



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MAHARANI KASISWARI COLLEGE

MAHARANI KASISWARI COLLEGE 20, RAMKANTA BOSE STREET,
KOLKATA-700003
700003
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The inception of Maharani Kasiswari College is rooted in the great love for Education and Learning of the Cossimbazar Royal Family of Murshidabad. The family spent majority of their wealth towards the cause of education throughout Bengal. Establishment of Hindu College, Krishnath College of Berhampore, Lady Duffrin Medical Hostel of Kolkata and several other schools and colleges are few examples of their immense patronage for promotion of education.

This college building at 20, Ramkanto Bose Street, Shyambazar, was an ancestral property of Maharaja Manindra Chandra Nandy. In this house, he was born on 29 May, 1860 and was married to Maharani Kasiswari of Burdwan. In 1897, Manindra Chandra left Kolkata for Cossimbazar Estate.

After Manindra Chandra's demise, Maharaja Sris Chandra donated their house for setting up of a College in the premises. The mission was made possible with the initiative of some spirited individuals of North Kolkata at that time. On 15 July, 1941 Maharaja Manindra Chandra College was established.

From 1 October, 1947, a morning section of the College was opened to meet the aspirations of the neighbourhood girls for education.

Maharani Kasiswari College came into existence when in 1964, according to the direction of UGC, Manindra Chandra College was split-up into three units – Morning, Day and Evening, with separate affiliations under CU. The Morning section, meant exclusively for Girl students, started functioning from 2 December, 1964 and was named as Maharani Kasiswari College, to perpetuate the memory of Maharani Kasiswari, who once entered this house as a 7 year old bride. Since its inception, the college has subscribed to the motto that 'Education Empowers Women' – psychologically, economically, politically and socially at the level of family, community, society, national and international. Today the college has established itself as a major force for social change and encouraging the girl students to become independent and contribute towards scientific and rational thoughts, community development and intellectual engagement with social issues and gender equality.

Vision

Our vision is to empower and enlighten women irrespective of their social and financial background; fostering informed minds through a rigorous curriculum of value based and quality education. We strive to create a safe space for girls to join as students and eventually cross the threshold of the college and step into the world emancipated from social prejudices and gender biases. To enable girl students for income generation and become well equipped global citizens, and true nurturers, the college plays and will continue to play a proactive role in:

?Transforming this college into a **premiere institution** for women education, especially catering to needs of all sections of economically and culturally diverse group of students.

? Exploring and optimally utilising the large pool of available human and technological resources to transform students into policy-makers of the future so that they in turn can make significant contribution to create a gender neutral society.

? As a frontline educational institution, the college can become a knowledge hub based on the idea of organizing ,sharing, storing, preserving various form of cognitive insight.

?To create a pool of educated, empowered, self-reliant, non-prejudiced women who in turn will act as agents of positive social transformation.

? To reflect the transformation in the human development indices of civil society and the nation in the era of rapid globalization

? To help women expand their capacity as decision makers and to help them negotiate patriarchal agenda and formulate gender-neutral policies.

Mission

The mission of the college is expressed through the endorsement of its vision. The college subscribes to the guiding principle of self-enlightenment and realizing one's potential; values that the college stands for. Having embraced the National Education Policy (NEP) in its entirety, the college has set for itself the mission to extend equal socio-technological opportunities to all students and in the process fulfil its vision. To express it succinctly the college aims:

? To provide women scholars with a holistic education that collates curricular and co-curricular activities.

? To provide them with tools to nurture their diverse profiles.

?To provide them with gender-friendly infrastructure that caters to their different needs. Exploring the transformative value of holistic education for women so that they can become catalysts for positive change in society.

? Providing students with low-cost but quality education and create opportunities in job market to create a pool of highly qualified, technically sound resources.

? Offering access to the best educational resources, online and offline as the college has social engineering as its primary goal.

? To provide liberal but critical academic context for future leaders of the nation.

? Promotion of research activities for teachers so that their academic engagements can filter down to eager students.

? Offering access to subsidized certificate courses in Communicative English and knowledge of Computer. Courses which in turn will equip students for optimal use of career opportunities.

? Training young minds through add -on courses so that they can be conversant with the latest, up -to-the minute innovations in the delivery of education.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The location of the College is its biggest strength. It is very well connected by road, railways and metro railways. It is only 5 kms. away from Sealdah and 1.5 kms. away from Kolkata Junction. Ample transportation provisions enable convenient communication with our college providing ease in reaching the premises.

2. Recruitment of seven (07) non-teaching staffs in Substantive Posts (Clerk, Laboratory Attendants) has facilitated a strong workforce to run the college efficiently.

3. The present Governing Body has been very supportive of every novel endeavour taken by the college authority.

4. Several departments of the college have excelled in their academic contribution which has been heavily recognized by the whole student community.
5. This college gives much impetus to sports activity and encourages students to participate in sports events at regional, University and district level. Some of our students have won several prizes within a short span of time under the efficient guidance of newly recruited Sports Instructor.
6. Infrastructure development within the college premises have enabled easy access for students to several facilities like – Teaching –Learning Engagements, Computer and Internet access facility, establishment of Digital Corner for the students in library, Book-Bank Service from Library, On-Demand books purchase for library patrons, Wi-Fi connections throughout campus etc.
7. Career Development and Placement Counselling Committee has been arranging placement assistance seminars and campus drive initiatives. The constant dedication of the members of the Committee has resulted in the recruitment of several students by multiple renowned companies.
8. Numerous academic seminars have been organized by several Departments so far to present a novel optics of various subjects.
9. The college has introduced Computer Certificate Course for the college students with the help of WEBEL, Govt. Of West Bengal by signing a Memorandum of Understanding.

Institutional Weakness

1. The main building of the college is shared by other two colleges namely Manindra Chandra College and Srischandra College. The paucity of space within the College premises can be considered as one of the biggest problems as well as the weakness of the College. The College has to rely on cooperation rendered by the Co-ordination Committee of the Manindra Group of Colleges for significant decisions like decisions on new-constructions.
2. Space scarcity restricts us to expand our infrastructural facilities and introduce new lab-based departments. It also poses hindrance in expansion of the existing departments.
3. Our hostel building is at present a very old structure and in its present dilapidated condition it needs to be restored with immediate effect.
4. There is no playground owned by the college.
5. Lack of dedicated infrastructure (separate rooms, laboratory) for each department.
6. There is no auditorium in the college.
7. No provision of department-wise staff rooms.
8. Insufficient number of smart class-rooms
9. Limited resources and facilities of laboratories.
10. Lack of space in Library reading room and reference section.
11. Low level interaction between Industry and the Institute.
12. Lack of storage space for future preservation of official documents.
13. Lack of books for newly incorporated CCF structure.
14. Lack of ICT facilities
15. Lack of good quality physical journals.

16. Dilapidated condition of Girls' Hostel.

Institutional Opportunity

1. As the college has its own buildings which are not shared by the sister Colleges, some classes whose timings coincided with that of the sister Colleges have now been transferred from main building to annex buildings. However, due to the paucity of space, such provisions are not extended to all Departments of the College. The College is working towards planning of construction work to cope with the problem of space.
2. Construction and repairing work on the existing hostel building has been in the pipeline for some time now. Once the construction work in the science building gets over, this project will gain its required momentum.
3. Teaching – Learning facility has been of top priority and several plans could be executed once the infrastructure facility is ready.
4. The authority is planning to introduce new technical courses for future prospects.
5. Tie up with several governmental programs and several other private concerns through MoUs have been initiated and will continue in the future.
6. Encouragement to participate in different co-curricular activities such as Sports, NSS and NCC.
7. Encouragement to participate in different research projects.
8. Opportunity to re-construct the girls' hostel with increased space availability.

Institutional Challenge

1. Since the main building of the College is shared with two other Colleges at present, class timings inevitably coincide. To cope with this situation, the College has shifted some of these classes to rooms in the Annex building that are solely owned by Maharani Kasiswari College.
2. Construction and repairing work on the existing hostel building has been in the pipeline for some time now. Once the construction work in the science building gets over, this project will gain its required momentum.
3. Teaching – Learning facility has been of top priority and several plans could be executed once the infrastructure is expanded.
4. The authority is planning to introduce new technical courses for future prospects.
5. Tie up with several government programs and several other private concerns through MoUs have been initiated and is expected to be continued in the future to ensure a robust academic environment in the College.
6. Encouragement to participate in different co-curricular activities such as Sports, NSS and NCC.
7. Encouragement to participate in different research projects.

8. Opportunity to re-construct the girls' hostel with increased space availability.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Maharani Kasiswari College is affiliated to the University of Calcutta. It is an all-female students' college located in the heart of the city of Kolkata. Since its inception, the College has strived towards providing excellent education to girl students. In its endeavour to consistently improve its infrastructure, teaching-learning quality, enrichment of the library and laboratories, and using online platforms for academic needs, the college has introduced significant changes. Over the years it has established itself as an Institute with the potential of contributing towards women empowerment.

With an enrolment of 2700 female students, we have the distinction of providing instructions in as many as 21 subjects (20 affiliated under CU and one under NSOU), inclusive of job-oriented subjects like Tourism and Travel Management, Food and Nutrition and Pre Primary Teachers' Training. The college has a clear vision for learning, research and extension. It endorses the vision of being instrumental in promoting peace, progress and prosperity for all.

Every effort is given to realize its mission of developing competent human resource through quality education, by creating innovative educational environment and promoting creativity. Members of the faculty and students are consistently encouraged to create a more interactive space on issues like environment, and health; inculcating modern values and overcoming the stress of the modern-day lifestyle. The academic and scholarly pursuits through seminars, workshops etc. remain the priority of the college. Field-trips are organised by Departments as deemed fit and wherever necessary.

Syllabus and examinations are conducted following the University's guidelines. Examination rules are set by the University and the Department of Higher Education, Government of West Bengal. The framework of internal assessment is followed for student appraisal. The academic calendar is prepared for the purpose of keeping an inventory of the annual College activities and exam schedules. Other than main courses, NCC, NSS, Yoga and Self Defence, and Communicative English etc. certificate courses have been introduced to provide the girl students of the college a holistic outlook and wider platform for their personality development; eventually contributing significantly in their future prospects of employability.

Emphasis is given to maintain a harmonious and healthy working condition for both the teaching and the non-teaching staff. A well-monitored feedback system across all parameters is in place to ensure constant progress and improvisation.

Teaching-learning and Evaluation

The college strictly adheres to the guidelines prescribed by the University of Calcutta and the Department of Higher Education, Government of West Bengal. The teaching, learning and evaluation methods employed by the college focus on creating an inclusive environment, catering to students from diverse backgrounds and varying skills. We follow a transparent online admission process in accordance with the criteria provided by the Government of West Bengal and the University of Calcutta. The Reservation requirements are strictly followed, and the admission form is provided with an option to be chosen transgenders. To ensure inclusivity in

education, we provide seats to all individuals who achieve the minimum qualifying marks in the 10+2 Examinations, as determined by the University. The mean enrollment rate is approximately 60.17%. It is imperative to assert that majority of our students are first-generation learners, and every effort is given to familiarize the students with various scholarships and enable them to avail such scholarship. While our college attracts students from different backgrounds, the representation of students from the ST group is quite low due to our metropolitan location.

The average ratio of students to teachers is somewhat higher than 1:25. Our dedicated cohort of teachers with advanced degrees such as PhDs, possess the ability to cultivate beneficial individual mentorship connections both within and outside the classrooms. They effectively rise to the challenge of instructing even in bigger classroom settings. Teachers employ a range of information and communication technology (ICT) tools, to enhance the effectiveness of their lectures. The college has successfully created a customized web interface for conducting live digital classes during the pandemic. Recordings of lectures, hands-on sessions, and slide presentations were uploaded on YouTube.

Programme Outcomes and Course Outcomes are prominently displayed on the college website. Besides internal examination and tutorials our students undergo regular assessment through periodic class tests, mock tests, group presentation, subject based quiz, and so on. The Examination Committee is responsible for addressing any internal grievances related to exams that students may have.

