YEARLY STATUS REPORT - 2021-2022

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 its own campus?	**Yes**
• Phone no./Alternate phone no.	**03325302008**
• Mobile No:	**8777383738**
• Registered e-mail	**mkcnaac@gmail.com**
• Alternate e-mail	**mkcshyam@hotmail.com**
• Address	**20. RAMKANTA BOSE STREET**
• City/Town	**KOLKATA**
• State/UT	**WEST BENGAL**
• Pin Code	**700003**
2.Institutional status	
• Type of Institution	**Women**
• Location	**Urban**
• Financial Status	**Grants-in aid**

• Name of the Affiliating University	**University of Calcutta**	
• Name of the IQAC Coordinator	**Dr. Tapan Kumar Chand**	
• Phone No.	**8670153691**	
• Alternate phone No.	**03325556325**	
• Mobile	**9830262504**	
• IQAC e-mail address	**mkciqac2017@gmail.com**	
• Alternate e-mail address	**mkcshyam@hotmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://mkc.ac.in/aqar-2020-2021.html	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	http://mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**74.00**	**2005**	**31/12/2005**	**05/02/2011**

6.Date of Establishment of IQAC	**01/04/2012**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**3**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

• **Successful completion of online admission and providing web platform for academic information and curricular communication among peers. • Successful arrangement of different relevant webinars and national level workshop. • Signed MOUs with different organisation for career oriented courses, placement assistance and academic collaborations. • Infrastructural development such as building classrooms and laboratories. • Arrangement of placement oriented seminar and organizing campus placement drive.**

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

03-03-2023 10:56:22

Plan of Action	Achievements/Outcomes
Planning and preparing strategy for Online Admission.	Successful and smooth completion of online admission process.
Exploring the possibility of accrediting the college with different agencies e.g. NIRF	New Committee has been set up, data collection work is initiated for NIRF and PAC
MoU with different organizations as academic and placement assistance	Career Counselling and Placement Committee Initiated the process
Arrangement of webinars etc.	Several national level webinars conducted
Arrangement of placement oriented seminars and organizing campus placement drives	Several students have been recruited through campus drive
Finish the building extension work.	Completed works - Computer Lab, Electronics Lab, Biochemistry Lab, Extension Work of Cookery Lab and Psychology Lab. Ongoing works - IQAC Room, Gymnasium, Classrooms, Annexe Teachers' room, Auditorium, Lift

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	16/01/2023

15.Multidisciplinary / interdisciplinary

This College offers courses in three disciplines i.e. Science, Arts and Commerce. In Arts, we offer Language degree courses (Bengali,

English, Hindi and Sanskrit) and Social Science degree courses (History, Political Science, Sociology, Education, Economics, Philosophy) and Science degree courses(Food and Nutrition, Geography, Psychology, Computer Science, Statistics, Mathematics, Environmental Science). The college also offers two subjects which are truly interdisciplinary in nature. They are B.A./B.Com in Tourism and Travel Management and B.A./B.Sc.in Library and Information Studies. In TTMV, subject combination in General Elective are History and Sociology from Arts discipline; Financial Accounting and Cost & Management Accounting from Commerce discipline. On the choice of the GE papers, students from Travel and Tourism Management can either attain B.A. degree or B.Com degree. On the other hand, in Library and Information Studies, the subject combination in General Elective are Education and History from Arts group; Statistics and Computer Science from Science group. Thus, students from LST department can attain either B.A. degree or B.Sc. degree based on their choice in GE papers. As per UGC and Calcutta University guidelines, a paper on Environmental Science is taken up by the students as compulsory paper for successful completion of the degree course.

 Our attitude and efforts towards interdisciplinarity focus on arrangement of webinars/seminars by different departments and organization of seminars on placement assistance as well as skill development courses by different organizations. All these events are not concentrated to one specific department, rather they are organized to cater the needs of the students from different subjects.

16.Academic bank of credits (ABC):

There is no such facility being developed so far in our institute.

17.Skill development:

Self-Defense

Yoga and Gym

Computer Courses

Pre Primary Teachers' Training (Distance Mode)

Spoken English

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In tune with the integration of IKS the department of Sanskrit of our college have organized two different webinars on " Relevance of the Upanisads in Modern Context" & "The Saraswati: An Unmistakable Symbiotic Harmony of Myth and Reality" for the betterment of our students of the College. At the same time the department of sanskrit always tried to integrate our ancient information and knowledge and skill in their teaching-learning process.

The department of Hindi in association with the IQAC of our College also sucessfully organized the national Webinar on " PREMCHAND AUR AAJ KA BHARAT : STREE MUKTI KE SANDARBHA ME ".

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

From the benginning day of the every courses, this college inspires students to motivate themselves on the platform of outcome based education, so that, in continuation to the completion of UG syllabus teachers can enlighten them in many ways -

BENGALI Hons :- Teaching ,Proof-reading ,Creative writing, Script writing,Publishing house, Administrative Jobs, News reading

ENGLISH Hons :- Teaching, Script Writing, Interpreter, Translator,Creative writing, Proof-reader, Publishing House jobs, Administrative jobs,Content Writing Journalism Research Work, Teaching, Anchoring, News Reader ,Travel guide, Advertisement related jobs.

HINDI:- Teaching, Hindi Translator ,Language office

SANSKRIT Hons :- Teaching , Priest profession, Editor of Journals and Books,Manuscript Reading, Script Writing,Research Work

EDUCATION Hons :- Teaching, Research work,Educational guidance, Job preference in NCERT,SCERT,DIET etc.

HISTORY Hons :- Teaching,Civil Service Examination, Jobs in Archives Jobs in Museum,Tour guide, Competitive Examinations

PHILOSOPHY Hons:- Teaching, Researcher, Psychiatrist ,HR strategist, Interviewer, Lawyer,Research Work

POLITICAL SCIENCE Hons:- Teacher, Journalist, Political Analyst, Psychologist,Administrative Job, NGO Worker

SOCIOLOGY Hons :- Teacher (school, college, universities),Research scholar, NGO Worker , Administrative jobs, Public Sector jobs, Journalism ,Content Writing ,Private sector jobs, Counsellor, Urban planner ,Gerontologist ,HR strategist ,Media Teacher (school) ,NGO worker, Journalism, Content Writing, Private sector jobs, Counsellor, HR strategist

ECONOMICS :- Teaching, Accountant, Statistician, Investment Analyst ,Data Analyst, Gen - Teaching, IT ,Sector Bank ,Hospital Job

GEOGRAPHY Hons:- Cartography, Survey in Geographical Requirements, Assistant in Project work, Climate Expert, GSI Related Job, Geomorphologist , Climatologist, Assistant for Travel & Tourism

FOOD & NUTRITION Hons :- Academician in Educational Institutions, Dietician and Nutritionist in hospital/nursing homes/fitness
center/community health centres, Diet counsellor, Diabetic educator,fitness expert,community nutritionist etc As nutritionist in
reputed MNC for health and nutrition products. As nutritionist in govt organization and NGOs Quality Control expert in food precessing
companies, food processing expert in small scale food processing unit, Planner for balanced diets for family and others, Anganwari worker or in other health related activities.

PSYCHOLOGY Hons :- Teaching, Psychologist Counselling/ Psychotherapist, Project associates in NGOs

COMPUTER SCIENCE Hons :- Teacher, IT Officer(in Bank & other PSU), Software Programmer in IT Sector, Data entry operator, Gen- Teacher, Data Entry operator, Software Programmer, IT Sector

LIBRARY & INFORMATION STUDIES Hons :- Librarian Jobs in National Library, academic Libraries, Research Institutes
and Corporate Library, Teaching

TTMV Major :- Tour Consultants in Government and private sector, Tourist Guide, Tour Agent , Hospitality and Management job

COMMERCE Hons :- Teaching Profession in colleges & Universities, Chartered Accountant, Cost & Management Accountant,

Banking sector ,Insurance sector, Investment banker ,Company secretaries ,Share market ,Government jobs, Research Work

BCom Gen :- Teaching Profession in Schools, Chartered Accountant, Cost & Management Accountant, Banking sector ,Insurance sector, Investment banker ,Company secretaries, Share market ,Government jobs

Stream wise (Arts/Science/Commerce) Program Outcomes also have been identified as follows:

The Program outcomes of Bachelor of Arts are as follows:
PO1: Students are introduced to community engagement.
PO2: Critical and creative thinking of the students have been developed.
PO3: Students develop their Communication skills.
PO4: Ethical values are inculcated among the students.
The Program outcomes of Bachelor of Commerce are as follows:
PO1: Students receive knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.
PO2: Understanding of the students on national economic and business scenario is improved.
PO3: Students develop their entrepreneurship skills and become aware about running a successful business.
The Program outcomes of Bachelor of Science are as follows:
PO1: The students understand the fundamentals of science education.
PO2: The students' knowledge in all basic sciences is enriched.
PO3: Interdisciplinary approach amongst students has been developed.
PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.
PO5: Students are motivated to contribute in the development of Science and Technology.

