. ? Preparation for e - pension are being undertaken.
Finance and Accounts	The financial expenses including salary, arrear, fixation, increment, retirement benefit and all other grants are received through the government portal. The bills and memos are submitted and received through HRMS.

Student Admission and Support	The Website Committee has selected a vendor (Inspire Studio) for conducting the admission of 2019-20 academic session. The college portal is equipped to handle the entire process of admission. It consists of the receiving of applications, sorting, correction, preparation and the publication of the merit lists.
Examination	The examination is conducted in accordance with the guidelines laid down by the University of Calcutta. The marks are uploaded in the University portal and the mark sheets and results are published in the University website. The students can download their mark sheets and the college distributes the hard copy once these are received from the University.
Planning and Development	Effective planning requires identifying and implementing strategies that will secure the honour of the institution. The college envisions being a centre of academic excellence, transforming the students into intellectual leaders through holistic education, making them socially members in a changing technology driven world. The college has prepared dynamic strategic plan which is deployed through systemised plan of actions : ? Facilitate innovative teaching, learning and assessment methods ? Organise conferences workshops at the regional, national and international levels ? Involve alumni as resource persons for workshops and invited talks ? Enhance the use of ICT for teaching ? Circulation of the Governing Body Minutes and Resolutions through email to the members in addition to circulation of hard copies and ? Upgrade infrastructure on regular basis. The perspective plan has been implemented to a large extent as delineated below : ? Innovative teaching learning methods such as field work based projects have been assigned to the students of Geography , Food and Nutrition , Psychology departments, to name a few.Many faculties and students have enrolled to MOOC courses to update their knowledge and skill packages. ? International and National SeminarsConferences have been successfully hosted by the College ? The Psychology lab has been totally

refurbished in consonance with International standards of lab infrastructures to facilitate the conduct of effective practical ? Smart boards have been installed in class rooms and LCD projectors with screens have been fixed in Classrooms ? Holistic development of the students is facilitated through exhorting them to organise and participate in inter-collegiate literary and cultural fests, NSS and NCC activities. ? ICT usage has been enhanced in teaching learning and evaluation vis-a-vis examination administration through mailing of Program/Course Outcomes and lesson texts, additional information to students and motivating them to make use of N-list resources, facilitating the online payment of fees and Exam results declaration on the website.

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
Nill	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)
No Data Entered/Not Applicable !!!						

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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
Faculty Development Programme	1	23/06/2020	29/06/2020	7
Faculty Development	1	18/05/2020	03/06/2020	17

Programme				
Short Term Course	1	22/06/2020	27/06/2020	6
Short Term Course	1	20/11/2019	26/11/2019	7
Faculty Development Programme	1	08/06/2020	14/06/2020	7
Refresher Course	1	10/02/2020	24/02/2020	15

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	53	Nill	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The college will take care of its employees in providing advance during puja (Festivals), established the co-operative society which facilitates loan for needy teacher, government health scheme are made available for the teachers, provident fund.	The college will strive for making its stakeholder such as non-teaching staff safe and secured by establishing co-operative society where loan can be taken by them in financial crunch. Puja advance is given to all from college fund with no interest. everyone is brought under the health scheme of Swastha Sathi card of Government of West Bengal. Provident fund which is mandatory in nature and college have managed it too for them.	One of the most indispensible part of college is students. So their wellbeing is first priority of college. Hence, college have arranged financial corpus to provide them economic assistance through funds such as "Students Aid Fund" , fee waiving schemes, medical purposes, and other uncertainties for financially weaker students where faculty of Maharani Kasiswari College contributes rupees 50/- every month which is used for said areas. College manages scholarship for SC/STs given by state Government. Students (economically backward) are being offered to avail the concession from college. College is also implementing the 'Kanyasree Scheme' of State Government in full fledge since its inception.Students are also being encouraged to apply for national

scholarship. "Chief Minister Relief Fund and Vivekananda merit" scholarship are available for the students. Career Counselling and Placement Cell is very actively host job training programme and job placements for both current students as well as ex-students. Anti-ragging and anti-harassment cell are existed to look after the such related case. Yoga and self defence programmes are there in order to prepare them self reliant and for their self security purpose.