The pass percentage of our college is slightly below 80%; however, most students successfully complete all six semesters within the minimum time limit of five years, as required by the CBCS.

Research, Innovations and Extension

The College has an active IQAC and a Research Cell which conjointly functions with the Study Circle and Seminar Committee in maintaining the academic environment of the college, keeping alive the spirit of research and knowledge upgradation. The summary is a compilation of the years from 2018-2019 to 2022-2023:

- Numerous research publications by teachers of the college. 31 peer reviewed papers in UGC CARE approved journals.
- Notable publications in Web of Science and Scopus indexed journals.
- A total of 30 Book chapters, written and published by members of the faculty.
- 2 books have been edited which have ISBN numbers.
- 69 International, National and State Level Seminars/ Conferences and Workshops have been conducted where eminent speakers have graced the College and imparted knowledge on topics which pertain to the University curriculum as well as on subjects which are needed for holistic development.
- Internal study circles have been conducted at regular intervals by each department to give the teachers an overall idea regarding each subject, its impact and its role in the society.
- 5 [2(completed), 3(on-going)] teachers have and are still continuing the mammoth task of research guidance for completion of Ph. D. by the students of the same as well as other universities.
- Many teachers are members of professional bodies; enabling them to foster an interdisciplinary approach in the academic activities of the college.
- The College has entered into 21 MOUs with different academic and non-academic institutions/ organization; active mutual participation has resulted from these collaborations.
- Seminars, workshops, faculty exchange and other activities have been organized and successfully

completed with these organizations and institutions.

- The NSS, NCC and IQAC organize programmes where community participation is encouraged.
- Regular workshops on correct food habits, treatment through good food, nutritional status measurements have been conducted by the Department of Food & Nutrition , in collaboration with NSS unit of the College.
- Health check-ups by professional bodies like British Biologicals, Abbott, visit by trained Government doctors have also been carried out regularly for upliftment and maintenance of the health of all the members of the college as well as the local community.
- A pledge to be a ‘thalassaemia free’ college and organises regular camps in collaboration with Government approved agencies for screening of all members of the College. Counselling is also provided to individuals who test positive.
- Social awareness programmes such as Anti-Tobacco Day, world Environment Day and World Aids Day, etc.

Infrastructure and Learning Resources

A morning college devoted to providing excellent education to female students; spread over an area of 1.26 acres, it boasts of a Science Building with ergonomic (06 well-equipped) laboratories, two Annex Buildings, an Annex library-*Gyandhara* and a shared building and library (Central Library) with sister colleges. The college being situated in the heart of North Kolkata with excellent communication across the city and its suburbs draws female students from far-pockets of the city.

Table:1

<p>Highlights of Infrastructural Provisions and Student benefits.</p>	<p>a. approximate expenditure of 71.98 lakhs towards Infrastructure Augmentation.</p> <p>b. availability of ramps and railings to ensure inclusivity of physically challenged students.</p> <p>c. CCTV cameras at key positions to provide a safe and secure space to all its female students.</p> <p>d. Adequate toilets and two Common Rooms to provide a student-friendly space.</p> <p>e. 39 classrooms to ensure that classes across all 17 Departments are conducted without any hindrance.</p> <p>f. Library collection: 30007 books</p> <p>g. 6200+ E-Journals.</p>
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With the focus on ensuring inclusivity across all economic strata of students admitted to the college, the administration in cognizance of the Governing Body of the College ensures that students are oriented to various scholarship programs offered by the Government. A persistent and robust list of *Kanyashree* and Swami Vivekananda scholarship awardees is a testimony of the seamless procedure that the College offers to aid the students in availing these scholarships. A lot of emphasis is given to embracing technology and innovation. The college therefore ensures students and teachers are IT enabled and well-versed with ICT tools.

Table:2

<p>Highlights of technology and innovation practices and IT-Infrastructure</p>	<p>a. 12 Wi-Fi/LAN enabled classrooms.</p> <p>b. 01 dedicated smart seminar room with ICT facilities.</p> <p>c. 01 make-shift seminar room.</p> <p>d. 61 computers for teaching-learning.</p> <p>e. College library (<i>Gyandhara</i>) facilitated with adequate desktops.</p> <p>f. Portable projector for make-shift ICT provisions.</p> <p>g. College subscription for Zoom (pro-version), G-Suite and Library subscription to N-List.</p> <p>h. Cloud based Learning Management System with Moodle.</p> <p>i. Management of VIDWAN portal developed by INFLIBNET to provide an authentic platform of academic identity to all members of faculty of the College</p>
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Student Support and Progression

Maharani Kasiswari College is committed to supporting students by providing the necessary assistance to help them gain valuable experiences and promote their overall growth and advancement. There are many procedures in place to help students, such as Career guidance and placement cell, grievance redressal cell, Internal Complaints Committee and various welfare measures. The college also provides on-site psychological therapy

services through a mental-health professional.

The college offers several scholarships and fellowships, in addition to government free ships, to encourage marginalized students in their pursuit of education and to decrease the proportion of students dropping out. Course focusing on skill development are also offered by the college, namely: language and communication abilities, life skills, and computing skills, to prepare them for their career aspirations. The Placement Cell organizes career advising, guidance for competitive tests, and campus recruiting to provide direction for individuals' professional possibilities. At our Undergraduate College, a smaller proportion of students, secure employment compared to those who pursue further education. Our instructors consistently strive to empower our students as active participants in the employment market. Several of our students have successfully passed competitive tests in the past, and we anticipate that this figure will continue to rise. We are committed to fostering the holistic growth of our kids. To achieve this objective, we organise a multitude of cultural events throughout the year. The purpose of these initiatives is to enhance students' Cultural Competence and foster their awareness and sensitivity towards the diverse nature of our country. To cultivate a sound mental state together with physical well-being, it is important to acknowledge the significance of engaging in regular athletic activities. Our students have not only engaged in athletic and cultural activities at different levels, but they have also achieved awards, bringing pride to our university. Students serve as representatives of the college in inter-college events and earn recognition for the college.

Maharani Kasiswari College provides opportunities for students to participate in administration and co-curricular activities through a formal Students' Union. This union is chosen every year with the active involvement of all students. The institution has an officially recognized and engaged Alumni Association that provides assistance in the form of offering encouragement, career advice, and academic support for student well-being and infrastructure enhancement.

Governance, Leadership and Management

Good and effective governance of an academic institution is of primary importance. Proper management, efficient governance and effective leadership are followed by the Governing Body, the Principal, the teaching and non-teaching staff, as well as the students of Maharani Kasiswari College. These stakeholders participate and collaborate to form an environment of learning, knowledge, well-being and holistic development, which are a fulfilment of the vision and mission of the college.

The college has a regular governance schedule; maintenance of class timings, regularity of teachers and students, regular upgradation of facilities and an effectively functioning e-governance is given utmost importance to ensure a seamless administrative machinery. The e-governance system is student-friendly and provides easy access to admission, examination, administration and financial information. Students, faculty, office-staff and management, therefore have an easy access to all necessary information.

A regular appraisal system of teaching-learning and other regular activities is maintained through a feedback policy. Feedbacks received (both online and offline) are analysed objectively and appropriate/necessary action is taken thereafter. The feedback mechanism is monitored by the Teachers' Council, IQAC and management; ensuring a smooth functioning of teaching and support systems.

Teaching and non-teaching staff of the college are encouraged to consistently upgrade their skills through FDPs, orientation programmes, workshops (in both offline and online mode). The college also organises regular seminars, webinars and workshops for stimulating better leadership and enhancing the academic environment

of the college. Workshops on e-learning, LMS and other administrative related aspects cater to the holistic upgradation of the college.

An effective administration is brought about by different committees which are delegated specific roles and duties; this ensures exchange of ideas and adds more rigour. Professional development and academic programmes are also organized in the college for keeping the academic environment dynamic and vibrant.

The college believes in transparency and uniformity in all financial areas. As a State-aided college, proper maintenance of accounts is ensured with internal and external audits, conducted yearly. Both academic and administrative auditing is done to secure the functionality of the college, simultaneously helping in its future planned development. The academic audit by the IQAC as well as external experts ensures overall quality assurance in teaching-learning processes and all other activities of the college.

Several schemes cater to the health and economic welfare of teaching and non-teaching staff. For example: the Teachers' Council maintains a fund for students who require it; concessions are also given to meritorious but needy students. The college also extends incessant support to the staff in their professional pursuits, therefore ensuring the holistic well-being of all members of the college.

Institutional Values and Best Practices

Maharani Kasiswari College endorses and executes the ideal of gender sensitivity and women empowerment through various programmes and initiatives. Strategically placed cameras all over the college ensures a secure space for all.

Along with regular workshops and annual celebration of International Women's Day, the college has earned laurels for facilitating the grant of various state-sponsored and government-sponsored scholarships --- Kanyashree, Swami Vivekananda, and Aikyashree. It has the rare distinction of being a college where the Teachers' Council maintains a Student Welfare Fund for financial assistance to students. The college Concession Committee is also in place to aid students.

The college values holistic education and sensitises students through various programmes and initiatives such as gifting saplings, using led-lights, shifting to paper-free e-administration, recycling waste materials to create art objects, to promote sustainability and ensure a Green Campus.

To facilitate the easy mobility of *Divyangjan*, the college has constructed ramps and hand-rails and is in the process of installing an elevator.

Constitutional values are promoted by observing Independence Day, Republic Day and organising seminars to orient the students with their civic rights and responsibilities.

The college has distinguished itself by introducing mechanisms which inculcate a strong sense of social responsibility and confidence. Active participation of NCC cadets and faculty in various programmes mandated by the Government of India promotes a sense of national unity. The cadets have participated in the ***Swachh Bharat Pakhwada, Beti Bachao Beti Padao, Puneet Sagar Abhiyan and Azadi ka Amrit Mahotsav*** programmes. International Yoga Day is celebrated every year. These events were held online during the pandemic period. Students have been infused with a great sense of social responsibility by the NSS unit through various outreach programmes: visits to local schools, interaction with students, distribution of mosquito nets to

combat vector-borne diseases etc.

The Career Development and Placement Committee works tirelessly to ensure industry -education tie-up. Companies regularly visit the campus and many successfully train and recruit our students. There are add-on courses such as Communicative English, Certificates Course to teach soft-skills, Computer Training Courses and Pre-Primary Training Courses. LMS through MOOCS is a mechanism in place to offer students access to study materials on a 24x7 basis. Excellent teaching faculty ensure optimal knowledge dissemination while training in Self Defence and Yoga makes students professionally and personally confident.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHARANI KASISWARI COLLEGE
Address	MAHARANI KASISWARI COLLEGE 20, RAMKANTA BOSE STREET, KOLKATA-700003
City	Kolkata
State	West Bengal
Pin	700003
Website	www.mkc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SIMA CHAK RABARTI	033-25435687	8777383738	-25546500	mkcnaac@gmail.com
IQAC / CIQA coordinator	TAPAN KUMAR CHAND	033-25302008	8670153691	-25556325	chandtkc@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	07-09-2005	View Document
12B of UGC	07-09-2005	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MAHARANI KASISWARI COLLEGE 20, RAMKANTA BOSE STREET, KOLKATA-700003	Urban	1.2648	8248.571

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali, Bengali	48	HIGHER SECONDARY	Bengali	78	22
UG	BA,Education, Education	48	HIGHER SECONDARY	English,Bengali	61	24
UG	BA,English, English	48	HIGHER SECONDARY	English	85	72
UG	BA,History, History	48	HIGHER SECONDARY	English,Bengali	56	33
UG	BA,Philosophy, Philosophy	48	HIGHER SECONDARY	English,Bengali	56	3
UG	BA,Political Science, Political Science	48	HIGHER SECONDARY	English,Bengali	56	36
UG	BA,Sanskrit, Sanskrit	48	HIGHER SECONDARY	Sanskrit	34	1
UG	BA,Sociology, Sociology	48	HIGHER SECONDARY	English,Bengali	56	6
UG	BSc,Food And Nutrition, Food and Nutrition	48	HIGHER SECONDARY	English	67	53
UG	BSc,Psychology, Psychology	48	HIGHER SECONDARY	English,Bengali	56	47
UG	BSc,Geography, Geography	48	HIGHER SECONDARY	English,Bengali	30	28
UG	BSc,Computer Science, Computer Science	48	HIGHER SECONDARY	English	30	17
UG	BSc,Library And	48	HIGHER SECONDARY	English	20	1