20.Distance education/online education:
This College is a study center of Netaji Subhas Open University(NSOU),Calcutta to run One Year Diploma course in Pre-Primary Techers' Education[DPTE-M] - Montessori. The college provides all types of infrastructural support to run this course smoothly.

Extended Profile

1.Programme	
1.1	19

Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**2885**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**634**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**852**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**46**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**0**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	33 + 1 = 34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3899357.00
4.3 Total number of computers on campus for academic purposes	56

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Maharani Kasiswari College, affiliated to University of Calcutta, is committed to the advancing women's education and professional development. To achieve this, the college takes a number of well-defined actions to guarantee the efficient delivery of their curricula.

The orientation programme is followed by the online admission process. Due to Covid -19 issue since March 2020, college authorities carried out the aforementioned activities and communicated with the students via online platforms including Skype, Zoom, Google Meet, etc. Different asynchronous methods are used for students with poor internet connections allowing them to access the materials at their convenience.

The college's integration of LMS (Moodle) technology, Two libraries1. Central Library (Arts books), 2. Gyandhara (Science and Commerce books), N-LIST Program membership tend to meet the educational needs too. Several syllabus-related Webinars are organised by several departments during the pandemic, working with the IQAC. For effective curriculum delivery, field trips, industrial visits, educational tours etc., are arranged. Every End-Semester Internal and Final Examination has been scheduled through the online

mode, according to the CU schedule, in the new normal period. The college infrastructure is constantly being upgraded to meet the demands of the new courses and new technologies.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://moocs.mkclibrary.ac.in/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The University of Calcutta's academic calendar is followed by Maharani Kasiswari College in order to conduct the students' Continuous Internal Evaluation (CIE). Exam schedule for all subjects is announced to the students. The college administration accepted the challenge and carried on managing the teaching-learning process via online tools. From July,2021till mid-November,2021, teachers kept on offering classes online. The college suddenly had to opt online mode of teaching in the entire month of January 2022 due to Covid crisis again. Throughout the session, the college has been adhering to the academic calendar for the conduct of Continuous Internal Evaluation (CIE) be it in the pandemic restriction from July 2021 till mid-November or January 2022, or the normal functioning of the college from mid-November to the end of December2021, or February 2022onwards, adhering to government regulations.

The institution diligently plans necessary arrangements to implement the curriculum in an efficient manner. With the assistance of IQAC members, HODs, and committee members, an academic schedule is created. The institution follows the University of Calcutta's recommended curriculum. The college takes coordinated action to give students plenty of chances to improve their employability skills in all conceivable methods.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0

1.1.3 - Teachers of the Institution participate in `A. All of the above`
following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

`19`

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

`4`

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

267

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

267

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution follows a comprehensive structural program along with regular curriculum for the enrichment of the faculty members and the students of the institution. As a girls' college there is an overwhelming focus on the gender related issues. The International Women's Day program had been organized to focus on the contribution of women in literature, social service and freedom struggle. On the occasion of the 250th birth anniversary of Raja Rammohan Roy a vibrant discussion included a critical analysis of his reforms. The institution encourages its incumbents to inculcate ethical values in today's society. The faculty members had joined hands with the government initiative to create a cyber secure space on the Data Privacy Day. The anti-tobacco rally, postering campaign and slogans against smoking had been a part of the value orientation program. It was organized by the NSS unit of the College. Yoga training classes were conducted for the physical health and mental well being of the faculty and the students. On the occasion of the International Yoga

Day seminar, postering campaign and yoga demonstrations were organized by the NCC unit of the College. Environment consciousness was enhanced by the institution by distributing saplings to the faculty members on the World Environment Day.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

134

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://docs.google.com/document/d/1GQJsK_3mU0jy3e4dnhAcCwPEY9qQvVQv/edit?usp=share_link&ouid=118265134080180115076&rtpof=true&sd=true

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1555

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

634

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Due to pandemic situtation and online mode of learning, such kinds of special programmes could not be arranged.

File Description	Documents
Link for additional Information	[NA](#)
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2885	**46**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning

The teachers of our college of various departments engage students in direct to visit various educational places to develop the value of Indian traditional educational system. The students of Food and Nutrition dept develop diet chart of diabetes mellitus, diabetes insipidus people on awareness camps organized for common people and students. The psychology dept also organizes mental health camps and measure stress, anxiety, and personality of students and common people by various inventories and tests. The education department organizes awareness programs to aware students about various technical skills for blended learning. So that, the students are able to connect theories and knowledge learnt in class rooms to real situations. The students learnby learning by doing.

Participative Learning ;.

In this type of learning, students participate in various activities such as seminar, group discussion, wall papers, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills, such as – Arrangement of Seminar, Webinar and Conferences, field work survey, special lectures in other colleges,collaborative programmes with other colleges etc.

Problem solving methodologies –The department provide opportunity to students to use this method basically in college projects and assignments which are done by critical designing, soft skills, systemized plan of action and interpersonal skills of the students. The college organizes various seminars and special lectures on different topics to usher their academic knowledge and professional proficiency.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://mkcarchive.com/educational-visit-of-dept-of-philosophy-and-sanskrit/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers usevarious ICT enabled tools for effective teaching learning process. The teachers of our college use various ICT tools such as computer with internet facility, projector, CD/DVD, e-learning facilities.

Available ICT Tools:

1. Projectors- projectors are available in different classrooms/labs 2. Desktop and Laptops- Installed at Computer Lab, College Office, Library and few departments(Geography). 3. Printers- They are installed at Office, Library, IQAC cabin, Principal's desk. 4. Scanners- Multifunction printers are available at all prominent places. 5. Seminar Rooms- Two seminar halls are equipped with all digital facilities. 6. Smart Board- One smart board is installed in the seminar room. 7. Auditorium- It is digitally equipped with mike, projector, cameras and computer system. 8. Online Classes through Zoom, Google Meet, Google Classroom) 9. Digital Library resources (Library Management System –Koha, Moodle Platform)

Use of ICT By Faculty- A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library,online search engines and websites to prepare effective presentations. B. Video Conferencing- Students are counselled with the help of Zoom / Google meet applications.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://moocs.mkclibrary.ac.in/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

46

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment means assessing an individual by the teacher teaching in the college. By having Internal Assessment, one can improve the system of examination. It makes the students work regularly for the whole session. The teacher also works regularly and with the uniform speed. It enables the teacher to diagnose student's difficulties in learning. Internal assessment is more reliable as it is based on the full duration of the session. The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in Internal Assessment, the system of Internal Assessment is communicated with the students well in time. The principal holds meeting of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Test Assignment Submission and Seminar presentation.The seminar presentation improves the communication skill of the students which is very essential to face the interview in the future life. Thus, the system of Internal Assessment is transparent and robust because it aims at Continuous Systematic education and motivates to study systematically.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[NA](NA)

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

There is complete transparency in Internal Assessment. The Criteria adopted as directed by the University. At the beginning of the Semester faculty members inform the student the various components of the assessment process during the semester. The Internal Assessment Test schedules are prepared as per the University

notification and communicated to the students well in advance. To ensure proper conduct of the test , invigilators are assigned to each room. Evaluation is done by the faculty member within the stipulated time. The HoD keep an eye on the evaluation process to ensure the standard. The marks obtained by the students in Internal Assessment Test are uploaded periodically on the University web portal along with their attendance. For Lab courses the practical approach to the real time application is tested by Viva Voce. To ensure the transparency and to curb the malpractices the University conducts the theory end examinations at a center other than the home institution (College) The laboratory and the projects for the end-semester examinations are conducted with internal and external examiners appointed from other colleges as decided by the university.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	NA

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

From the beginning day of the every courses, this college inspires students to motivate themselves on the platform of outcome based education, so that, in continuation to the completion of UG syllabus teachers can enlighten them with the proper guide lines.

Stream wise (Arts/Science/Commerce) Program outcomes also have been identified as follows:

The Program outcomes of Bachelor of Arts are as follows: PO1: Students are introduced to community engagement. PO2: Critical and creative thinking of the students have been developed. PO3: Students developtheir Communication skills. PO4: Ethical values are inculcated among the students. The Program outcomes of Bachelor of Commerce are as follows: PO1: Students receiveknowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance. PO2: Understanding of the students on national economic and business scenario improved. PO3: Students developtheir entrepreneurship skills and becameaware about running a successful business.