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	Nill	Nill	Yes	IQAC/ Principal

| Administrative | Nill | Nill | Yes | IQAC/ Principal |

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

There is no such association for the parents and teachers but college believe that parents are important stakeholders and whose opinions and suggestion are extremely important and indispensible for the college in order to achieve the holistic development of students, college as well as smooth running of administration a. Parents are being invited to attend the parents-teachers meeting for the discussion of students performances and other activities. b. Parents are also being invited to attend the college programme such as Annual Cultural Programme, Annual Prize Distribution Ceremony, Annual Sports etc.

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

The non-teaching staffs are the front line employees and whose professionalism and efficiency are required in order to achieve the timely goals set by College. Hence, they are encouraged to participate in various training programme and workshop whenever such programmes are organised. 1. Computer Awareness and computer literacy programme for them e.g. handling website and admission related issues. 2. Since college has its smart class, therefore it requires an expert to handle the techniques and knowledge, therefore, an employees are being trained on that field. Since, online has become an order of the day, so they are being trained in software based schemes such as COSA, Tally, AISHE.

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

Since the college was accredited with "B'' by NAAC in the year of 2005. It has made college to work more on quality improvement and development for the college. 1. The meetings related to IQAC are being held regularly which ensure the committees are performing its assigned duties. 2. Research cell is there to monitor research activities undertaken by college. Faculties are being encouraged to undertake the research activities. They are also being encouraged to publish books, articles in UGC- peer reviewed journal and to attend the seminar, RC course, OP courses. The college ensures to update and maintained the AQAR. Digitisation of library and smart room are being taken place in college which benefits both the stakeholder i.e. faculty as well as students.

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
2019	Bi-Cycle Rally Programme from Kokata to Dhaka (Bangladesh for International Greenery	23/12/2019	11/12/2019	18/12/2019	10

2019	Formation of Research Cell	23/12/2019	Nill	Nill	6
2019	AQAR preparation:2018-19	23/12/2019	24/12/2019	23/01/2020	25
2019	Initiative for Publication of Edited Volume with ISBN	23/12/2019	24/12/2019	22/06/2020	6
2020	Implementation of SSS	23/12/2019	20/01/2020	10/02/2020	352
2020	Construction of College Building and Auditorium	11/04/2020	Nill	Nill	10

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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
World Aids Day Rally from Swasthya Bhavan to Barrackpur	01/12/2019	01/12/2019	6	Nill
Cycle Rally from Maharani KasiswariCollege ,Kolkata to Dhaka, Bangladesh	11/12/2019	18/12/2019	5	5
Inter College District Sports Championship, Organised by Education Directorate, Govt of West Bengal	15/01/2020	15/01/2020	10	Nill
InterCollege Kho-kho Championship	13/01/2020	13/01/2020	9	Nill
Inter College Atheletic (Men	10/12/2019	11/12/2019	5	Nill

& Women) Championship, University of Calcutta					

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

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
2019	1	Nill	20/07/2019	1	Campus Interview by NIIT	1 Placed	17
2019	1	Nill	01/08/2019	7	World Breast Feeding Week Celebration	Community Awareness Programme to promote child health	35
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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	08/06/2020	The College Prospectus of Maharani Kasiswari College provides basic guidelines to the moral, ethical conduct of the

		students while on campus. The broader emphasis is on value education which includes instruction concerning codes of professional and personal conduct. Anti-ragging guidelines are clearly mentioned. An Internal Complaints Committee is in place for redressal of grievance, if any, relating to sexual harassment. Students are prohibited from indulging in unfair means during examination and otherwise.
ORIENTATION PROGRAMMES HELD AT THE COMMENCEMENT OF EVERY ACADEMIC SESSION	10/07/2019	Orientation Programmes held at the beginning of every academic session include addresses by the Principal of the College, by faculty members, by coordinators and programme officers of NCC and NSS unit. Values, moral, ethical, social are reiterated. NCC and NSS officers pull out all stops, organizing various activities, throughout the year to instil a sense of national and social duties in students.
UGC GUIDELINES AND UNIVERSITY STATUTES AND GOVERNMENT ORDERS AND CIRCULARS.	Nill	These publications guide the professional conduct of teaching and non-teaching staff of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop on Pioneering and Sincere Endeavour in Understanding and Explaining the Relationship betweenParents/ Caregivers and Children in India for a Better Tomorrow. by Department of Sociology MKC in	16/08/2019	16/08/2019	40

collaboration with BANDHU Foundation			
Bi-centenary Celebration of the birth anniversary of Ishwar Chandra Vidyasagar (Organized by Maharani Kasiswari College)	26/09/2019	26/09/2019	500
YOGASIKSA (Art of Living) Organized by MKC	01/10/2019	01/10/2019	100
A Programme on Mental Health Assessment. (Organized by the Department of Psychology, MKC).	29/02/2020	29/02/2020	150
Webinar on "THE HAPPITITUDE CLASS"—Depression and Stress Management through LIFE SKILLS	23/06/2020	23/06/2020	600