	Information Studies, Library and Information Studies					
UG	BA, Library And Information Studies, Library and Information Studies	48	HIGHER SECONDARY	English	20	7
UG	BCom, Commerce, Commerce	48	HIGHER SECONDARY	English, Bengali	248	181
UG	BA, Ba General, Bengali Economics Education English Hindi History Political Science Philosophy Sanskrit Sociology	36	HIGHER SECONDARY	English, Bengali	363	232
UG	BSc, Bsc General, Economics Computer Science Food and Nutrition Geography Psychology Mathematics Statistics	36	HIGHER SECONDARY	English, Bengali	27	5
UG	BCom, Bcom General, General	36	HIGHER SECONDARY	English, Bengali	188	131

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				11				34			
Recruited	0	0	0	0	2	9	0	11	13	21	0	34
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				11				34			
Recruited	0	0	0	0	2	9	0	11	13	21	0	34
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7
Recruited	3	2	0	5
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	3	2	0	5
Yet to Recruit				2

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	9	0	6	6	0	23
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	0	0	1	2	14	0	17
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	1	0	5
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	3	0	3
M.Phil.	0	0	0	0	0	0	5	6	0	11
PG	0	0	0	0	0	0	10	28	0	38
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		7		11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	910	0	0	0	910
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	56	112	80	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	5	9	2	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	31	43	43	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	878	864	777	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		970	1028	902	0

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>As per instruction given by Calcutta University time to time, the college has successfully implemented all inter-disciplinary courses from current academic session through AEC(Ability Enhancement Course), IDC(Inter Disciplinary Courses) and CVAC(Common Value Added Courses) for B.A.,B.Sc. and B.Com. at Honours and General. Calcutta University has conducted several workshop on the modalities of implementing subject varieties according to various educational criteria of the students. Two orientation programs were organized for the students and helped them to choose the correct options. For the second semester of CCF - 1. "Digital Empowerment" course has been offered to</p>
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	<p>English(H),BA(H) Geography,B.A.(H) in Psychology, BA(H) in Library and Information Studies. 2."Artificial Intelligence" course has been offered to B.Sc.(H) in Geography, B.Sc.(H) in Psychology and B.Sc.(H) in Library and Information Science Students would take 3 different Interdisciplinary Courses(IDC) in first 3 consecutive semesters. For 2nd semester of students, all the Value Added Courses(CVAC) are of interdisciplinary types. For other details, please follow the link - https://s3.ap-south-1.amazonaws.com/caluniv/news/Corri-BA-BSC-BCOM-CSR04-CSR05-CSR06.pdf https://www.caluniv.ac.in/ccf-ug/files/CVAC-CSR-17-2023.pdf https://www.caluniv.ac.in/ccf-ug/files/ammendment-IKSA-CSR-24.pdf</p>
2. Academic bank of credits (ABC):	<p>The college was open to offer ABC(Academic bank of Credits),but, the affiliating University has not granted any such provision for affiliated colleges.</p>
3. Skill development:	<p>1. The department of Tourism and Travel Management(TTMV) has introduced "Tourist Guide Training Programme" affiliated to Department of Tourism, Government of West Bengal during the year 2023. The total duration of the course is 2 months. After successful completion of the course, scholarships are provided by the Government. Students have also got placement opportunity after the completion of the training programme. 2. Career Development and Placement Cell of the college organize several workshop, career awareness program throughout the year. 3. Internship program is offered to final year students of Library and Information Studies (Hons) students at the college library. 4. Mahindra Pride Classroom have conducted a 7 days Skill Development Workshop for the students(15/12/2022-22/12/2022) 5. The college has engaged one company "National Vocational Academy of India" to train the students for competitive examination for Government jobs. The training comes with nominal subscription from the students. 6. The college has signed a MoU with Ma Sarada Swanirbhar Kendra, Ramakrishna Math,Bagbazar and the students of our college can participate all the vocational training courses organized by Ramakrishna Math. 7. Ardent Computer have conducted short term course on Computer Literacy for the college students. 8. Six months Certificate Course in Communicative English</p>

<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>in collaboration with British Institute.</p> <p>Integrating Indian knowledge systems into the teaching of languages such as Sanskrit, Bengali, Hindi, and English at Maharani Kasiswari College holds immense potential for enriching linguistic education. By incorporating elements of Indian philosophy, literature, and linguistic traditions into the curriculum, students can develop a deeper understanding of language within its cultural context. For instance, exploring Sanskrit literature alongside the study of Indian languages can provide insights into the historical evolution of languages and the inter-connectedness of linguistic traditions, fostering a holistic approach to language learning. Furthermore, integrating Indian knowledge systems in language education at Maharani Kasiswari College can promote interdisciplinary learning, encouraging students to make connections between language, literature, history, and philosophy. By engaging with classical Indian texts and cultural artifacts, students can develop critical thinking skills and a broader perspective on language and culture, ultimately fostering a more inclusive and culturally rich educational experience.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>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 in many ways -</p> <p>BENGALI Hons :- Teaching ,Proof-reading ,Creative writing, Script writing,Publishing house, Administrative Jobs, News reading</p> <p>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.</p> <p>HINDI:- Teaching, Hindi Translator ,Language office</p> <p>SANSKRIT Hons :- Teaching , Priest profession, Editor of Journals and Books,Manuscript Reading, Script Writing,Research Work</p> <p>EDUCATION Hons :- Teaching, Research work,Educational guidance, Job preference in NCERT,SCERT,DIET etc.</p> <p>HISTORY Hons :- Teaching,Civil Service Examination, Jobs in Archives Jobs in Museum,Tour guide, Competitive Examinations</p> <p>PHILOSOPHY Hons:- Teaching,</p>

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.
6. Distance education/online education:	The college is a centre of Netaji Subhas Open University (NSOU), Kolkata since 2013. The college offers Diploma in Pre-Primary Teachers' Training – Montessori(affiliated to NSOU) as one year course. The course is designed to train enthusiastic teachers using teaching techniques and familiarise them with better prospects in the teaching area. The college offers admission in two sessions(through blended mode) – in June and in December session. In our campus, the classes are taken on Sundays and Saturdays. The basic eligibility of admission is Higher Secondary. The college has a good reputation in this subject and many batches have successfully completed the course.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No, an Electoral Literacy Club (ELC) has not been set up in the college as of now. While ELCs are established in many institutions to promote electoral awareness and engage students through various activities, our college has yet to implement this initiative.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	No, the college has not appointed student coordinators or coordinating faculty members for the Electoral Literacy Clubs (ELCs). Consequently, the ELCs are not functional at this time. Additionally, since the ELCs are not operational, they are not representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior	Since the ELC of the college is a newly formed organisation and still in its nascent stage, this year it coordinated with the NSS unit of the college to bring the students into the fold of potential voters. A Two-day programme was held in this regard within the college premises. Along with the NSS unit undertaken the following initiatives were taken: 1. Voter Registration Drive: The ELC Members and the NSS unit actively engaged students in determining which students had yet to register as voters and to

<p>citizens, etc.</p>	<p>encourage them to do so prior to the April deadline. They tried to instill the importance of the registration as part of the democratic right of the citizens and to dispel the general apathy to participate in the electoral process. This was done through dissemination of relevant information in a seminar and organizing voter registration drive within their institutions and local communities, facilitating the registration process and ensuring that new voters are included in the electoral rolls. 2. Mock Polling Activities: To provide practical experience and understanding of the voting process, a demonstration of the polling activities was conducted to help the students and community members familiarize themselves with the procedures and overcome any doubts in the minds of the students. 3. Voter Awareness Campaign: The ELC along with the NSS unit ran extensive voter awareness campaigns aimed at educating the electorate about their rights and responsibilities. These campaigns often included the above seminar and an outreach program to spread information about the significance of voting and ethical voting practices. 4. Assisting Election Administration: Students from NSS volunteer to assist district election administration during polls, contributing to the smooth conduct of elections. This includes roles such as helping in polling booths and providing logistical support. 5. Inclusion Initiatives: NSS unit focus on enhancing the participation of (underprivileged sections of society, including transgender individuals, commercial sex workers, disabled persons, and senior citizens. Efforts are made to address the unique challenges faced by these groups and ensure their active involvement in the electoral process. 6. Promotion of Ethical Voting: Through discussions and educational materials, the ELC and NSS volunteers emphasized the importance of ethical voting, encouraging voters to make informed and conscientious choices. These programmes and initiatives were undertaken to play a crucial role in fostering a more informed, engaged, and inclusive electorate.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in</p>	<p>Yes, Socially relevant initiatives are taken by college through their NSS unit for advancing democratic values by two days awareness programmes 1. Day 1 (22/4/24): This event is designed to equip students with the knowledge and resources they need to</p>

<p>electoral processes, etc.</p>	<p>engage meaningfully in the upcoming elections. Whether you're a first-time voter or a seasoned participant in the democratic process, there's something for everyone at this dynamic expo. Dr. Sima Chakrabarti, Principal, Maharani Kasiswari College also pointed out how the students judge the topics such as understanding ballot measures, deciphering political rhetoric, and spotting misinformation and gain the tools you need to critically evaluate candidates and issues and make informed choices at the polls. A lecture was also given by one of the faculty members of the Political Science department regarding the importance about the electoral process, including voter registration, polling locations, and voting procedures. 2. Day 2 (23/4/24): All Team members of NSS Unit visited local areas near our college areas for encouraging 1st time eligible voters to participate in elections and voter awareness initiatives promote broader civic engagement by understanding public policy issues and advocate for change</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Efforts by NSS UNIT: 1. Awareness Campaigns: NSS unit organize activities and games designed to educate students about the importance of voting and the electoral process, thereby encouraging them to register as voters, 2. Engagement Initiatives: NSS unit conduct hands-on activities demonstration through PPTS and discussions to engage students and stimulate their interest in electoral participation. Efforts by Colleges: 1. Integration of Electoral Literacy: Colleges are incorporating electoral literacy into their curricula, ensuring students understand the significance of voter registration and participation. 2. Extra and Co-curricular Activities: Colleges are designing and implementing activities related to democratic values and the electoral process to institutionalize the mechanism for registering eligible students as voters.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2901	2890	2752	2747	2574

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 48

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
46	47	47	47	37

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
119.99432	111.05924	34.53582	101.4239	34.13409

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Maharani Kasiswari College affiliated to the University of Calcutta is committed to 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.

Initially, the Admission Sub-Committee of the College prepares a detailed schedule for the entire Admission process, successfully completing it up until physical verification of new entrants' documents for each new academic session as soon as the University Admission schedule for UG Courses is issued.

The Orientation Programme for the students is set up on the first day of the commencement of classes. Addressing each new batch of students individually, the Principal of the College and other faculty members inform them of the academic, cultural, career-oriented, and personality-building resources available.

As a result of the unprecedented Covid -19 pandemic and the abrupt closure of educational institutions starting in March 2020, college authorities rose to the occasion and carried out the aforementioned activities and kept in touch with the students via online Zoom or Google platforms.

The curriculum is distributed by the head of each department to the faculties. All courses have organised online class schedules that provide students a respite from the monotony of nonstop exposure to screens. Through the respective WhatsApp groups created for (and by) office staff and teachers, students are informed about the subject-specific online class schedule.

A robust digital capital comprising many synchronous learning platforms: Skype, Zoom, Google-Meet, etc enable an inclusive academic atmosphere in the College. Different asynchronous methods are used for students with poor internet connections and limited data packages, allowing them to access the materials at their convenience. These methods include uploading learning materials to Google Classroom, sharing files in WhatsApp groups, sending YouTube links, and more.

The college has integrated LMS (Moodle) technology so that students can access educational materials and other academic resources with more efficiency.

Two libraries and departmental seminar libraries are available in the college to provide learning resources for the staff and the students.