The Program outcomes of Bachelor of Science are as follows: PO1: The students understand the fundamentals of science education. PO2: The students' knowledge in all basic sciences is enriched. PO3: Interdisciplinary approach amongst students has been developed. PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students. PO5: Students are motivated to contribute in the development of Science and Technology.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	NA
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our college is affiliated to the University of Calcutta and offers various UG courses(Arts,Science and Commerce) framed by the University. Program ourcome and course outcomes as inter-connected componets are being continuously evaluated by the faculty members using the infrastructural capacity of the institute. The POs and COs can be analyzed with the implementation of following mechanisms -

- Preparationand Maintenance of Academic Calender
- Arrangement of Internal-Tutorial and End Semester Examination as notified by the University.
- Taking evaluative feedback from students about teachers on various parameters.
- Arrangement of seminar and training programs on Placement and Professional Developmen

1. Program Outcomes of B.A. Courses -

- Attaining knowledge about subjects taught in 3 Years
- Development of Creative and Critical thinking
- Enhance professional skills for employment in the industry

2. Program Outcomes of B.Com Courses -

- Attaining knowledge on Financial Accountancy, Taxation,

Auditing and related areas
- Encouraging to complete Chartered Accountancy course
- Learning skills on GST Filing, IT Returns, Tax filing, Tally operations etc.

3. Program Outcomes of B.Sc. Courses -

- Attaining knowledge in respective subjects to pursue an academic career
- Providing platform to learn advanced subjects/courses for professional developments
- To usher scientific bent of mind of students and encouraging them to partake scientific contributions.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=116&Itemid=0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

909

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	NA

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/document/d/1LNgRr9EPpeUUuoaI2WraDjjtP7YxqG99/edit?pli=1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Maharani Kasiswari College organizes a number of extension

activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighborhood community. Several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation, Social interaction, Group discussion, Eradication of superstition, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health checkup camp etc.

File Description	Documents
Paste link for additional information	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=125&Itemid=0
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

90

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1985

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college premise spread over 2.5 acres comprises one (01) Main Building, two (02) Annex Buildings, and one (01) Science Building. The main building and two annex buildings are shared with two other sister colleges. The Science Building and the girls' hostel of college are maintained independently by Maharani Kasiswari College.

At present the college has thirty three classrooms. Out of these 33 classrooms, 11 classrooms are at present Wi-Fi/LAN enabled. The college campus is Wi-Fi enabled [courtesy Alliance Broadband]. The college has four (04) laboratories and one (01) Seminar hall with ICT facilities. The College-Office has undergone a major renovation and is more ergonomic now. Air conditioners are installed in the IQAC Room, Seminar Room, Smart Classrooms, Food and Nutrition Lab. Installation of Air-conditioners in all the laboratories is in the pipeline. The college is trying to expedite the process for the same.

Considering that the College had to cope with the unprecedented situation of Covid-19 pandemic; there was a seamless transition from offline mode of teaching to online teaching. This was significantly facilitated by College subscriptions of Zoom and G-Suite. Library subscriptions to JSTOR and other e-journals were also of much help in providing adequate study materials to students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College in all its Departments consistently strives to achieve both academic and cultural excellence. Students and teachers actively participate in various extra-curricular activities. Several committees of the college ensure that cultural and extra-curricular activities are given as much precedence as academics. Hence, various committees of the college have successfully completed several extra-curricular activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3899357.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integral Library Management System (ILMS)

- **Name of ILMS software --- KOHA**
- **Name of automation ---- Partially**
- **Version ---- 22.11.00 (Latest Version)**
- **Year of automation ----2018-2019.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://mkclibrary.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

`0.19324`

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`30`

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college regularly updates and maintains its ICT facilities regularly or whenever required by employing one technically expert person.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>NA</u>

4.3.2 - Number of Computers

`56`

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the **A. ? 50MBPS**
Institution

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

25.57037

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintainenance and Utilization of the Physical Utilities

Laboratory - The department of Psychology,Geography, Food and Nutrition and Computer Science maintain separate laboratories for engaging practical exercises.

 - **Purchase and supply of raw materials, equipments and tools on**

demand basis

- Keeping records of inventories
- Engagement of non-teaching staffs in laboratories
- Regular maintenace and cleansing of tools and equipments

Library -

- Regular purchase of books for different departments on demand basis
- Subscription to NLIST database for research purpose
- Facilities for Reading space and computer use with Internet facilities
- Library is partially automated with Library Management System
- Library also maintains Learning Management System with Moodle

Seminar Room -

- The seminar room is well maintained with Audio-Visual Systems
- Weekly cleaning

Premises-

- The entire campus is Wi-Fi enabled
- Regular maintenance of Attendance register, Leave Records, Personal Files of teachers
- Daily Cleaning of the campus, classrooms
- Under 24x7 CCTV surveillance
- Maintenance of Asset Register for inventories

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://mkc.ac.in/pdf/FINAL-MKC-Prospectus-2021-22.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

693

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	NA
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

23

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

23

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	*View File*
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

23

File Description	Documents
Self-attested list of students placed	*View File*
Upload any additional information	*View File*

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	*View File*
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

4

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

6

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college administration believes in participative management and student-co-partnership. Students are represented in almost all the committees, associations of the College. As per the norms of the University of Calcutta, every year students' council is constituted. The meeting of this council is periodically to plan the future activities and to take stock of activities already done in the College. Thus, the college is very sensitive and responsive to the student-related activities of the College and assigns utmost importanceto them.

File Description	Documents
Paste link for additional information	http://www.mkc.ac.in/pdf/FINAL-MKC-Prospectus-2021-22.pdf
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Almuni Association which is a group of ex-students found in every institution. The ex-students would get platform to share their opinions and thoughts through this association.and Maharani Kasiswari College is no exception. The college has a registered Alumni Association, called MAHARANI KASISWARI COLLEGE PRAKTANI in short "Praktani" which is a registered body under West Bengal Societies Registration Act, 1961.This Alumni has come into force from 1st day of June, 2005. The Alumni has its executive committee which comprises of 12 members. This is the common platform for everyone to interact. Almuni Association has not organized any programme from last couple of years due to Covid-19 pandemic.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission of the institution, to provide a conducive atmosphere for imparting holistic education to girls, is achieved through active and collective participation of the incumbents in various sub-committees and cells. The Governing Body acts as the apex decision making body of the institution. Its constitution reflects the inclusive spirit of the institution as teachers, non-teaching members and the students contribute and cooperate with the Principal and the external members for the development of the College to become a center of excellence. The IQAC oversees the teaching learning process, adopts measures to promote a quality system for continuous, consistent actions for improving the academic and administrative performance of the institution. Apart from academic endeavors the teachers are also associated with the financial management and the infrastructural development through numerous sub-committees. The faculty members are encouraged to initiate plans for the career development and the placement program of the students. They handle vital and sensitive issues through the grievance and the sexual harassment cells. The teachers play a key role in executing the various welfare policies for the students, teachers and the nonteaching staff of the college. The Teachers' Council has Students Welfare Fund - sponsored by the faculty members to help the needy students. The teaching and non-teaching staff of the college together constitute the Board Of Directors of the Maharani Kasiswari College Credit Cooperative Society. A dynamic and socially responsive management approach is maintained and followed by the

institution to contribute in Nation building.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=54&Itemid=0
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Academic excellence and holistic development of the institution is achieved through the active and collective participation of all the incumbents of the college. The Principal, teaching and the non-teaching staff of the college are engaged in framing an organizational network to promote a student- friendly ambience. The GB highlights the participative management of the teaching and non-teaching staff and the students of the college. The Finance Committee acts as an important organ of the GB where the budget allocation, grant disbursement, accounts and audit etc. are settled. The elected representatives discuss and deliberate on all administrative and academic matters. The career advancement of the teachers, granting of leave, infrastructural planning and execution and student related matters are settled through healthy discussion and after careful consideration of the views of the representative members. The GB also acts as the coordinating organ between the College, Government and the University through the various external nominees. It is the highest decision making body to look after and safeguard the interest of all the incumbents. Every year various sub committees are formed for decentralization and distribution of work. Convener(s) and members work as a team to fulfill the tasks of a sub- committee like Academic, Admission, Exam conduct, Discipline, Grievance Redressal, Counselling, and Cultural etc. All the activities as per plan are performed in time and the report is submitted to IQAC.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=54&Itemid=0
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

With the advent of COVID-19, focus shifted towards online mode of delivering lectures and continuing with the teaching-learning process. With this in perspective, the Institution adopted a strategic Plan :

1. Design a customized Learning Management System (LMS) platform to cater to a large number of participants.

2. The LMS was required to be designed with a user-friendly interface and incorporate self -evaluation methods and a comprehensive feedback system to assess learning outcomes.