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

? An Exhibition on "Art and Craft by Recycling Solid Waste"—From the desk of : Swachh Bharat Summer Internship (SSBI 2.0) held on 20/07/2019 organized by N.C.C. (MKC UNIT) ? INTERNATIONAL GREENERY AWARENESS programme was conducted .A CYCLE RALLY was organized involving the Principal, members of faculty, the sports instructor and students (Kolkata to Dhaka) from 11/12/19 to 18/12/19. ? The Office administration is gradually shifting to a paperless mechanism promoting e-administration to minimize carbon foot-print. ? The entire admission process is run online to eliminate the use of paper. ? E-waste management is secured through recycling of obsolete and unserviceable electronic devices. ? Potted plants are distributed among students to raise awareness about a sustainable ecology. ? All stake-holders of the college are encouraged to keep the campus free of plastic waste. Bins are placed in strategic points to avoid littering.

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 • To Develop inter-personal communication skills • To Analyse the problems/ needs of the community and offering solutions thus

developing problem-solving skills in practical situations • To share delegate responsibility and duties for collective –living • To inspire communal harmony. THE PRACTICE: Over the years the NSS unit has been actively engaged in various programmes. Highlights of the activities of the NSS (1) Planning meeting for future activities 30.08.19 50 (2) Orientation Programme held on 13.09.19 45 (3) Special Lecture on Inner Strength 23.09.19 68 OBSTACLES FACED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM Constraints :- (a) 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. (b) Limited financial resources also stand in the way of initiating more ambitious (cost wise) projects. (c) General inhibition about Thalassemia carrier test discourages students from participating in these camps. Strategies to overcome these constraints :- (1) The college administration has taken special initiatives to provide additional space by renovating the college building and constructing more rooms (2) Special orientation camps devote time to raise awareness about thalassaemia detection and its larger social implication in community life. BEST PRACTICE II: TITLE OF THE PRACTICE: NATIONAL CADET CORPS (NCC) THE CONTEXT THAT REQUIRED THE PRACTICE: The N.C.C. Unit of Maharani Kasiswari College has been functioning successfully since its establishment on 24/07/2004 under the 19th Bengal Battalion of Eastern Command at the Fort William. The Unit has been successfully mobilizing young female cadets from the college under the competent leadership of ANO, Lieutenant Shukla Sarkar. OBJECTIVES: ? To create a resource pool of young female cadets and infuse in them a sense of positivity in thinking and conduct. ? To develop in cadets a deep sense of national integration making N.C.C. a platform for bringing together secular, socially committed, like-minded youth. ? To help the young female cadets develop a sense of confidence, comradeship, spirit of selfless service and adventure. THE PRACTICE: SBSI 0.2 A CENTRAL GOV PROJECT 3rd July -22nd July 10 CDTS TSC CAMP SILIGURI 22ND JULY TO 2nd AUG ANO LT SHUKLA SARKAR IBC 5TH JULY TO 14TH AUG 11 CDTS DURAND CUP OPENING CEREMONY 2ND AUGUST 3 CDTS CATC KB-8 5TH AUG TO 14TH AUG 5 CDTS INDEPENDENCE DAY CELEBRATION 15TH AUG 22 CDTS CATC KB-9 26TH AUG TO 4TH SEP 7CDTS URGENT BLOOD REQUIRMENT 7TH SEP 1 CDT CATC KB-11 11TH SEP TO 20TH SEP 3 CDTS SWATCH BHARAT PAKHWARA 19TH SEP 33 CDTS CATC XIV IGC 7TH NOV TO 16TH NOV 3 CDTS CATC XV PRE-RDC I 17TH NOV TO 26TH NOV 1 CDT CATC 15 19TH NOV TO 28TH NOV ANO SHUKLA SARKAR 14CDTS SWATCHTA PAKHWARA RALLY/ AIDS AWARNESS 1ST DEC 8 CDTS BHAGAWAT GITA SEMMINAR 1ST DEC 5 CDTS TALK SPEECH ON MALARIA AND DENGUE 3RD DEC 38 CDTS CATC XVI (FIRING CAMP) 6TH DEC TO 15TH DEC 2 CDTS SWATCHTA PAKHWARA PLOGGING 7TH DEC 5CDTS GROUP COMMANDER MEET WITH IGC CDTS 7TH DEC 3 CDTS NEUROLINGUISTIC PROGRAM 12TH DEC 11 CDTS ANTI LEPROSY DRIVE 15TH DEC 6 CDTS LRDC II/ CATC KB XIX 8TH JAN TO 17TH JAN 2020 5 CDTS LRDC III/ CATC KB XX 18TH JAN TO 27TH JAN 3 CDTS 2 CDTS KOLKATA PHOOL MELA 28TH JAN 2020 3 CDTS SPECIAL PRACTICE FOR CERTIFICATE EXAM 2ND FEB TO MARCH 2020 ALL CDTS SUKANNYA RUN 16TH FEB 2020 2 CDTS COMMANDING OFFICER VISIT AT COLLEGE 26TH FEB 2020 ANO 30 CDTS C CERT EXAM 1ST MARCH 2020 15 CDTS MY YOGA MY LIFE: VIDEO COMPETITION 15TH June 2020 10 CDTS GROOM THE YOUTH 16TH June 2020 6 YOGA DAY CELEBRATION (IDY ONLINE) 21st June 2020 42 CDTS EXPA REGISTRATION FOR WEBINAR 28th June 5 CDTS OBSTACLES FACED: N.C.C classes often clash with the academic schedule. STRATEGIES ADOPTED TO OVERCOME THEM: Major allowances are made for cadets whose NCC related activities or training sessions coincide with classes. IMPACT OF THE PRACTICE: Creation of a group of young female cadets who serve their community whenever there is a need. They encourage other students to maintain discipline within and outside the campus. RESOURCES REQUIRED: Storage facility and laptops.