1. Central Library (Arts books)

2. *Gyandhara* (Science and Commerce books)
3. Seminar Libraries (Maintained by each Department respectively).

Through the Library's NLIST Program membership, teachers and students have access to more than 3 lac e-books and more than 5,000 e-journals. Additionally, the library offers DELNET services for interlibrary loans.

During the pandemic several syllabus-related Webinars were organised by several Departments in collaboration with the IQAC. Students participated with tremendous enthusiasm and produced a variety of electronic presentations.

For effective curriculum delivery, field trips, industrial visits, library visits, educational tours, faculty and students exchange programs, special lectures on different topics by are arranged by all the Departments.

End-Semester Internal and Final Examinations were seamlessly conducted through the online mode, following the University schedule; especially during the Covid-induced time period. Suitable scripts and videos were designed and executed to instruct students on how to download questions and upload answers through a Zoom meeting. To provide more ease to the students step-by-step descriptive instructions were shared in the students' WhatsApp groups. Online Mock exams also proved extremely effective.

For enhanced teaching quality, Institute provides Logistical Support to Faculty members.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 14

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 8.43

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
308	0	20	595	246

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The Institution has been conducting curriculum enrichment courses since 2018 alongside the regular University syllabus. These value added courses such as: Communicative English, NCC, NSS, Pre-Primary Teachers' Training, Self Defence and CLTP Certificate and CLTP Advanced Certificate are mainly career oriented and will increase the scope of self-employment. Being a girls College, Yoga Certificate Course was added in 2019 to equip our students against any potential physical assault in public places and public transportation.

The Institution follows a comprehensive structural program along with a regular curriculum for the enrichment of the faculty members and the students of the Institution. Considering ours' is a girls' college there is an overwhelming focus on gender related issues. The International Women's Day program is organized every year 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 among noted scholars was organised which ensued a critical analysis of his reforms and his fight for women's status.

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, poster 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 are conducted for the physical health and mental well-being of the faculty and the students. On the occasion of the International Yoga Day seminar, poster campaign and yoga demonstrations are organized by the NCC Unit of the College.

Environment consciousness is enhanced by the institution by distributing saplings to the faculty members on the World Environment Day. The ENVS department organizes seminars and workshops and distributes (and plants) plant saplings to observe the World Environment Day every year.

Professional ethics is given highest importance by the incumbents of the Institution. Punctuality is maintained Using biometric system of attendance for all members of staff. The College has nurtured gender harmony. No discrimination is made whatsoever in matters of holding the offices of governance, decision making and participating in the election process of various bodies.

Yoga and self-defence trainings are given to the students and they participate in NSS and NCC programs. The students are exposed to gender related academic discussions and interaction with groups like Lady Purohitis; who question the traditional stereotype and restructure their social status. This is done with the purpose of introducing students to a new outlook in the present world of volatility, uncertainty, complexity and ambiguity (VUCA). Relevant Seminars have been organized for this purpose. Several meditation sessions, workshops and interactive sessions in collaboration with Brahma Kumari Sisters have been organised with the purpose of caring/improving the mental health of all members of the College.

Craft exhibitions are hosted to make students aware of the relevance of recycling and sustainability. Talks and seminars are organized by the Study Circle and NSS for Thalassemia awareness, legal awareness, HIV awareness and awareness against female infanticide and foeticide etc. Students are encouraged to participate in several Social-work activities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 41.16

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1194

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System**1.4.1**

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 60.16

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
970	1028	903	959	890

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1581	1581	1581	1581	1571

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 28.07

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
221	233	135	182	115

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
632	632	632	632	628

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 63.07

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The academic calendar of the college (as per University of Calcutta) is prepared by Academic committee at the beginning of each academic year and printed/included in the College prospectus to be circulated among students at the time of admission. On the basis of this calendar, the college conducts its internal assessment and tutorial assessments adhering to the directives given under CBCS for Science, Arts, Humanities, Library and Information Studies, Commerce, and Tourism and Travel. The Departments hold regular meetings and adopt various strategies for the upliftment of the weaker students and for enhanced/further development of good students. The weaker students are identified and provided remedial classes. Parent-teacher meetings are also arranged when required. Class-notes, print-out and pdfs of various contents are provided by teachers in various departments in cognizance of the demands and the requirements of the students. Special talks, seminars and various awareness programmes for students' enrichment are arranged by various departments of the College. Both teachers and students are encouraged to adapt themselves to the demanding technological innovations. Various ICT tools used by members of the faculty to enhance their lecture delivery are as follows:

- LCD projector based lecture delivery
- PPTs are used to introduce visually stimulating lectures and course content.
- Students are given access to digital contents through Learning Management System (LMS).
- As remedial measures, especially during the pandemic situation, teachers also provided video lectures.
- Various online platforms such as Google-Meet, Zoom and Google Classroom were used to provide easy access to study materials for students.
- Members of faculty of several departments follow a regular mode of evaluation of students through google quiz and MCQ tests through Google classroom.
- In the offline mode classes are conducted in an advanced computer lab system.
- Smart Board in the Computer Laboratory & Classrooms.

Excursions, small tours, educational visits to places of economic, social, commercial and educational activity are done by various departments as deemed fit and suitably befitting the academic calendar.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 91.43

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
49	49	49	49	49

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 45.98

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	22	21	19	18

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Affiliated to the University of Calcutta, Maharani Kasiswari College, conducts the internal assessments as per the prescribed directives of the University. The Head of all departments prepare an examination routine and circulated to students in advance of 2 weeks. The online filling up of forms and generation of the admit card for appearing in examination is through the affiliating University's web portal in the stipulated time. There are various ways which are adapted to conduct internal examination: tutorial, project and internal theory test, viva-voce, class performance, and practical exams on day-to-day basis, are some of the preferred modes. Occasionally surprise tests are also conducted in all streams (science, commerce, humanities and arts) and the students papers are checked and evaluated and informed the correct way of answering with key points. This helps students to enable them to learn better in corrective way and learn from their own mistakes. Formative assessment is also designed according to the need of the subjects in the form of MCQ, VIVA –VOCE , short questions, term-paper, etc. the internal examination numbers are uploaded in the University examination portal by the concerned teachers of each departments. The whole process is monitored by the respective departmental head. The college has efficient teaching and non-teaching staff to monitor and address internal and University examination related issues.

The Grievances related to University examination or internal examination is dealt with special care. Any grievance during the examination is first addressed by grievance committee and if necessary referred to competent authority. If any discrepancy or grievance is found, proper measures are always taken at the right time. Both the teaching and non-teaching staff perform their duties punctually and sincerely. After the publication of the University examination result, if the student is not satisfied with the marks then she can apply for the re-examination of answer scripts , FSI or FSI and re-examination of answer scripts by providing requisite fees in the stipulated time period.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The University of Calcutta designs the curriculum for all the programmes, and Maharani Kasiswari College follows these curricula. While the University does not provide a clear definition of the learning

outcome statement, each department our College is diligent in identifying the learning outcomes of their courses. The institution has established specific objectives for the Humanities, Science, and Commerce programmes. The Departmental Teachers, in collaboration with the members of the IQAC, develop the learning outcomes in accordance with the UGC guidelines and the directives of the National Educators. Instructors articulate the educational objectives of the course at the commencement of every semester. Therefore, students are informed of the course's expectations from the very beginning. The course outcomes are provided to the students concurrently with the distribution of the class schedules.

Programme Outcome Course: BA and BSc .

1. Informed and enlightened citizens by acquiring knowledge of society and polity.
2. Develops literary sensibilities by studying significant writers of English & Indigenous writers
3. Informed citizens by acquiring Reporting and editing skills
4. Able to scale new academic heights by pursuing post graduate and other relevant/ related courses
5. Successful Indian Administrative Services/ State Administrative Services officers.
6. Eligible for recruitment in middle / higher order jobs
7. Successful entrepreneurs in the areas of Lab technicians/ Soil testing/ Mushroom culture/ Horticulture
8. Knowledge of ecology through field work in different regions (for geography)
9. Growing Sensible to community problems
10. Develops Administrative and management skill

Programme Outcome Course: BCOM

VISION

Envisions providing excellent and value-based Commerce and Management Education

MISSION

To equip the students with sound knowledge and application skills to excel in their career.

- To train the students with required levels of competence for employment.
- To make the students globally competent without losing humanity.
- To motivate the students to explore them as Women Entrepreneurs.

PROGRAM OUTCOMES:

1. The Bachelor of Commerce (B. Com) equips graduates with the knowledge and technical skills necessary to understand and participate in the modern business world. The course also prepares students for subsequent graduate studies and allows them to achieve the highest level of success in their professional careers.
2. To enhance the employability skills of the commerce students.
3. To prepare students to take up higher education to become business scientists, researchers, consultants

and teachers with core competencies.

4. To understand the concept of Women entrepreneurship and design a business plan.
5. To develop ethical managers with interdisciplinary approach, recognize and understand the ethical responsibilities of individuals and organizations in society.
6. To cater to the manpower needs of companies in Accounting, Taxation, Auditing, Financial analysis and Management.
7. To critically evaluate new ideas, research findings, methodologies and theoretical frameworks in a specialized field of study.
8. To develop human resources to act as think tank for Business Development related issues.
9. Graduates of this degree will be productive workplace communicators.
10. B.Com Graduates will have the capacity to work collaboratively and productively in groups. Use basic mathematical and statistical tools of analysis apply critical and analytical skills and methods to the identification, evaluation and resolution of complex problem.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Measurement of Course Outcomes for the Continuous Internal Assessment:

With the 2017–2018 academic year, our college began offering outcome-based education to undergraduates. Each question in the ongoing internal evaluation tests and components is related to course results. Course outcomes are based on continuous internal assessment exams, components, and course exit surveys. The course outcomes target is based on the performance of past graduates. The projected course outcome is based on the cumulative probability of prior batch grades. This probability comes from prior students' top grades. We expect the anticipated attained level, or percentage of students, to be 20% higher than average.

Continuous Internal Assessment Tests

The question papers are organised according to the assessment pattern, and the Bloom's Cognitive level along with the outcomes that are indicated is included in the curriculum that has been authorised.

Components

The components are presented at the higher order cognitive levels which are attained throughout the course. The nature of the components is determined by the faculty member who is responsible for that category. Worksheets, quizzes, mini projects, case studies, presentations at seminars, reviews of journal papers, and other types of supplemental materials are included in the components.

Course Exit Survey

A survey is conducted on graduating students to obtain feedback on the completion of their courses as well as their evaluations. This exit survey captures students' perception regarding the achievement of course objectives.

The assessment framework for Course Outcomes, Programme Outcomes, and Programme Specific Outcomes is outlined below:

Outcome-based assessment is conducted at three levels:

- i. Course outcome
- ii. Program / Program specific outcome
- iii. Program Educational Objective

Level 1: Course Outcome (CO)

Calculation: CO = Direct Method + Indirect method

? Direct Method: **Examinations.** Maharani Kasiswari College administers an internal examination that includes attendance (10%), internal assessment (IA) (10%), and tutorial examination (15% for non-practical subjects)/practical examination (30% for practical subjects) in accordance with the University of Calcutta's regulations. Furthermore, Maharani Kasiswari College implements ongoing internal evaluations through project-based assignments, discussions, and class tests to assess course outcomes and offer students the chance to enhance their performance. such as the scheduling of remedial classes. The students who achieve the highest scores in the University examination are recognised in order to inspire others to perform well and boost their morale.

? Indirect Method: **Feedback Reports.** Feedback forms, each of which is worth a maximum of 20 marks, are distributed among the students. The average score is obtained based on the student's responses. The attainment level score for each course is determined by combining 80% of the direct method score and 20% of the indirect method score.

Weightage Sample:

DIRECT METHOD 98%
ASSESSMENT WEIGHTAGE
INTERNAL EXAM I 59%
INTERNAL EXAM II 59%

INDIRECT METHOD 2%
ASSESSMENT WEIGHTAGE
FEEDBACK 100%

Level II: Program Outcome Calculation (PO)

Based on the CO – PO mapping, we know the level of impact in each PO's.	
CO's	PO MAPPING LEVEL OF IMPACT
CO1	PO1 H
	PO2 H
	PO3 L

? H – High (3), M – Medium (2), L – Low (1)

? CO value is multiplied with PO level's and apply weighted average formula to obtain the final PO.