3. Customized templates of programme structure for easy accessibility.

4. Create a database of online resource persons for providing enriching academic content for online lectures.

5. Optimal use of the resources of the Media Lab to develop audio visual resources for online dissemination of academic lectures.In the past one year, the College has conducted 78 online programs which include 37 Webinars and 41 NCC online programs. The successful implementation of this strategic plan has had the following direct benefits for the College:

- Boosted the technical capability of the teachers of the Department of Computer Sciences and now the College is preparing to start a Data Processing Centre.
- Major impetus to prepare the teachers of the College as resource persons for Webinar programmes.
- Enhanced the perception of the College as a leading institution that provides high quality online academic programmes.
- The satisfaction of fulfilling the institutional vision and mission of reaching out to the unreached.
- Promoted peer learning and encouraged the participants to resolve queries among themselves.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://moocs.mkclibrary.ac.in/
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body: The Governing Body as per the Constitution of the college has 11 members in all and acts as apex administrative body of the college.

Administrative Set Up: The President and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal has her team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the Head Clerk to assist her in the discharge of this work. All meetings are conducted as per the UGC, MHRD, State Government and University guidelines.

Functions of Various Bodies:

The Finance Sub-Committee and the Buildings Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance. There is also the Teachers' Council and the Association of the Non-teaching staff. The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper implementation.

Service rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the State Government as amended from time to time in this regard. The recruitment rules for the teaching staff are as per the recommendation of the West Bengal College Service Commission and the approval from DPI along with the eligibility criteria prescribed by the UGC; for the non-teaching staff is as per West Bengal Government norms. The promotional policies for teachers and for non-teaching staff are according to CAS or as directed by the authority.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and nonteaching staff. Welfare measures taken towards the staffs reflect on the output and selfless contribution towards tremendous growth of any institution. Our institution has welfare measures for both teaching and nonteaching staff. Existing welfare measures for teaching and non-teaching staff are itemized below: • Option to join Govt. Health Insurance scheme. • Existence of the co-operative society which has facilities for givingloan as per requirement of the teachers and non-teaching staffs. • Prompt facilitation of Provident Fund loans. • Advances for the festivals without interest. • Sanctioned medical leave and maternity leave for eligible staff members. • Faculty members are eligible for earned leave. • Organizingtour, picnic and sports activities for the staff. • Facilities of FDP for faculty members on regular basis. • Internet and free Wi-Fi facilities are also available. • Gym is also accessible for the staff.

• Facilities of CAS and Ph.D. increment for eligible faculty members on regular basis. Vaccination camp (at Health Office, KMC Word No: 10) was held to vaccinate teaching and non-teaching staffs of the college. [Vaccine Name – Covishield]

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The success of any institutionin general and educational institutions in particular heavily depends on the quality of its employees that is both teaching (faculty members) and non-teaching staff for their role in enabling the institution to achieve the heights of success. Therefore, their quality and productivity is regularly assessed through Performance Appraisal System- a kind of

tool that is widely used in order to measure the productivity of employees and also prescribed by the UGC and other bodies of government. There are laid down guidelines for assessment of faculty members learning profile, curriculum, and research activities of concerned faculty. The faculty member is required to earn the special number of points in API in accordance with laid down criterion to be eligible for promotion. The performance-based appraisal system is also applicable for Non teaching staffs who are assessed through the laid criterion by the governing body of the college and promotion committee from time to time. Only the satisfaction of the governing body and their formal approval, the concerned staff is made eligible for promotion which is subject to the assessment and approval of the GB. The appraisal system has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance. Besides this, a semester wise feed-back form is also collected from the students to assess their satisfaction regarding the teaching faculty and non-teaching staff in order to gauge drawbacks and find out areas of improvement.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fees: Fees charged as per the university and government norms from students of various granted and self-financed courses.

Salary Grant: The College receives a salary grant from the State Government. For this, we prepare and send an annual budget of estimated salary grant required to the state government. This grant includes salaries of Full Time Permanent teachers and nonteaching staff as well as SAC teachers. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we receivegrants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects). Resource mobilization policy and procedures can be stated as the institution sets up a UGC Committees per the directions of the UGC given in the XII Plan. The UGC Committee, in close coordination with CDC and IQAC, monitors the mobilization of funds. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources

periodically in their meetings. Regular internal audits from the Chartered Accountant and external audits from the government make sure of proper resource mobilization. The routine committee looks after the proper utilization of classrooms and laboratories. The Library Advisory Committee takes care that the resources in library are utilized optimally. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes the vision of our college is to uphold a healthy academic environment through well- coordinated participation of all sectors of our institution—staff, students, stakeholders etc. This is supported by the IQAC of this college which is responsible for not only the quality assurance of the institution but also maintenance of the wellbeing of all teaching, non-teaching staff members and the students. IQAC conducts regular meetings within short intervals of time and organizes various programmes that have become integral part of the college calendar.

1. All the faculty members are encouraged and supported to participate in different FDPs like Orientation, refresher courses, Short term courses, Workshops, Webinars and conferences related to the teaching-learning process and research.

2. The IQAC provides guidelines and supervises the entire process of online admission, in collaboration with the admission committee. IQAC, in each academic year, sets up an offline help desk through which all applicants can get adequate information, queries or avail suitable solutions to any queries like network/portal issues, payment - related problems, etc. Each year, IQAC provides a telephone number for use all through the admission period and the number remains active 24x7. Moreover accounts in social media (like

Facebook, Whats App) to assist admission seeking candidates are also monitored all round under the auspices of the IQAC.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=197&Itemid=0
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and records the incremental improvement in various activities. It does so through the following processes:

1. Syllabus Monitoring: The principal (Chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum of syllabus completed, so that the prescribed syllabus is completed within stipulated time. IQAC also promotes and encourages to teacher-members those who belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non availability of textbooks, study materials, reference-books etc. other faculty member is also involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

(a) Safety and security :

- **Anti-ragging Committee : On the first day of the Orientation Programme the students are informed about the committee and are introduced to the members of the Committee.**
- **Internal Complaints Committee : The internal Complaints Committee is constituted following guidelines of UGC for prohibition of Sexual Harassment.**
- **Zero Tolerance Policy : There are posters at prime locations to emphasize on the zero Tolerance Policy related to sexual harassment.**

- Online form for Grievance Redressal is there for the students. Students can complain secretly and safely without any hesitation and everything is kept confidential.
- Cyber Security : The link of the national Cyber Security reporting Portal is provided on the college website for helping the stakeholders to report on any cases of cyber crime.
- Programmes on Gender sensitization :

1. Observing International Women's Day
2. "Beti Bachao, Beti Padhao" campaign
3. Drama on Woman Empowerment andGender Discrimination
4. Seminar Lectures on Gender Sensitivity

Poster Competition on "Women in Leadership"

  - Presentation of our Girl Students' Entrepreneurship

- The college is bounded on all sides.
- CCTV cameras are installed at strategic locations.
- Patrolling by the college guards

(b) Counselling :

The Students' Affair /Counseling Cell organizes psychological counseling, Stress management programmes: Seminars are followed by personal interaction with the counselors.

- The Teachers also provide counselling to students on a regular basis.

(c) Other Facilities :

  - The college has separate common rooms for Girls, situated in different blocks.
  - The Main Block and another Block have separate toilets and Aquaguard Water machines for female students.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1E6i4c6m-1rrK0qSVCyHrKGKpUC0Xm4D0/edit?usp=sharing&ouid=118265134080180115076&rtpof=true&sd=true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=155&Itemid=0

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

GREEN BINS : For biodegradable waste

BLUE BINS : For non-biodegradable waste,

Biodegradable waste is collected in a compost pit for production of organic manure.Non-biodegradable waste is dumped in the site provided by corporation.Awareness posters are displayed in the college campus.The college campus is declared a Plastic Free Zone.The liquid waste is carried to the drain adjacent to the college.

The sewage is carried to the septic tank.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://mkcarchive.com/co-curricular/world-environment-day/
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1 of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

**7.1.7 - The Institution has disabled-friendly,
barrier free environment Built environment
with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment   5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,
tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other
diversities (within 200 words).

•We have equal representation of different communities, castes &

regions among of teachers, office staff and hostel staff.In the session 2021-2022, the figures for admission to 1st semester are as follows:

General SC ST OBC-A OBC-B Total 861 113 10 11 34 1029

https://mkcarchive.com/students-enrollment-2021-22/

ABOVE IS ATTACHED THE LINK TO STUDENT ADMISSION DATA 2021-2022.

• The College adheres to government policies regarding reservations for scheduled castes, tribes, other backward classes to offer equal opportunities to students belonging to different communities, regions, caste and creed.

• Financial assistance is offered to students from all communities irrespective of castes and regions.