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

Maharani Kasiswari college has excelled in the following fields: ? The College has ensured smooth online admission every year. ? In terms of infrastructural development, the college extended its space by almost 10,0000 sq. ft to address space crunch which used to be a major bottleneck as it shares space with two other colleges. ? The college has created smart classes CCTV coverage of the campus and its surrounding has ensured safety of all. ? Free Wi-Fi facility is offered to all stakeholders. ? Apart from the well-stocked central library, the college has a second library, Gyandhara which offers NLIST database access (more than 5000 e-journals and more than 2 lakh e-books). The latter offers DELNET Inter-library loan subscriptions. The creation of this digital library has given unlimited access to resources for both students and teachers. ? Students have been encouraged to opt for Library and Information Science by holding a National Seminar on Trends of LIS Education and Profession Retrospect and prospect (14/08/2019). ? The college secures women's intellectual as well as physical development through a holistic approach to teaching. Students are trained in Yoga and Self-defence by experts. There were 290participants in the Yoga classes and 331 participants in Self Defence classes in 2019. ? Students have been participating in various sports events and have won several medals. Students participated in Inter-College District Sports and Games Championship where students secured8 gold medals. They participatedin Inter-College Athletics (Men and Women) -10/12/19-11/12/19- and a student won bronze (Priya Bagish). They participated in various road races and secured first and third positions in an All Bengal 5km run (23/01/2020). ? The college has encouraged all government financial subsidy schemes run by the State Government securing third, second and first positions in Kanyasree. There is a well-functioning Concession Committee which offers considerable fee-waiver for economically weak students. Sometimes students have of full waiver of tuitions. The Teachers' Council of the college sponsors a Student Welfare Fund to support economically backward students. Books have been purchased from this fund to enable students to appear for competitive examinations. ? An extremely active Career Development and Placement Counselling Committee has been organizing campus drives, screening tests and interviews for students.

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

1. Complete the building extension work 2. To build more classrooms, computer lab and biochemistry laboratory 3. To open up new UG and PG Courses 4. Preparation for NAAC within next academic session. 5. Arrangement for online seminars, conferences and invited talks within pandemic period 6. Donation from the college for humanitarian assistance within pandemic period. 7. Complete the renovation of the college office 8. To implement ERP based Information System Management for better administration of the college.