? Overall PO is calculated from the Average of all courses PO.

Level III: Program Educational Objective :

Based on the PO – PEO mapping, we know the level of impact in each PEO.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)**Response:** 79.55**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
688	707	701	409	339

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
868	749	721	667	570

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.41

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 1

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	1

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Integrating Indian knowledge systems into the teaching of languages such as Sanskrit, Bengali, Hindi, and English at Maharani Kasiswari College holds immense potential for enriching linguistic education. By incorporating elements of Indian philosophy, literature, and linguistic traditions into the curriculum, students can develop a deeper understanding of language within its cultural context. For instance, exploring Sanskrit literature alongside the study of Indian languages can provide insights into the ontology of languages and their philological influence thereby fostering a holistic approach to language learning. By integrating Indian knowledge systems in language education, the College can promote interdisciplinary learning; encouraging students to make connections between language, literature, history, and philosophy. Engaging with classical Indian texts will not only provide an enhanced perspective of language and culture, it will also aid in the development of the critical thinking of the students. This will eventually promote a more inclusive, culturally diverse and rich educational experience. The research projects conducted by the Department of Food and Nutrition of Maharani

Kasiswari College opened the cultural horizon as well as aid in knowledge transfer. The outcome of the projects also helped to build a well-equipped laboratory infrastructure for research oriented NEP 2020 curriculum requiring dissertation at Undergraduate levels.

The College is committed to create an ecosystem for transfer of knowledge and innovation. It is gradually working towards the creation of an Incubation Centre in the College premises. As part of this initiative, the college has entered into Memorandum of Understanding with a number of other colleges. We have started working in tandem with these colleges to facilitate faculty exchange, collaborative seminars/webinars/ workshops that showcase integration of knowledge and the coming together of various disciplines to promote interdisciplinary academic activities. The Research Cell, and The Study Circle and Seminar Committee of the College have also conducted several interdisciplinary seminars/webinars as footsteps towards the creation of a fully functional Incubation Centre in the College premises. In the coming academic years, the College has planned to invite Guest speakers and organise workshops to sensitise the staff (teaching and non-teaching) regarding IPR, acquaint them to the process of the establishment of the IPR Cell and its purpose. Members of the faculty are encouraged to run plagiarism check before submission of any research work and academic writing. At present the faculty members use online plagiarism detecting tools such as a) Drillbit Plagiarism Detection Software b) Turnitin, and c) Plagiarism Checker. Students are also encouraged to submit original academic writings for their Tutorial Assignments and must run plagiarism check before final submission.

The College has ensured that selected faculty members were sent to attend NAAC/ NIRF Orientation Workshops organised by the Department of Higher Education, Government of West Bengal to keep them abreast with the necessary requirements of UGC and to take necessary steps thereafter; such as initiatives towards the establishment of an Incubation Centre.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 76

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
16	12	26	3	19

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.25

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	2	5	1	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.79

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7	11	10	7	3

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities**3.4.1**

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The College has made its noteworthy contribution towards society and environment by consistent and active participation in promoting College-Neighbourhood Networking through its NSS and NCC Units. Emphasis is given to student engagement, service orientation and holistic development of students; eventually contributing to the grooming of responsible and competent citizens.

Our NCC & NSS volunteers along with faculty members who choose to volunteer actively participate in the rallies on AIDS awareness programs. Both the Units have consistently invited esteemed guest speakers to deliver talks on various health related issues to raise awareness among students. Health camps, blood-donation and haemoglobin checkup camps are also organised in collaboration with government and non-government organizations. Invited speakers deliver talks covering a broad spectrum of issues such as: nutrition and female health centric issues and personal hygiene. Working in tandem with other individuals, and with diversified social groups enables students to gain more confidence, seek autonomy, develop appreciation for others, learn to negotiate, communicate, manage conflict and gradually develop leadership acumen. Such programs sensitize the student volunteers towards the social issues and resolve challenges of the lesser privileged sections of the society.

Various extension activities that are regularly organised /participated in by the College are listed below:

1. Swaach Bharat Abhiyan and Clean India Programme.
2. Blood donation camps, Seminars etc.
3. Awareness programs on AIDS, Leprosy, and Cancer prevention
4. Dengue, Malaria Awareness program
5. Beti Bachao Beti Padao
6. Environmental pollution Awareness Program
7. Ocean Day, Earth Day & No Tobacco Day Celebration
8. Save water Awareness program
9. Punit Sagar Abhiyan Rally (Awareness Program Model Rally)
10. Tree Plantation & distribution program.
11. **International Cycle Rally 2019 to Bangladesh (11th Dec 2019 to 18th Dec 2019). Theme: "International Greenery Awareness"**

This is done with the dual objective of a) sensitizing the students about various social issues, and b) to make significant contribution to the community and strengthen community participation.

Our students wholeheartedly participate in Blood Donation Camps to spread awareness about the requirement of donating blood. The mass participation of students in social-awareness activities like No Tobacco Day, and Cancer awareness rally express their inner values of compassion and harmony. Various Departments of the College organizes regular activities on social & environment issues including seminars, tree plantation drives, and invited talks by social figures, orientation programs, celebration of Yoga day etc. Such events, witnesses mass participation of our students.

Classes in collaboration with Martial Arts training Schools have been organised in the College premises to demonstrate and instruct girls on weapon training and preparation for B and C Certificates. This acts as a stimuli and a significant source of inspiration for the students to embrace self-defence and serve our nation for a good cause.

The College makes a conscious effort to raise social-awareness regarding the significance of clean surrounding, hygiene, sanitation in the neighbourhood, garbage disposal, and to sensitize the community at large to these vital issues.

These initiatives eventually lead to informed, balanced and responsible citizens.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Kanyashree Award

The Maharani Kasiswari college has been awarded the first prize in the academic year 2018- 19 and the second prize in 2022-23 in Kolkata District by the Department of Women Development and Social Welfare, Government of West Bengal for the successful coverage of Kanyashree Prakalpa which is aimed at improving the status and wellbeing of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their marriages until the age of 18, the legal age of marriage. The Maharani Kasiswari College successfully covered 362 student beneficiaries in 2018-19 and 122 number of students beneficiaries in 2022-23. These recognitions indicate that the motto of Maharani Kasiswari College in promotion of women's education and progress exclusively has been fulfilled.

Plastic Recycling Workshop during Puneet Sagar Abhiyan 2022

The NCC unit of Maharani Kasiswari College has been awarded for Plastic Recycling Workshop during Puneet Sagar Abhiyan 2022 by the Commanding Officer, 19 Bengal Bn NCC , Kolkata for performing outstanding commitment, resourcefulness participated enthusiastically in conducting; Also, items prepared by the team were showcased during RDC-2023 that received a huge appreciation from all visiting dignitaries during the 2022-23.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 18

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
04	06	03	03	02

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 23

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college shares its premises with two other sister colleges since its inception in 1964. In recent times, the college persistently strives to ensure optimum utilization of the space available. It has accommodated ergonomic extensions and changes in the space which is available exclusively for Maharani Kasiswari College.

Basic infrastructural facilities:

Total Land Area	Main Building + Annex Building: approx. 25.8 <i>katha</i> , Science Building: approx. 6.5 <i>katha</i> , Hostel-Building: approx. 8.5 <i>katha</i> Total: approx. 40.8 <i>katha</i> (1.26 acres)
Total Number of Buildings	01 Main Building 02 Annex Buildings 01 Science Building 01 Hostel Building
Special Infrastructural Provisions	The buildings are facilitated with Ramps wherever necessary, adequate toilets, 02 Common rooms for students, CCTV cameras at key positions.

Classrooms and others:

- 1.39 classrooms
2. Whole college campus is Wi-Fi as well as LAN enabled.
3. One dedicated smart seminar room with ICT facilities and another provisional/make-shift seminar room (Room No.8 and SB 06).

- 4.06 well equipped laboratories
5. Two very resourceful libraries (Gyandhara Library used exclusively by Maharani Kasiswari College. The library is facilitated with adequate desktops to be used by students and teachers. The library also has a spacious reading section for students and teachers of the College).
6. Portable projector based teaching-learning provisions.
7. Electronics Lab and laboratory provision for Food and Microbiology.

Laboratories:

Well-equipped laboratories for the Departments of Food and Nutrition, Geography, Psychology and Computer Science.

ICT Facilities:

1. College subscription for Zoom (pro-version), G-Suite and Library subscription to N-List.
2. 61 computers for teaching-learning. LAN connectivity, Wi-Fi Connection.
3. Total Bandwidth ≤ 100 mbps
4. The College Library maintains the service of cloud-based Learning Management System through Moodle to act as facilitator of educational platforms through blended mode (link-<https://moocs.mkclibrary.ac.in/>).

Instrument List for Lab-based Departments:

Department	Name of Instruments
Geography	Theodolite, Prismatic Compass, Dumpy level, Barometer, Frotein Barometer, Hygrometer, Rain Gauge, Calipers, Soil Testing Kit, PH Meter, Refractometer, Max. and Mini Thermometer, Abney Meter, Clinometer, Maps (Toposheet and Weather Map), Rocks and Minerals, GPS.
Psychology	Apparent Timer, Kymograph, Screen, Recorder, Stand, Weight Box, Hand Rest, Stopwatch, Kohs Block Design, Cube Construction, Metronome, Drum, Tray, Computer etc.
Computer Science	Well connected netowrked computers, Smart Boards.
Food and Nutrition	Weighing Machine, Digital Weighing Machine, Weighing Balance (5), Barometer, Spectrophotometer (2), Sphygmomanometer (5), Stopwatch (2), Hemoglobinometer, Centrifuge, Autoclave (2), Incubator, Laminar Airflow, Water bath (2), Refrigerator (2), Hot Air Oven, Muffle

	furnace, Magnetic Stirrer, Micro-oven, Induction Stove, Microscope (10), Stethoscope.
Electronics	Integrated Circuits, Microprocessor-8085, Power Supply, Voltmeter, Microcontroller-8051, Bridge Rectifier, Ammeter, CRO, Function Generator, Bread Board.

Numerous tools and machines are available which contributes to the proper and efficient functioning of other important areas in the college

List of Machines:

Allotted Area	Machines
Library	Computer Server, Mounted Scanner, Computers, Barcode Reader, Barcode Printer, Wi-fi Router, Wi-fi Dongles, Laptops, Printer-cum-Scanner, Blower, CCTV, Intercom, Network Switch Rack, AC.
Smart Classroom/Seminar Room	Projector, Portable-projector, Smart Board, Audio System, AC.
Office	Computers, Intercom, Printer-cum-Scanner, Biometric, AC
NCC	Laptop
Gymnasium	Treadmill, Abdominal Trimming, Twisters, Ten Sessions, Bench Press, Dumbbell and Parallel Bar.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 55.44

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
58.82	38.99	51.15	54.89	18.53

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The College Library is a true embodiment of the academic rigour and practice of the College. The College has two well-maintained and modern libraries named as Central Library and Gyandhara Library. The Central Library is on the 2nd Floor of the Main Building and Gyandhara is on the first floor of the Science Building. The library has more than 27000 volumes and physical journals.

Specification of Integral Library Management System (ILMS)

Name of ILMS software --- KOHA

Name of Automation --- Partially

Version --- 22.11.00 (Latest Version)

Automation started ---- 2018-2019

KOHA Server---

URL of Online Public Access Catalogue : <http://115.187.57.37:8001/>

URL of KOHA Server: <http://115.187.57.37:8000/>

The Institution has subscription for the following e-resources:

1.E-Journal (From N-List Subscription)

2.E-Book (From N-List Subscription)

Library Collection:

Library Service Type	Number
Text Books	30007
Reference Books	236
E-books	300000+
Journals	0
E-journals	6200+
Digital Database	0
CD and Video	04
Weeding (Hard and Soft)	0
Others	04

Amount spent on purchase of Books and Journals:

Year	Books	Expenditure on the purchase of Journals	Subscription to e-journals and other e-resources	Total
2023-2024				
2022-2023	--	--	--	2,99,071
2021-2022	19,324.00	0.00	5900.00	25,224.00
2020-2021	0.00	0.00	5900.00	5900.00
2019-2020	2,34,792.00	13500.00	5900.00	2,53,592.00
2018-2019	1,27,663.00	800.00	5900.00	1,34,363.00
2017-2018	1,52,000.00	1200.00	5900.00	1,59,100.00

Learning Management System (LMS):

The Library maintains the service of cloud-based Learning Management System through Moodle to act as facilitator of educational platform through blended mode (link: <https://moocs.mkclibrary.ac.in/>). In the LMS system, all the courses, defines by the University of Calcutta have been created within the Moodle instance along with the assignment of role of Head of the Departments, teachers and students.