Cultural Activities -

1."?????" SACT Program 2022

Link :-https://mkcarchive.com/cultural-events/sact-2022/

2. International Women's Day Celebration – Date :- 08/03/2022

https://mkcarchive.com/cultural-events/2750/

3. Rabipranam :- Celebration of Rabindranath Tagore's Birthday – Date:- 20/04/2022

https://mkcarchive.com/cultural-events/rabipranam/

4. 250th Birthday of Rammohan Roy – Date:- 24/06/2022

Link:- https://mkcarchive.com/cultural-events/2754/

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organized INTERNATIONAL DAY OF YOGA ON 07.06.2021 to sensitize students to the need to practice yoga in daily lives to become healthy citizens with strong mental focus to build a strong nation. To popularize the idea the N.C.C. unit led by ANO LT. Shukla Sarkar organized Yoga competitions preceded by seminar-lectures delivered by experts on 15.06.21. 29 candidates participated in the Yoga competition. A newsletter containing e-articles were published to familiarize students with the great significance of yoga and self-defence.

• The college commemorated all events of national significance including: Virtual celebration of the birth anniversary of Netaji Subhash Chandra Bose on 23.01.2022 by 18 N.C.C. cadets of the college. Three of them registered for online webinar on Netaji conducted by Netaji Research Bureau.

• Republic Day was celebrated virtually, and the departments of Education and Hindi conducted awareness e-programmes on the constitutional rights, duties and civic responsibility of citizens.

• Data Privacy Day (28.01.2022) was observed in college where all employees visited government designated website to take a pledge of data privacy as a part of CYBER SAFE BENGAL-CYBER SAFE INDIA initiative.

• Independence Day was celebrated with usual fanfare on 15.08.2021 but more importantly 40 N.C.C. cadets of the college unit registered for the Azadi Ki Amrit Mahotsav to commemorate the glorious 75th anniversary of India's independence on 03.08.15. A sensitization webinar titled National Integration and Nation Building was held on 14.08.2021 to remind students of the value of living in an independent state.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

24.6.2022 RAMMOHAN ROY 250 (CELEBRATION OF 250TH BIRTHDAY OF RAJA RAMMOHAN ROY) 21.06.2022 INTERNATIONAL YOGA DAY 07.06.2022 SEMINAR ON INTERNATIONAL DAY OF YOGA 05.06.2022 HANDMADE POSTER MAKING COMPETITION ON INTERNATIONAL DAY OF YOGA 03.06.2022 PLANTING GREENS ON WORLD ENVIRONMENT DAY 31.05.2022 ANTI-TOBACCO DAY 20.05.2022 ROBIPRONAM(BIRTHDAY CELEBRATION OF RABINDRANATH TAGORE) 08.03.2022 INTERNATIONAL WOMENS' DAY 24.12.2021 NATIONAL WEBINAR ORGANIZED BY HINDI DEPARTMENT 25.08.2021 WOMEN'S AWARENESS PROGRAMME (for pregnent women)to protect H.I.V. under the banner of West Bengal Government. Cycle rally from mental hospital Bediapara to Kolkata Medical college hospital. 15.08.2021 ONLINE FLAG HOISTING PROGRAM ON ACCOUNT OF INDEPENDENCE DAY

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice -1 :

Title:- National Cadet Corps (NCC)

Please go the following link for NCC Activities -

https://mkcarchive.com/administrative/ncc/ncc-activities-2021-22/

Practice -2 :

Title:- National Service Scheme (NSS)

Please see the attached file for details.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Maharani Kasiswari College Library has contributed significantly in adapting to the new and updated standards of resource storage and maintenance. Digital access to resources such as e-books, online journals, e-theses were already in place as teachers and students have been equipped with means to access them on the go.

• The newest feather in the cap of the college library is the hassle-

free transitioning to the newest online learning enabler, the Learning Management System or the LMS software application which has allowed teachers to design, create and modify course-materials and lesson plans online. The applicability of this mode of online learning goes beyond the needs of the pandemic and has supplemented the regular offline course delivery system.

• The challenge to successfully implement MOOCS or Massive Open Online Course through the LMS was taken up by the Department of Library Studies and the college IQAC. A workshop to this effect was held to familiarize teachers with the techniques of delivering resources and assessing learning outcomes beyond the chalk and mortar physical system.

• This allowed easy accessibility to course materials, e-lectures and an online tracking or assessment system wherein the interactive platform allows direct interface between instructors and learners.

• The LMS has helped both teachers and learners to design their deliverables and responses through a manageable and easily usable platform.

Link :-https://moocs.mkclibrary.ac.in

• The new library Gyandhara is fully automated and has been offering OPAC search options.

•

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Maharani Kasiswari College, affiliated to University of Calcutta, is committed to the advancing women's education and professional development. To achieve this, the college takes a number of well-defined actions to guarantee the efficient delivery of their curricula.

The orientation programme is followed by the online admission process. Due to Covid -19 issue since March 2020, college authorities carried out the aforementioned activities and communicated with the students via online platforms including Skype, Zoom, Google Meet, etc. Different asynchronous methods are used for students with poor internet connections allowing them to access the materials at their convenience.

The college's integration of LMS (Moodle) technology, Two libraries1. Central Library (Arts books), 2. Gyandhara (Science and Commerce books), N-LIST Program membership tend to meet the educational needs too. Several syllabus-related Webinars are organised by several departments during the pandemic, working with the IQAC. For effective curriculum delivery, field trips, industrial visits, educational tours etc., are arranged. Every End-Semester Internal and Final Examination has been scheduled through the online mode, according to the CU schedule, in the new normal period. The college infrastructure is constantly being upgraded to meet the demands of the new courses and new technologies.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://moocs.mkclibrary.ac.in/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The University of Calcutta's academic calendar is followed by

Maharani Kasiswari College in order to conduct the students' Continuous Internal Evaluation (CIE). Exam schedule for all subjects is announced to the students. The college administration accepted the challenge and carried on managing the teaching-learning process via online tools. From July,2021till mid-November,2021, teachers kept on offering classes online. The college suddenly had to opt online mode of teaching in the entire month of January 2022 due to Covid crisis again. Throughout the session, the college has been adhering to the academic calendar for the conduct of Continuous Internal Evaluation (CIE) be it in the pandemic restriction from July 2021 till mid-November or January 2022, or the normal functioning of the college from mid-November to the end of December2021, or February 2022onwards, adhering to government regulations.

The institution diligently plans necessary arrangements to implement the curriculum in an efficient manner. With the assistance of IQAC members, HODs, and committee members, an academic schedule is created. The institution follows the University of Calcutta's recommended curriculum. The college takes coordinated action to give students plenty of chances to improve their employability skills in all conceivable methods.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=107&Itemid=0

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

267

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

267

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution follows a comprehensive structural program along with regular curriculum for the enrichment of the faculty members and the students of the institution. As a girls' college there is an overwhelming focus on the gender related issues. The International Women's Day program had been organized to focus on the contribution of women in literature, social service and freedom struggle. On the occasion of the 250th birth anniversary of Raja Rammohan Roy a vibrant discussion included a critical analysis of his reforms. The institution encourages its incumbents to inculcate ethical values in today's society. The faculty members had joined hands with the government initiative to create a cyber secure space on the Data Privacy Day. The anti-tobacco rally, postering campaign and slogans against smoking had been a part of the value orientation program. It was organized by the NSS unit of the College. Yoga training classes were conducted for the physical health and mental well being of the faculty and the students. On the occasion of the International Yoga Day seminar, postering campaign and yoga demonstrations were organized by the NCC unit of the College. Environment consciousness was enhanced by the institution by distributing saplings to the faculty members on the World Environment Day.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

134

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://docs.google.com/document/d/1GQJsK_3mU0jy3e4dnhAcCwPEY9qQvVQv/edit?usp=share_link&ouid=118265134080180115076&rtpof=true&sd=true

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1555

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

634

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Due to pandemic situtation and online mode of learning, such kinds of special programmes could not be arranged.

File Description	Documents
Link for additional Information	[NA](#)
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2885	**46**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning

The teachers of our college of various departments engage students in direct to visit various educational places to develop the value of Indian traditional educational system. The students of Food and Nutrition dept develop diet chart of diabetes mellitus, diabetes insipidus people on awareness camps organized for common people and students. The psychology dept also organizes mental health camps and measure stress, anxiety, and personality of students and common people by various inventories and tests. The education department organizes awareness programs to aware students about various technical skills for blended

learning. So that, the students are able to connect theories and knowledge learnt in class rooms to real situations. The students learnby learning by doing.

Participative Learning ;.

In this type of learning, students participate in various activities such as seminar, group discussion, wall papers, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills, such as – Arrangement of Seminar, Webinar and Conferences, field work survey, special lectures in other colleges,collaborative programmes with other colleges etc.

Problem solving methodologies –The department provide opportunity to students to use this method basically in college projects and assignments which are done by critical designing, soft skills, systemized plan of action and interpersonal skills of the students. The college organizes various seminars and special lectures on different topics to usher their academic knowledge and professional proficiency.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://mkcarchive.com/educational-visit-of-dept-of-philosophy-and-sanskrit/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers usevarious ICT enabled tools for effective teaching learning process. The teachers of our college use various ICT tools such as computer with internet facility, projector, CD/DVD, e-learning facilities.