VIDWAN Portal:

VIDWAN is a portal developed by the INFLIBNET to manage academic profile of faculty members of an academic institution. College librarian, Mr. Anindya Basu is acting as Nodal Officer to create and maintain the academic profiles of all the faculty members of the college.

Facilities provided by the Library:

- N-LIST Consortiun for E-Resources
- Book Circulation
- Reference Service for Teachers and Students
- Reprographic Service
- Computers for Students and Teachers

DELNET Services:

The College had subscriptions of DELNET service from August, 2016 to August, 2017. Subscription was thereafter renewed from February, 2020 to February, 2021.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college has created an good IT Infrastructure and excellent Internet facility to cater all the needs of the office, computer lab, library as well as for students. The campus is completely Wi-Fi enabled.

Place	No. of Computers
Library	13 Desktop Computers
	1 Server
	3 Laptops
IQAC	2 Desktop Computers
Computer Laboratory	30 Desktop Computers
Electronic Laboratory	1 Desktop Computer
Office	11 Desktop Computers
Office	2 Laptops
Principal Room	2 Desktop Computers
Principal Room	1 Laptop
Psychology Laboratory	1 Desktop Computers
Food and Nutrition Laboratory	1 Desktop Computer
NCC	1 Laptop
NSS	1 Desktop Computer
Total Computer, Laptop and Server	79
Other Electronic Gadgets	
Library	Printer -2
	Barcode Printer - 1
	CCTV
Office	Printer – 6
	Photocopier – 1
	CCTV
Principal Office	Printer - 2
	CCTV
Psychology Laboratory	Printer - 1
NCC	Printer - 1

Purchase Summary of Computers [Last 5 Years]

2018-2019

SL NO	ITEM	QUANTITY
1	LAPTOP(HP)	3 PC
2019-2020		
SL NO	ITEM	QUANTITY
1	DESKTOP	3
2	DESKTOP	2
3	destKTOP(I7)	1
4	LAPTOP	2
2020-2021		
SL NO	ITEM	QUANTITY
1	LAPTOP	2
2021-2022		
SL NO	ITEM	QUANTITY
1	DESKTOP COMPUTER	8 PC
2	LAPTOP WITH BAG	1
2022-2023		
1	DESKTOP COMPUTER	22
2	LED MONITOR	8
3	UPS	16
4	PRINTER	1
5	PROJECTOR STAND	1

Internet Facility

The college has taken High-Speed internet facility from Alliance Broadband Services. To balance the load of the internet as well as to facilitate the data requirement to all stakeholders, the college has taken three different accounts to Computer Laboratory, Library and the Office. The details are as follows –

Place	Internet Service Provider	Renewal	Bandwidth
Library	Alliance Broadband UTSAV Package	Yearly – Rs. 7000/-	50 MBPS(previously), 100 MBPS(previously), 140 MBPS(Now)
Office and Principal Room	Alliance Broadband Package – SMART	Monthly – Rs. 1003/-	50 MBPS
Computer Lab	Alliance Broadband Package – PREFERRED	Monthly – Rs. 1003/-	50 MBPS

Summary Table of the Cost of Computer and Its Maintenance

Year	Cost Incurred

2018-2019	2.5749 Lakhs
2019-2020	4.88672 Lakhs
2020-2021	0.93321 Lakhs
2021-2022	4.29076 Lakhs
2022-2023	9.74773 Lakhs

File Description	Document
Upload Additional information	View Document

4.3.2**Student – Computer ratio (Data for the latest completed academic year)****Response:** 74.38**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 39

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 28.21**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
25.44039	26.36826	8.89913	27.02538	25.4117

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 28.31

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1187	827	535	712	664

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 2.54

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
127	23	202	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 1.05

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
19	05	00	03	03

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
688	707	701	409	339

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.18

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
04	00	01	00	00

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 4

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
02	00	00	01	01

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.3.2**

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
09	05	05	07	03

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**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

Response:

The Alumnae Association was created on 1st June, 2005. The College has a registered Alumnae Association, called *MAHARANI KASISWARI COLLEGE PRAKTANI*, with the moniker “*Praktani*”. It is a registered body under West Bengal Societies Registration Act, 1961 Registration no. S/1L/29693 of 2005-2006. This is the common platform for everyone to interact. Maharani Kasiswari College had organized a grand Alumnae Meet on 30th September, 2018 --- ‘*Abar Dekha*’. The College is gearing up for the next Alumnae Association Meet on 30th June, 2024. The College could not arrange an Alumnae Association Meet in the interim period due to the unprecedented Covid-19 pandemic and the subsequent lock-down. The College nurtures a strong bond with the Alumnae, superannuated former members of the faculty and retired non-teaching staff. Many of the Alumnae participate in various activities of the College such as College Social, College Picnic, Saraswati Puja, Sports etc. The College often invites former members of the faculty as guests of honour in the said events; therefore adding grandeur to these events. It will not be an exaggeration to state that the College takes immense pride in maintaining its relationship with all, who are/were once a member of this College ‘family’ and therefore the Alumnae Association continues to remain an integral part of the College.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The vision of the college is **M**-Mastery over various subjects, **K**- Kindle the minds of students and **C** – Champion various causes while the mission of the college is to **E**nlighten, **E**mpower and **E**nrich the students. The various plans and programmes of the college are framed by the Governing Body and the Principal together focusing on the endorsed vision and mission.

Various administrative and academic departments of the college are effectively governed through IQAC, Teachers' Council, Development committee, Research Cell, etc. to uphold the vision and mission of the college.

Different committees under the convenorship of a teacher or a non-teaching staff assist the Principal in the overall management of the various operations of the college, such as, admission, academic coordination, conduct of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, etc. The management mobilizes funds for upgradation of infrastructure, laboratory, library and office, along with creating environment friendly campus/premise.

Prospective plans toward accomplishing the vision and mission of MKC:

- To enhance the quality of education, the college has introduced a number of new subjects and is trying to start post-graduate courses as well as certificate courses.
- To broaden the exposure of students, the college has entered into MoU with other institutions, has arranged faculty exchange, talks by eminent experts and has encouraged collaborations on research projects.
- To inculcate a research oriented culture, faculty development programmes are arranged, financial support is provided for faculty participation in seminars and members of the faculty are encouraged to publish research papers.
- We have seamlessly adopted the NEP 2020 & we are augmenting our teaching-learning process accordingly, already having introduced blended learning infrastructure.
- To cater to the changing needs of the students, classrooms and laboratories have been extended and upgraded with high speed internet facilities. Library facilities have been thoroughly upgraded with extensive provision of digital resources.
- To promote inclusivity, different awareness programmes, seminars on human rights, International Language Day is organized. Different gender sensitization drives are organized and International Women's Day is celebrated every year.
- For the holistic development of students, inter college and intra college extracurricular activities

and cultural activities are organized.

- Sports infrastructure has been developed along with a well- equipped gymnasium and coaching facilities for maintaining the fitness of students.
- Psychological counselling, mentoring and awareness drives on mental health issues are arranged to ensure the overall well-being of the students.
- The Placement Cell organizes regular campus recruitment drives, workshops on job opportunities, and soft skills.
- To empower students in the job market, campus placement drives are arranged, soft skill development workshops are organized.
- To empower the girl students, in particular, the college arranges for Self Defence and Yoga courses.
- Workshops on nutrition and health are conducted regularly.
- Health check-up camps, blood donation camps, sustainability programmes are organized since the College believes in a holistic development of not only the students but also the teaching and non-teaching staff.

The college has pledged to create a ‘thalassaemia free’ space. Regular tests are arranged with consent from parents/ guardians. Awareness regarding health and hygiene and confronting prejudices centred around diseases is addressed with regular programmes organised by the NSS and NCC units of the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The College believes in effective leadership and efficient work culture. This is done by a cooperative working ambience where the Principal works on the advice and active co-operation of the IQAC, Teachers’ Council, Office and different subcommittees.

Decentralization in academic matters:-

The IQAC proposes different policies for quality improvement in teaching-learning. The Principal places the proposal to the management of the college and implements them with the help of the IQAC.

An active role is also played by the Teachers' Council. It is chaired by the Principal and an elected teacher is the secretary to the Council. It discusses different academic issues like examination, results, students' attendance, various decisions regarding teaching methods, up gradation of academic performance etc.

The Admission Committee and the Academic Sub-Committee together shoulder the responsibility related to admission. The Routine Committee prepares the timetable by co-ordinating with each of the departments. The Library Committee looks after the purchase, subscription, maintenance and up gradation of library facilities. The Sports Committee organizes Annual Sports and coordinates the participation of students in various sports events all-round the year. The Cultural Committee organizes a number of creative cultural activities and competitions. The Departmental Heads of each department are members of Academic Committee headed by the Convenor.

Decentralization in administrative matters:-

Three faculty members are selected/elected as Teachers' Representative in the Governing Body of the college. A senior faculty member acts as the Academic Convenor. A competent faculty member is selected as the Bursar. Few teacher members are often selected as coordinators of self –financed courses like Tourism and Travel Management

The distance learning centre of Netaji Subhas Open University (NSOU) also is coordinated by a teacher and office staff.

Teachers fulfil their executive responsibilities as members of Finance Committee, propose a budget and coordinate the financial disbursements

Teachers are also members of Anti-Ragging Cell, Discipline Committee, and also organize counselling for students

For up gradation and maintenance of facilities, the college has a Building Committee which oversees the maintenance and development of the College premises, the buildings and the entire area surrounding it.

Decentralization in extra-curricular activities:

Teacher representation and leadership is evident in extension activity committees like NCC, NSS, Cultural Committee, Placement Committee, and Student Welfare Committee.

Participative management is visible in students' representation in administrative bodies, IQAC, student affairs, sports, etc. Student office bearers are assigned responsibilities of leadership, and management of Annual Social, arranging seminars, Saraswati Puja, extracurricular activities like blood donation camps, etc. Non-teaching staff have representation in the Governing Body, IQAC, Admission Committee and all important committees.

Highlights :

- **Online access to study materials and implementation of Online classes during the pandemic**
:

During the pandemic online classes and online examinations were conducted smoothly without any hindrance to help students to continue with their studies without a break.

- **LMS system for continuous education:** the College has an LMS which enables the teachers and the students to upload and access classes, study materials and other educational information which has proved extremely beneficial for the students
- **Digital groups for rapid communication:** there are digital groups , both centrally maintained and department-wise, that updates the teachers and students 24x7 regarding everything concerning the College; all notices, updates reach all the members of the College in few seconds due to this active system of communication.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Appraisal of Teachers' Appraisal of the staff members is a primary focus of any institution and Maharani Kasiswari College is no exception to this. The College believes in a continuous appraisal of the teaching and non- teaching staff members through the following methods:

1. Career Advancement Scheme (CAS):

Career Advancement Scheme for all teachers who become eligible for the different stages of promotion. Academic performance of each individual teacher comes under serious scrutiny by IQAC and recommended to the Governing Body for approval and finally forwarded to the Directorate of Public Information, Govt. of West Bengal.

Appraisal of Both Teaching and Non- Teaching Staff:

2. Students' feedback:

Since students are the most important beneficiaries of an educational institution, their feedback is of utmost importance for the appraisal of a college. Students' feedback is taken at regular intervals to appraise teachers and non-teaching staff. A feedback form, covering all areas of College education like classroom teaching- learning process, regularity and attendance of teachers, communication skills of teachers, knowledge about subject matter, remedial classes and doubt removal classes etc.; college administration like information disbursement, office support, form fill ups and submissions, admissions, etc.; non- teaching staff support , is devised, distributed and collected from students.