Available ICT Tools:

1. Projectors- projectors are available in different classrooms/labs 2. Desktop and Laptops- Installed at Computer Lab, College Office, Library and few departments(Geography). 3.

Printers- They are installed at Office, Library, IQAC cabin, Principal's desk. 4. Scanners- Multifunction printers are available at all prominent places. 5. Seminar Rooms- Two seminar halls are equipped with all digital facilities. 6. Smart Board- One smart board is installed in the seminar room. 7. Auditorium- It is digitally equipped with mike, projector, cameras and computer system. 8. Online Classes through Zoom, Google Meet, Google Classroom) 9. Digital Library resources (Library Management System –Koha, Moodle Platform)

Use of ICT By Faculty- A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library,online search engines and websites to prepare effective presentations. B. Video Conferencing- Students are counselled with the help of Zoom / Google meet applications.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://moocs.mkclibrary.ac.in/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

46

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Internal Assessment means assessing an individual by the teacher teaching in the college. By having Internal Assessment, one can improve the system of examination. It makes the students work regularly for the whole session. The teacher also works regularly and with the uniform speed. It enables the teacher to diagnose student's difficulties in learning. Internal assessment is more reliable as it is based on the full duration of the session. The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in Internal Assessment, the system of Internal Assessment is communicated with the students well in time. The principal holds meeting of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Test Assignment Submission and Seminar presentation.The seminar presentation improves the communication skill of the students which is very essential to face the interview in the future life. Thus, the system of Internal Assessment is transparent and robust because it aims at Continuous Systematic education and motivates to study systematically.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

There is complete transparency in Internal Assessment. The Criteria adopted as directed by the University. At the beginning of the Semester faculty members inform the student the various components of the assessment process during the semester. The Internal Assessment Test schedules are prepared as per the University notification and communicated to the students well in advance. To ensure proper conduct of the test , invigilators are assigned to each room. Evaluation is done by the faculty member within the stipulated time. The HoD keep an eye on the evaluation process to ensure the standard. The marks obtained by the students in Internal Assessment Test are uploaded periodically on the University web portal along with their attendance. For Lab courses the practical approach to the real time application is tested by Viva Voce. To ensure the transparency and to curb the

malpractices the University conducts the theory end examinations at a center other than the home institution (College) The laboratory and the projects for the end-semester examinations are conducted with internal and external examiners appointed from other colleges as decided by the university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

From the beginning day of the every courses, this college inspires students to motivate themselves on the platform of outcome based education, so that, in continuation to the completion of UG syllabus teachers can enlighten them with the proper guide lines.

Stream wise (Arts/Science/Commerce) Program outcomes also have been identified as follows:

The Program outcomes of Bachelor of Arts are as follows: PO1: Students are introduced to community engagement. PO2: Critical and creative thinking of the students have been developed. PO3: Students developtheir Communication skills. PO4: Ethical values are inculcated among the students. The Program outcomes of Bachelor of Commerce are as follows: PO1: Students receiveknowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance. PO2: Understanding of the students on national economic and business scenario improved. PO3: Students developtheir entrepreneurship skills and becameaware about running a successful business.

The Program outcomes of Bachelor of Science are as follows: PO1: The students understand the fundamentals of science education. PO2: The students' knowledge in all basic sciences is enriched. PO3: Interdisciplinary approach amongst students has been developed. PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students. PO5: Students are motivated to contribute in the development of

Science and Technology.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NA](NA)
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our college is affiliated to the University of Calcutta and offers various UG courses(Arts,Science and Commerce) framed by the University. Program ourcome and course outcomes as inter-connected componets are being continuously evaluated by the faculty members using the infrastructural capacity of the institute. The POs and COs can be analyzed with the implementation of following mechanisms -

- **Preparationand Maintenance of Academic Calender**
- **Arrangement of Internal-Tutorial and End Semester Examination as notified by the University.**
- **Taking evaluative feedback from students about teachers on various parameters.**
- **Arrangement of seminar and training programs on Placement and Professional Developmen**

1. Program Outcomes of B.A. Courses -

- **Attaining knowledge about subjects taught in 3 Years**
- **Development of Creative and Critical thinking**
- **Enhance professional skills for employment in the industry**

2. Program Outcomes of B.Com Courses -

- **Attaining knowledge on Financial Accountancy, Taxation, Auditing and related areas**
- **Encouraging to complete Chartered Accountancy course**
- **Learning skills on GST Filing, IT Returns, Tax filing, Tally operations etc.**

3. Program Outcomes of B.Sc. Courses -

- **Attaining knowledge in respective subjects to pursue an academic career**
- **Providing platform to learn advanced subjects/courses for professional developments**
- **To usher scientific bent of mind of students and encouraging them to partake scientific contributions.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=116&Itemid=0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

909

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	NA

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/document/d/1LNgRr9EPpeUUuoaI2WraDjjtP7YxqG99/edit?pli=1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Maharani Kasiswari College organizes a number of extension activities to promote institute-neighborhood community to

sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighborhood community. Several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation, Social interaction, Group discussion, Eradication of superstition, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health checkup camp etc.

File Description	Documents
Paste link for additional information	http://www.mkc.ac.in/index.php?option=com_content&view=article&id=125&Itemid=0
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

90

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1985

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	[View File](#)
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college premise spread over 2.5 acres comprises one (01) Main Building, two (02) Annex Buildings, and one (01) Science Building. The main building and two annex buildings are shared with two other sister colleges. The Science Building and the girls' hostel of college are maintained independently by Maharani Kasiswari College.

At present the college has thirty three classrooms. Out of these 33 classrooms, 11 classrooms are at present Wi-Fi/LAN enabled. The college campus is Wi-Fi enabled [courtesy Alliance Broadband]. The college has four (04) laboratories and one (01) Seminar hall with ICT facilities. The College-Office has undergone a major renovation and is more ergonomic now. Air conditioners are installed in the IQAC Room, Seminar Room, Smart Classrooms, Food and Nutrition Lab. Installation of Air-conditioners in all the laboratories is in the pipeline. The college is trying to expedite the process for the same.

Considering that the College had to cope with the unprecedented situation of Covid-19 pandemic; there was a seamless transition from offline mode of teaching to online teaching. This was significantly facilitated by College subscriptions of Zoom and G-Suite. Library subscriptions to JSTOR and other e-journals were also of much help in providing adequate study materials to

students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College in all its Departments consistently strives to achieve both academic and cultural excellence. Students and teachers actively participate in various extra-curricular activities. Several committees of the college ensure that cultural and extra-curricular activities are given as much precedence as academics. Hence, various committees of the college have successfully completed several extra-curricular activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3899357.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integral Library Management System (ILMS)

- **Name of ILMS software --- KOHA**
- **Name of automation ---- Partially**
- **Version ---- 22.11.00 (Latest Version)**
- **Year of automation ----2018-2019.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://mkclibrary.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.19324

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

30

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college regularly updates and maintains its ICT facilities regularly or whenever required by employing one technically expert person.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NA](NA)

4.3.2 - Number of Computers

56

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

25.57037

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintainenance and Utilization of the Physical Utilities

Laboratory - The department of Psychology,Geography, Food and Nutrition and Computer Science maintain separate laboratories for engaging practical exercises.

- Purchase and supply of raw materials, equipments and tools on demand basis
- Keeping records of inventories
- Engagement of non-teaching staffs in laboratories
- Regular maintenace and cleansing of tools and equipments

Library -

- Regular purchase of books for different departments on demand basis
- Subscription to NLIST database for research purpose
- Facilities for Reading space and computer use with Internet facilities
- Library is partially automated with Library Management System
- Library also maintains Learning Management System with Moodle

Seminar Room -

- The seminar room is well maintained with Audio-Visual Systems
- Weekly cleaning

Premises-

- The entire campus is Wi-Fi enabled
- Regular maintenance of Attendance register, Leave Records, Personal Files of teachers
- Daily Cleaning of the campus, classrooms
- Under 24x7 CCTV surveillance
- Maintenance of Asset Register for inventories

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://mkc.ac.in/pdf/FINAL-MKC-Prospectus-2021-22.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

693

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	NA
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

23

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

23

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**B. Any 3 of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

23

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

6

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college administration believes in participative management and student-co-partnership. Students are represented in almost all the committees, associations of the College. As per the norms of the University of Calcutta, every year students' council is constituted. The meeting of this council is periodically to plan the future activities and to take stock of activities already done in the College. Thus, the college is very sensitive and responsive to the student-related activities of the College and assigns utmost importanceto them.

File Description	Documents
Paste link for additional information	http://www.mkc.ac.in/pdf/FINAL-MKC-Prospectus-2021-22.pdf
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Almuni Association which is a group of ex-students found in every institution. The ex-students would get platform to share their opinions and thoughts through this association.and Maharani Kasiswari College is no exception. The college has a registered Alumni Association, called MAHARANI KASISWARI COLLEGE PRAKTANI in short "Praktani" which is a registered body under West Bengal Societies Registration Act, 1961.This Alumni has come into force from 1st day of June, 2005. The Alumni has its executive committee which comprises of 12 members. This is the common platform for everyone to interact. Almuni Association has not organized any programme from last couple of years due to Covid-19 pandemic.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission of the institution, to provide a conducive atmosphere for imparting holistic education to girls, is achieved through active and collective participation of the incumbents in various sub-committees and cells. The Governing Body acts as the apex decision making body of the institution. Its constitution reflects the inclusive spirit of the institution as teachers, non-teaching members and the students contribute and cooperate with the Principal and the external members for the development of the College to become a center of excellence. The IQAC oversees the teaching learning process, adopts measures to promote a quality system for continuous, consistent actions for improving the academic and administrative performance of the institution. Apart

from academic endeavors the teachers are also associated with the
financial management and the infrastructural development through
numerous sub-committees. The faculty members are encouraged to
initiate plans for the career development and the placement
program of the students. They handle vital and sensitive issues
through the grievance and the sexual harassment cells. The
teachers play a key role in executing the various welfare
policies for the students, teachers and the nonteaching staff of
the college. The Teachers' Council has Students Welfare Fund -
sponsored by the faculty members to help the needy students. The
teaching and non-teaching staff of the college together
constitute the Board Of Directors of the Maharani Kasiswari
College Credit Cooperative Society. A dynamic and socially
responsive management approach is maintained and followed by the
institution to contribute in Nation building.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=54&Itemid=0
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Academic excellence and holistic development of the institution
is achieved through the active and collective participation of
all the incumbents of the college. The Principal, teaching and
the non-teaching staff of the college are engaged in framing an
organizational network to promote a student- friendly ambience.
The GB highlights the participative management of the teaching
and non-teaching staff and the students of the college. The
Finance Committee acts as an important organ of the GB where the
budget allocation, grant disbursement, accounts and audit etc.
are settled. The elected representatives discuss and deliberate
on all administrative and academic matters. The career
advancement of the teachers, granting of leave, infrastructural
planning and execution and student related matters are settled
through healthy discussion and after careful consideration of the
views of the representative members. The GB also acts as the
coordinating organ between the College, Government and the
University through the various external nominees. It is the
highest decision making body to look after and safeguard the
interest of all the incumbents. Every year various sub committees

are formed for decentralization and distribution of work. Convener(s) and members work as a team to fulfill the tasks of a sub- committee like Academic, Admission, Exam conduct, Discipline, Grievance Redressal, Counselling, and Cultural etc. All the activities as per plan are performed in time and the report is submitted to IQAC.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=54&Itemid=0
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

With the advent of COVID-19, focus shifted towards online mode of delivering lectures and continuing with the teaching-learning process. With this in perspective, the Institution adopted a strategic Plan :

1. Design a customized Learning Management System (LMS) platform to cater to a large number of participants.

2. The LMS was required to be designed with a user-friendly interface and incorporate self -evaluation methods and a comprehensive feedback system to assess learning outcomes.

3. Customized templates of programme structure for easy accessibility.

4. Create a database of online resource persons for providing enriching academic content for online lectures.

5. Optimal use of the resources of the Media Lab to develop audio visual resources for online dissemination of academic lectures.In the past one year, the College has conducted 78 online programs which include 37 Webinars and 41 NCC online programs. The successful implementation of this strategic plan has had the following direct benefits for the College:

- Boosted the technical capability of the teachers of the Department of Computer Sciences and now the College is preparing to start a Data Processing Centre.

- **Major impetus to prepare the teachers of the College as resource persons for Webinar programmes.**
- **Enhanced the perception of the College as a leading institution that provides high quality online academic programmes.**
- **The satisfaction of fulfilling the institutional vision and mission of reaching out to the unreached.**
- **Promoted peer learning and encouraged the participants to resolve queries among themselves.**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://moocs.mkclibrary.ac.in/
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body: The Governing Body as per the Constitution of the college has 11 members in all and acts as apex administrative body of the college.

Administrative Set Up: The President and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal has her team of Departmental Heads, the IQAC Coordinator, the Teachers' Council Secretary and the Head Clerk to assist her in the discharge of this work. All meetings are conducted as per the UGC, MHRD, State Government and University guidelines.

Functions of Various Bodies:

The Finance Sub-Committee and the Buildings Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance. There is also the Teachers' Council and the Association of the Non-teaching staff. The programmes, courses and activities are periodically evaluated by the College and reported in the appropriate Bodies for proper implementation.

Service rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the State Government as amended from

time to time in this regard. The recruitment rules for the teaching staff are as per the recommendation of the West Bengal College Service Commission and the approval from DPI along with the eligibility criteria prescribed by the UGC; for the non-teaching staff is as per West Bengal Government norms. The promotional policies for teachers and for non-teaching staff are according to CAS or as directed by the authority.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**C. Any 2 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and nonteaching staff. Welfare measures taken towards the staffs reflect on the output and selfless contribution towards tremendous growth of any institution. Our institution has welfare measures for both teaching and nonteaching staff. Existing welfare measures for teaching and non-teaching staff are itemized below: • Option to join Govt. Health Insurance scheme. • Existence of the co-operative society which has facilities for

givingloan as per requirement of the teachers and non-teaching staffs. • Prompt facilitation of Provident Fund loans. • Advances for the festivals without interest. • Sanctioned medical leave and maternity leave for eligible staff members. • Faculty members are eligible for earned leave. • Organizingtour, picnic and sports activities for the staff. • Facilities of FDP for faculty members on regular basis. • Internet and free Wi-Fi facilities are also available. • Gym is also accessible for the staff.

• Facilities of CAS and Ph.D. increment for eligible faculty members on regular basis. Vaccination camp (at Health Office, KMC Word No: 10) was held to vaccinate teaching and non-teaching staffs of the college. [Vaccine Name – Covishield]

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The success of any institutionin general and educational institutions in particular heavily depends on the quality of its employees that is both teaching (faculty members) and non-teaching staff for their role in enabling the institution to

achieve the heights of success. Therefore, their quality and productivity is regularly assessed through Performance Appraisal System- a kind of tool that is widely used in order to measure the productivity of employees and also prescribed by the UGC and other bodies of government. There are laid down guidelines for assessment of faculty members learning profile, curriculum, and research activities of concerned faculty. The faculty member is required to earn the special number of points in API in accordance with laid down criterion to be eligible for promotion. The performance-based appraisal system is also applicable for Non teaching staffs who are assessed through the laid criterion by the governing body of the college and promotion committee from time to time. Only the satisfaction of the governing body and their formal approval, the concerned staff is made eligible for promotion which is subject to the assessment and approval of the GB. The appraisal system has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance. Besides this, a semester wise feed-back form is also collected from the students to assess their satisfaction regarding the teaching faculty and non-teaching staff in order to gauge drawbacks and find out areas of improvement.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fees: Fees charged as per the university and government norms from students of various granted and self-financed courses.

Salary Grant: The College receives a salary grant from the State Government. For this, we prepare and send an annual budget of estimated salary grant required to the state government. This grant includes salaries of Full Time Permanent teachers and nonteaching staff as well as SAC teachers. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we receivegrants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects). Resource mobilization policy and procedures can be stated as the institution sets up a UGC Committees per the directions of the UGC given in the XII Plan. The UGC Committee, in close coordination with CDC and IQAC,

monitors the mobilization of funds. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings. Regular internal audits from the Chartered Accountant and external audits from the government make sure of proper resource mobilization. The routine committee looks after the proper utilization of classrooms and laboratories. The Library Advisory Committee takes care that the resources in library are utilized optimally. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes the vision of our college is to uphold a healthy academic environment through well- coordinated participation of all sectors of our institution—staff, students, stakeholders etc. This is supported by the IQAC of this college which is responsible for not only the quality assurance of the institution but also maintenance of the wellbeing of all teaching, non-teaching staff members and the students. IQAC conducts regular meetings within short intervals of time and organizes various programmes that have become integral part of the college calendar.

1. All the faculty members are encouraged and supported to participate in different FDPs like Orientation, refresher courses, Short term courses, Workshops, Webinars and conferences related to the teaching-learning process and research.

2. The IQAC provides guidelines and supervises the entire process of online admission, in collaboration with the admission committee. IQAC, in each academic year, sets up an offline help

desk through which all applicants can get adequate information, queries or avail suitable solutions to any queries like network/portal issues, payment - related problems, etc. Each year, IQAC provides a telephone number for use all through the admission period and the number remains active 24x7. Moreover accounts in social media (like Facebook, Whats App) to assist admission seeking candidates are also monitored all round under the auspices of the IQAC.