Another very important appraisal aspect is the parents' feedback. Since the College believes in a holistic development, it also collects feedback from the parents who also give a time-to-time appraisal regarding the teaching and non- teaching staff members. Meetings are organized also to have physical interaction between students, teachers and parents so that, other than online, offline and face-to-face interaction can take place for betterment.

Welfare of Teacher and Non- teaching Staff members:

Being a Govt. aided college, following welfare schemes are given to all its employees: -

1. Puja Holidays are given to all the members of the College according to the order of the Higher Education department.
2. There is a scheme of Group Insurance.
3. Maternity (180 days) and paternity (15 days) leaves, Childcare Leave for Female
4. Employees (2 years)
5. Provident fund for the employees of the college.
6. Medical Insurance facility (West Bengal health Scheme for teachers and Swastha Sathi for non-teaching staff) of the college.
7. Casual leave of 14 days, Medical Leave of 10 days, Compensatory leave (for working on holidays and Sundays) are allowed for all employees
8. Duty-leave for faculty to attend seminars, conferences, FDP, RC, OP, and any other courses which are required for the career development of incumbent and quality enhancement of the institution.
9. Study-leave for advanced study and research .
- 10.The Maharani Kasiswari College Cooperative Credit Society sanctions Loans to Members at a low interest.
- 11.Prompt facilitation of Provident Fund loans.
- 12.There is a provision for providing Festival Advance/ Bonus to teaching/ Non-teaching staff
- 13.Faculty members are eligible for earned leave.
- 14.Organizes tour, picnic and sports activities for the staff.
- 15.Staff trainings are organized to enhance their skills.
- 16.Internet and free Wi-Fi facilities are also available.
- 17.Gym is also accessible for the staff.
18. There is also an Employees' Cooperative Credit Society for all permanent teaching and non-teaching staff.

Teachers' Feedback from Students

<https://mkc.ac.in/reports/teachers-feedback-report-2022-23/>

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 33.04

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
16	15	25	13	06

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
01	00	01	00	01

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Institution conducts internal and external financial audits regularly and this helps in the successful and effective functioning of the institution.

Resource Mobilization & Utilization:

The college maintains the account of the receipts and payments, both in online as well as offline mode, as per convenience of the students and regular reconciliation of statements generated from various categorized accounts of different banks. Departmental requisitions and utilization statements are submitted to the office for approval from the Principal and then ratified by the Finance Committee and then by the GB. This helps in the maintenance of proper and transparent disbursement of funds.

Receipts and disbursement of salary is procured from government and college funds. This entire process is conducted through a government approved HRMS portal maintained by Finance Department, of the Govt. of West Bengal. For any other grant, the receipt and disbursement are handled exclusively by the

college financial sections. Provident Fund Statement of all employees are maintained separately. E-filing of TDS and any other compliances of the Tax Authority are done regularly in stipulated time. These processes have been automated and digitalized in the recent past.

Absolute transparency is maintained for every required purchase through quotation calls by posting e-tenders on the college website. Quotations are verified and selected by the members of the Finance Committee and then placed in the GB for final selection. The work-order is issued thereafter.

Internal Audit:

The entire financial transaction of the college is maintained and monitored through regular audit. Internal audit is conducted under the supervision of Bursar of the College with the help of the office staff and experts of accounting system. It is then verified and approved by a GB approved audit firm -Debabrata & Associates. The whole process is duly approved by the Governing Body.

External Audit :

The external audit takes place annually after the completion of every financial year under an External Statutory auditor, approved by the DPI, Govt. of West Bengal

The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.

Departmental Requisition Register, Purchase Registers, Stock Registers and Asset Registers are maintained and updated regularly. This is cross verified by the office and then recorded.

The Utilisation Grant Certificates are also audited by the external auditor, in accordance with the grants received by the College.

Questions of any kind during the audit are promptly addressed by presenting relevant documents to the auditors. Every effort is given to maintain transparency in the financial records, and also to record corresponding documents of each financial transactions.

A Government approved Chartered Accountant firm , L.K.Bohania & Co. has conducted the external audit for the last few years. Having fulfilled the standard norms the college is then presented with the signed audit report.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

In order to enhance the quality of the institution in all spheres according to its vision, various quality assurance strategies have been initiated by the IQAC of the institution. Two of them have been described below:

1. All the faculty members are encouraged and supported to participate in various FDPs like Orientation, Refresher Courses, Short Term courses, Workshops, Seminars and conferences related to the teacher-learning process and research. This is done with the intention of renewing skills of the teaching faculty so that the entire teaching process is enhanced in quality.

Our non-teaching Staff are also encouraged to participate in administrative training programmes for the smooth and efficient running of the office and administration.

Encouragement is given to teachers to attend workshops relating to NAAC and the feedback given by the participants is worked upon. There have been talks in the College by experts in the field of NAAC assessment which have helped in streamlining the preparation of AQARs and the SSR.

For the students several skill enhancement ability courses along with Certificate Courses have been introduced for various subjects like Communicative English, Computer Application and Pre-Primary Teaching Courses. These courses are offered at lowered cost to be affordable to the students. This helps the students to bridge the rigid confines between various disciplines and move towards a multi-disciplinary form of education.

1. 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 help-lines which are manned by members of the admission committee through which all applicants can get adequate information to their queries. These numbers are active throughout the admission period. Moreover, accounts on social media (like Facebook, WhatsApp) are used to assist new as well as current session candidates. These are also monitored under the auspices of the IQAC.
2. The IQAC monitors the Infrastructural development and the enhancement of ICT provisions for teaching-learning development.
3. The IQAC in collaboration with the NIRF nodal officer and the members have been successfully the requisite formalities for NIRF since 2022. The college has also registered for NIRF 2023-2024.
4. The IQAC also regularly monitors the CAS appraisals of members of the faculty.
5. Regular seminars/webinars have been conducted by the Research Cell, and the Study Circle and Seminar Committee in collaboration with IQAC.
6. The IQAC is actively involved with AISHE.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Gender Equity

The College is an all-women's institution and ensures in every possible way to offer students opportunities to acquire requisite competencies to excel in an otherwise patriarchal system.

First and foremost, the college has designed and implemented courses not only to help them becoming scholastically competitive but also to perform successfully in co-curricular activities. They are encouraged to participate in various sports-related and cultural events including debate, elocution, creative- writing, song, recitals, drama and dance.

Secondly, students are free to report any form of cyber-bullying or virtual harassment to teachers who work in tandem with Grievances Redressal Committee and the Internal Complaints Committee to resolve these issues.

Thirdly, the Career Development and Placement Counselling sub-Committee works round the year (including the pandemic sessions) to organize interviews, industry-based training workshops encouraging students to prioritize professional choices and to update their technological skills. Additionally, Yoga, Self Defence classes are held to boost students' moral and to equip them to resist molestation. There are sanitary napkins vending as well disposal machines in the college.

Gender equality is one of the key challenges that the society is facing today. The college regularly promotes programmes on gender equity. 80% of the staff are women. Our students have participated in various gender equity programmes as given below:

- **Programmes on Gender Sensitization:**

- Observing International Women's Day
- "Beti Bachao, Beti Pado" campaign
- Drama on Woman Empowerment
- Drama on Gender Discrimination
- Seminar Lectures on Gender Sensitivity

Poster Competition on "Women in Leadership"

Our students have won accolades in several sports events as mentioned in the tables below:

2018-19:

Name of the Event	Date of Event	Number of Participants
Inter- collegiate Athletes Games and Sports Championship	15/01/2019 and 15/01/2020	10
Women's Self Defense Techniques Presentation	01/04/2018 and 31/03/2019	196
Career Development and Counselling Sessions to ensure exposure to Industry and its requirements	01/04/2018 and 31/03/2019	724

2019-2020:

Name of the Event	Date of the Event	Number of Participants
World Aids Day Rally from Swasthya Bhavan, Salt Lake to Barrackpur.	01/12/2019	16
Cycle Rally from Maharani Kasiswari College, Kolkata to Dhaka, Bangladesh.	11/12/2019 to 18/12/2019	05
Inter College District Sports Championship organised by Education Directorate, Government of West Bengal.	15/01/2020	10
Inter College <i>Kho-Kho</i> Championship	13/01/2020	09
Inter College Athletic (Men and Women Championship, University of Calcutta)	10/12/2019 and 11/12/2019	05

2020-2021:

Name of the Event/Course	Date/Duration of the Event	Number of Participants
Diploma in Pre-Primary Teacher Training Montessori	Included during Even Semester of the College	35
Travel and Tourism Management Vocational Course	Included in College Semester System	27
World Aids Day Rally from Swasthya Bhaban, Salt Lake to Madhyamgram, Police Line.	01 December, 2020	16
District Level Yoga Show at	26, January 2021.	10

Baranagar Netaji Park		
All Bengal 9kms Road Race, organised by Barrackpore Police Commissionerate	06 February, 2021	05

For safety and security of the students, the college has hired security guards (Two Govt. paid guards along with two private security guards). CCTV cameras are installed in different places like entrance, corridors, main building, office, Principal's room, Science Building and Laboratory to ensure the security of students. Awareness campaigns on women safety and gender sensitivity through street plays, rallies and camps are regularly organised by the NSS and NCC Units.

The other measures that the College has taken to provide an adequately safe environment for both its female students and female staff are:

- **Anti Ragging Committee:**
- **Internal Complaints Committee:**
- **Zero Tolerance Policy:**
- **Online form for Grievance Redressal**
- **Cyber Security**

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college has created an inclusive environment by providing equal opportunities to all students and employees, irrespective of community, socio economic, regional and cultural backgrounds. In the Principal's address to the students at the time of induction every year, aspects of an inclusive environment are emphasised. Respective teachers of all classes, members of committees and sub-committees familiarise students with the academic, ethical and socio-cultural values of the college regarding the diverse facets of society.

- The college provides equal opportunities of admission to all female students without any discrimination. 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.
- Teachers play a significant role promoting harmony among students of different regions and communities through counselling on a personal level. We have an anti-ragging squad, grievance redressal where students can put forward their anonymous complaints and college maintains their confidentiality. All students interact among themselves on a regular basis through various seminars, discussions and programmes like Vasant Utsav, College Sports, College Picnic, College Annual Social Program and Celebration of various important days like Independence Day, Republic Day, International Women's Day, Environment Day, Environment week, Anti-Tobacco Day, World AIDS Day etc.
- Free mingling and sharing of ideas with each other in turn promotes an inclusive environment.
- Seminars like one organised by the Department of English in collaboration with The Partition Archives (7/01/2019) are held regularly to raise awareness against communal tensions and forced displacement of population and the resultant national trauma. These seminars provide an awareness about communal harmony.
- The college commemorates all events of national significance like birth anniversary of Netaji Subhash Chandra Bose, Republic Day, Bhasa Divas, Independence Day on a regular basis every year.
- NCC Cadets of the College NCC Unit registered for the Azadi Ka Amrit Mahotsav to commemorate the glorious 75th anniversary of India's Independence on 15.08.2022. Various seminars and webinars are held to underline the spirit of national integration and nation building.
- International Yoga Day is celebrated regularly to sensitise students to the need to practice yoga in daily lives to become healthy citizens with strong mental focus to build a strong nation. Yoga competitions are also held.
- During the pandemic period E-programmes were organized by various departments to raise awareness on the constitutional rights, duties and civil responsibility of citizens. Virtual celebration of events like Netaji's birth anniversary, Independence Day, Teachers' day are held to promote a spirit of patriotism and national integration with enormous inspiration to follow ideologies of great nationals.
- The college has a fully functional NCC Unit to promote tolerance and harmony towards cultural, regional, linguistic, communal, socio economic and sensitisation of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens.

(b) Counselling:

To nurture the healthy atmosphere in the institution the college emphasizes regular counselling of the students.