File Description	Documents
Paste link for additional information	http://mkc.ac.in/index.php?option=com_content&view=article&id=197&Itemid=0
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and records the incremental improvement in various activities. It does so through the following processes:

1. Syllabus Monitoring: The principal (Chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum of syllabus completed, so that the prescribed syllabus is completed within stipulated time. IQAC also promotes and encourages to teacher-members those who belong to Board of Studies (BOS) of various disciplines constituted by University of Calcutta to convey the current feedbacks related to syllabi, addition/alteration of current/novel topics in existing syllabi; newly published/non availability of textbooks, study materials, reference-books etc. other faculty member is also involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

(a) Safety and security :

- **Anti-ragging Committee : On the first day of the Orientation Programme the students are informed about the committee and are introduced to the members of the Committee.**
- **Internal Complaints Committee : The internal Complaints Committee is constituted following guidelines of UGC for prohibition of Sexual Harassment.**
- **Zero Tolerance Policy : There are posters at prime**

- locations to emphasize on the zero Tolerance Policy related to sexual harassment.
- Online form for Grievance Redressal is there for the students. Students can complain secretly and safely without any hesitation and everything is kept confidential.
- Cyber Security : The link of the national Cyber Security reporting Portal is provided on the college website for helping the stakeholders to report on any cases of cyber crime.
- Programmes on Gender sensitization :

1. Observing International Women's Day
2. "Beti Bachao, Beti Padhao" campaign
3. Drama on Woman Empowerment andGender Discrimination
4. Seminar Lectures on Gender Sensitivity

Poster Competition on "Women in Leadership"

- Presentation of our Girl Students' Entrepreneurship

- The college is bounded on all sides.
- CCTV cameras are installed at strategic locations.
- Patrolling by the college guards

(b) Counselling :

The Students' Affair /Counseling Cell organizes psychological counseling, Stress management programmes: Seminars are followed by personal interaction with the counselors.

- The Teachers also provide counselling to students on a regular basis.

(c) Other Facilities :

- The college has separate common rooms for Girls, situated in different blocks.
- The Main Block and another Block have separate toilets and Aquaguard Water machines for female students.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1E6i4c6 m-1rrK0qSVCyHrKGKpUC0Xm4D0/edit?usp=sharin g&ouid=11826513408018011 5076&rtpof=true&sd =true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mkc.ac.in/index.php?option=com content&view=article&id=155&Itemid=0

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

GREEN BINS : For biodegradable waste

BLUE BINS : For non-biodegradable waste,

Biodegradable waste is collected in a compost pit for production of organic manure.Non-biodegradable waste is dumped in the site provided by corporation.Awareness posters are displayed in the college campus.The college campus is declared a Plastic Free Zone.The liquid waste is carried to the drain adjacent to the college.

The sewage is carried to the septic tank.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://mkcarchive.com/co-curricular/world-environment-day/
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading — **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

·We have equal representation of different communities, castes & regions among of teachers, office staff and hostel staff.In the session 2021-2022, the figures for admission to 1st semester are as follows:

General SC ST OBC-A OBC-B Total 861 113 10 11 34 1029

https://mkcarchive.com/students-enrollment-2021-22/

ABOVE IS ATTACHED THE LINK TO STUDENT ADMISSION DATA 2021-2022.

· The College adheres to government policies regarding reservations for scheduled castes, tribes, other backward classes to offer equal opportunities to students belonging to different communities, regions, caste and creed.

· Financial assistance is offered to students from all communities irrespective of castes and regions.

Cultural Activities -

1."?????" SACT Program 2022

Link :-https://mkcarchive.com/cultural-events/sact-2022/

2. International Women's Day Celebration – Date :- 08/03/2022

https://mkcarchive.com/cultural-events/2750/

3. Rabipranam :- Celebration of Rabindranath Tagore's Birthday – Date:- 20/04/2022

https://mkcarchive.com/cultural-events/rabipranam/

4. 250th Birthday of Rammohan Roy – Date:- 24/06/2022

Link:- https://mkcarchive.com/cultural-events/2754/

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organized INTERNATIONAL DAY OF YOGA ON 07.06.2021 to sensitize students to the need to practice yoga in daily lives to become healthy citizens with strong mental focus to build a strong nation. To popularize the idea the N.C.C. unit led by ANO LT. Shukla Sarkar organized Yoga competitions preceded by seminar-lectures delivered by experts on 15.06.21. 29 candidates participated in the Yoga competition. A newsletter containing e-articles were published to familiarize students with the great significance of yoga and self-defence.

• The college commemorated all events of national significance including: Virtual celebration of the birth anniversary of Netaji Subhash Chandra Bose on 23.01.2022 by 18 N.C.C. cadets of the college. Three of them registered for online webinar on Netaji conducted by Netaji Research Bureau.

• Republic Day was celebrated virtually, and the departments of Education and Hindi conducted awareness e-programmes on the constitutional rights, duties and civic responsibility of citizens.

• Data Privacy Day (28.01.2022) was observed in college where all employees visited government designated website to take a pledge of data privacy as a part of CYBER SAFE BENGAL-CYBER SAFE INDIA initiative.

• Independence Day was celebrated with usual fanfare on 15.08.2021 but more importantly 40 N.C.C. cadets of the college unit registered for the Azadi Ki Amrit Mahotsav to commemorate the glorious 75th anniversary of India's independence on 03.08.15. A sensitization webinar titled National Integration and Nation Building was held on 14.08.2021 to remind students of the value of living in an independent state.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

24.6.2022 RAMMOHAN ROY 250 (CELEBRATION OF 250TH BIRTHDAY OF RAJA RAMMOHAN ROY) 21.06.2022 INTERNATIONAL YOGA DAY 07.06.2022 SEMINAR ON INTERNATIONAL DAY OF YOGA 05.06.2022 HANDMADE POSTER MAKING COMPETITION ON INTERNATIONAL DAY OF YOGA 03.06.2022 PLANTING GREENS ON WORLD ENVIRONMENT DAY 31.05.2022 ANTI-TOBACCO DAY 20.05.2022 ROBIPRONAM(BIRTHDAY CELEBRATION OF RABINDRANATH TAGORE) 08.03.2022 INTERNATIONAL WOMENS' DAY 24.12.2021 NATIONAL WEBINAR ORGANIZED BY HINDI DEPARTMENT 25.08.2021 WOMEN'S AWARENESS PROGRAMME (for pregnent women)to protect H.I.V. under the banner of West Bengal Government. Cycle rally from mental

hospital Bediapara to Kolkata Medical college hospital. 15.08.2021 ONLINE FLAG HOISTING PROGRAM ON ACCOUNT OF INDEPENDENCE DAY

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice -1 :

Title:- National Cadet Corps (NCC)

Please go the following link for NCC Activities -

https://mkcarchive.com/administrative/ncc/ncc-activities-2021-22/

Practice -2 :

Title:- National Service Scheme (NSS)

Please see the attached file for details.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Maharani Kasiswari College Library has contributed significantly in adapting to the new and updated standards of resource storage and maintenance. Digital access to resources such as e-books,

online journals, e-theses were already in place as teachers and students have been equipped with means to access them on the go.

• The newest feather in the cap of the college library is the hassle-free transitioning to the newest online learning enabler, the Learning Management System or the LMS software application which has allowed teachers to design, create and modify course-materials and lesson plans online. The applicability of this mode of online learning goes beyond the needs of the pandemic and has supplemented the regular offline course delivery system.

• The challenge to successfully implement MOOCS or Massive Open Online Course through the LMS was taken up by the Department of Library Studies and the college IQAC. A workshop to this effect was held to familiarize teachers with the techniques of delivering resources and assessing learning outcomes beyond the chalk and mortar physical system.

• This allowed easy accessibility to course materials, e-lectures and an online tracking or assessment system wherein the interactive platform allows direct interface between instructors and learners.

• The LMS has helped both teachers and learners to design their deliverables and responses through a manageable and easily usable platform.

Link :-https://moocs.mkclibrary.ac.in

• The new library Gyandhara is fully automated and has been offering OPAC search options.

•

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To finish the building extension and renovation work

2. To build/finish more classrooms, computer lab.

3. Preparation for NAAC within next academic session.

4. To implement ERP based Information System Management for better administration of the college.

5. To initiate the process of signing the MoU with different organizations to facilitate academic learning and professional development of teachers as well as students.

6. To expedite of installing solar panels to use renewable energy as energy sources as part of Green Campus initiative collaborating with WBREDA, Govt. of West Bengal.

7. Design and installation of elevator in Science Building of the campus.

8. Total completion of the auditorium at the top of the Science Building.

9. To start more and more certificate courses for students to enhance different types of soft and technical skills as well as academic knowledge.

10. To explore the possibility of acreediting the college with different agencies e.g. NIRF

11. To restart Girls' Hostel facility for the needy students

12. To initiate the process of starting of more value aided courses.