- The Students' Affair /Counselling Cell organizes psychological counselling, Stress management programmes for the students: Seminars are followed by personal interaction with the counsellors.
- 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 Aqua guard Water machines for female students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices**7.2.1**

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

Response:

Best practice: 01 National Cadet Corps. (NCC)

OBJECTIVES: -

- **To** develop character, discipline and comradeship among cadets.
- To enable NCC to grow into an integral part of the society through the various activities organized within the college and beyond it.
- To train young students of the college to network with the larger youth population beyond the college in order to serve the nation and maintain its integrity.
- To infuse among the women students a sense of tremendous self-confidence **through systematic physical training in self-defence.**

THE CONTEXT:-

The NCC Unit of Maharani Kasiswari College started functioning on 24th of July 2004 under the 19th Battalion of the Eastern Command at Fort William. It has created a context for creating resource pool of young women who have been systemically trained to serve the larger society and nation.

THE PRACTICE

2018-19

Apart from the routine activities of the NCC UNIT such as LRDC I/II CATC XII CATC II, IGC Shooting (WB, SIKKIM), Rock-climbing(Gwalior) the NCC has played a pioneering role in the following: (NCC Cadets participated)

- (1) World AIDS Day 01.12.18 26
- (2) Cultural Integration Day 09.11.18 7
- (3) Pinkathon at Maidan 01.04.18 28
- (4) Programme Officer Prof. Shukla Sarkar was selected to be the ANO. It was a major achievement for the college NCC unit to be led by Lt. Sarkar.

(5) Open Defecation Free Awareness Rally

04/01/2019

- (6) Earth Day 24.04.19 10
- (7) International Day of Yoga 21/06/19

2019-2020

- 1. Swachhh Bharat Summer Internship 0.2 (A Central Government Project). 10 cadets 70 hours. 03/07/19-22/07
- 2. Swachh Bharat Pakhwara. 19/09/19
- 3. Beti Bachao Beti Pado 28/09/19

Drama, Demonstration of Self-defence, Recitation, Poster Making, Speech by the Principal Dr. Sima Chakrabarti, Prof. Shukla Sarkar, Prof. Suryatapa Das.

4. Swachh Bharat Pakhwara Rally 01/01/2020

5. Sukanya Run

6. Summer Internship 0.20: A Central Government initiative under Swachh Bharat Scheme. 70 hours devoted by cadets in cleaning various places including Bagbazar Sarbojanin Puja Space, Ma Sarada Ghat along the Ganges and a village near Kharibari, a Kolkata suburb.

2020-2021

1. Blood Donation Camp on 22nd November 2020 with 2 Cadets.

2. Even during the difficult pandemic times and strict lockdown phase in 2020-2021, the NCC UNIT of MKC and Lt. Shukla Sarkar signed a bond stating that they would be available for any kind of social work required of them.

3. Ministry of Ayush (Life video and ICCR). 10 CADETS

4. My Yoga My Life.

5. Even during the lockdown cadets participated in FIT INDIA CYCLOTHON IN JANUARY 2021.

6. The cadets observed Swarnim Vijay Divas on 19th May.

7. Most programmes had to be held online as per the government notification to keep educational institutions closed during 2020-2021 June.

2021-2022

Please go through the following link for NCC Activities
<https://mkcarchive.com/administrative/ncc/ncc-activities-2021-22/>

2022-2023

12.08.2022 TO 15.08.2022	HAR GHAR TIRANGA	36	PMO
--------------------------------	------------------	----	-----

19.09.2022 TO 23.09.2022	EXHIBITION OF ANO+ 2 PI + 35 CRAFTS FROM SOLID WASTE MATERIAL (AT COLLEGE)		MKC NCC
23.09.2022	EXHIBITION OF NCC STAFF + 04 CRAFTS FROM SOLID WASTE MATERIALS (AT BABUGHAT)		KOL B

26.11.2022	PUNEET SAGAR ABHIYAN AT BABUGHAT	22	19 B BN NCC
------------	--	----	-------------

05.06.2023	(i) WORLD ENVIRONMENT DAY RALLY, (ii) CLEANING DRIVE AT PRINCEPGHAT & BABUGHAT, (iii) NUKKAD NATAK	06	4 WB TECH AIR SQN NCC
05.06.2023	WORLD ENVIRONMENT DAY, TREE DISTRIBUTION TO NEIGHBOUR	ANO+34	NCC UNIT, MKC
06.06.2023	WORLD ENVIRONMENT DAY, TREE PLANTATION	ANO+34	NCC UNIT, MKC

Evidence of Success

The NCC Unit of MKC is now headed by LT. Shukla Sarkar who has been instrumental in motivating many young cadets to participate in various activities and strengthening the college units steadily over the years. Even during the difficult pandemic times and strict lockdown phase in 2020-2021. The NCC UNIT of MKC and Lt. Shukla Sarkar signed a bond stating that they would be available for any kind of social work required of them. The unit has successfully completed 70 hours work for Swachh Bharat Scheme cleaning nearby ghats and a village. They have actively participated in all government schemes such as Puneet Sagar Abhiyan to participate in the nation building effort of the six colleges under the same NCC battalion, Lieutenant Shukla Sarkar is the only Officer who has successfully completed her training and has been designated as an ANO.

Challenges Faced: -

1. One of the major bottlenecks is the shortage of space. As this college shares premises with two other colleges; sometimes it limits cadets to practise undisturbed.
2. The pandemic led to prohibition of public transport. This made it very difficult to travel to regular camps (10 days duration and daily). Cadets found it difficult to appear for their 'C' certificate (NCC) examinations. Likewise, Lt. Sarkar faced the same problem as she was the contingent commander of the same group, invigilator of the above-mentioned examination. They had to book cabs to reach their destination.

Resources Required:-

1. Along with the room common to Maharani Kasiswari College and Maharaja Sris Chandra College, our college has provided a separate room to work exclusively as NCC office for

Maharani Kasiswari College but larger space is required for its activities. The college is expanding its existing infrastructure to optimise space for the NCC unit.

- The college is providing mobile, laptops and storage cabinets to help the Unit work to its maximum capacity. With increasing activities the requirements increase. College is beside NCC unit as much as possible.

Best Practice: 02

*For all stakeholders of the college the Principal writes Quotes for inspiration, knowledge and love and struggle every day in a number in poetry form with aspiration to become a complete human being with emotions to our earth and achieve success in every direction of life. Some poems are on awareness to protect environment through arousing feelings to the beauty of nature, awareness to society with fellow feelings and gathering mental strength to fight adverse situations in life. Some poems are to spread or enhance scientific concepts among students. On almost all special days their significances in greater sense have been described in various poems. The writings in three languages viz., Bengali, English and Hindi get posted on regular basis in the College Website. All the stakeholders of the college get lot of enthusiasm by regular reading of the poem, to value life and lead it in a proper direction. It must be mentioned that such regular posting induced among students a very **good practice to develop innovative ideas** among them and express them through writing efficiently and emotionally with scientific and social knowledge background.*

File Description	Document
Any other relevant information	View Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

- This college provides a student-friendly environment that enables young women to acquire a holistic education.**

The later approach to education offers students access to pedagogical frameworks beyond the mere chalk and talk mode. This all-women's college caters to the psychological, cultural, social and most importantly

financial needs of students.

- The college is strategically located in an area well connected through all modes of transport with both urban and semi-urban spaces. Moreover, being a morning college for women, a number of students who are gainfully employed prefer this institute for its timing. The schedule begins at 6.30 am and most classes other than lab-based subjects give over at 12 noon.
- The college takes cognizance of the fact that at this age young girls in our society are socially and psychologically vulnerable. Students are given training in **self-defence, yoga practices, gymnasium** with competent instructors to boost their physical as well as psychological confidence. The college has **INTERNAL COMPLAINTS COMMITTEE, GRIEVANCE REDRESSAL CELL, ANTI- RAGGING SQUAD** to address their issues related to general complaints, to address cases of sexual or psychological harassment if any. Usually, teachers act as competent mentors when students approach them for help. The teachers are constantly in touch with students through WhatsApp chats and have created a safe space for interpersonal interaction in times of the latter's crisis, be it academic or psychological. These conversations have gone a long way in prevention of social evils such as dropping out of college, early marriages and gender discrimination.
- Students are given training in soft skill under the **Communicative English Certificate Course** class conducted by the Department of English in collaboration with the British Institute at a very nominal course fee.
- **The Career Development and Placement Cell** of the college organizes interviews, industry-academic linkage workshops to create job opportunities for students. Many students have been successfully placed during these drives. Teachers take active part in regular monitoring recruitment drives beyond their class hours.
- **Pre-Primary Training Course** is regularly held in the college in collaboration with Netaji Subhash Open University. The college has signed a MoU with NSOU and renews it every year.
- **Sanitary Napkin Vending machines** have been installed to address students' emergency menstrual needs.
- Many students of the college have excelled in intra- and inter-college, **district-level and state-level sports championship** under the tutelage of a competent trainer. The college authorities constantly encourage students to participate in various sports related events where they win medals and trophies.
- The tuition fees of the college are comparatively reasonable than other neighbouring college. These is a major incentive for students joining the college. Direct financial is provided to students through **concessions and various government-sponsored scholarship schemes**. The college strictly adheres to government policies regarding reservations. One of the unique features of this college is provision for **Students Welfare Fund** sponsored by Teachers Council of the college. Some teachers also provide training to prepare students for competitive examinations.
- Teachers of different departments are constantly in touch with their **alumni** groups. Mostly in form of digital interfaces, these alumni groups create a strong bonding with teachers and testify to the fact that the students remain loyal and dedicated to alma-mater.
- The Principal is extremely student-friendly and allows students timely access her for guidance. She posts inspirational messages and poems for students in WhatsApp groups. These encourage students to excel in their respective fields.
- Every year in the month of September, the department of Food and Nutrition organizes "Nutrition" month to sensitize students to the need for a healthy and balanced diet.
- The college provides clean, cool drinking water during prolonged summers.

2). **The teaching community in this college excel in their respective fields of research.**

- Every Department conducts regular academic seminars and workshops. The whole process is monitored by a **Study Circle and Seminar Committee**. Teachers continually keep themselves updated by attending conferences, workshops, presenting papers.
- A **Research Cell regularly posts notifications related to CFP**, Conferences and Seminars in Teacher's WhatsApp groups.
- There is a peer reviewed edited volume with ISSN **March through Search** with ISSN where teachers regularly contribute articles.
- Teachers consistently update their **Vidwan** profiles and quite a few teachers have very high scores.
- The college uses **LMS** application to enable a process of continual teaching through MOOCS.
- The college library housed in two different spaces offers **WiFi-facilities, OPAC, access to INFLIBNET, DELNET**, repository of e-books and electronic journals.
- Every department has a seminar library to cater to the needs of the students. Teachers provide online study materials, including ebooks and journals to students. Additionally, they lend hard copies of reference books to provide students access to materials otherwise difficult to procure.
- During the pandemic, the teaching community pulled out all stops to maintain constant correspondence with students. The teachers quickly shifted to online modes of teaching using **Zoom, Google-meet, Skype, Google-classroom** and tried a trial and an error method to accommodate the needs of students. Regular classes including General ones (with huge student strength) were held following a structured routine. The teachers organized webinars to keep the thread of academic discourse active even during the pandemic.
- Teachers are available 24x7 on WhatsApp to address queries of students.
- Regular Tutorial and remedial classes are held to address the special needs of students who need extra attention.

3). **Optimal Use of Available Resources**

- This college shares premises with two other sister colleges. The consequent space crunch, however, does not come in the way of the daily functioning of the college. Newly built classrooms, continual expansion and renovation of infrastructure, creation of new laboratories, additional storage facilities, computer laboratory, additional wash rooms have created spaces for students.
- A Building-development sub-Committee constantly monitors these extension projects and teachers are always kept in the loop about these developmental activities.
- The office has been updated to accommodate the needs of e-governance. Admissions are held online-system, tuition fees are paid through online modes to avoid pen and paper procedures.
- The library has been computerized to allow students to access catalogue from a remote location through OPAC. This has reduced crowding of library spaces.

- Teachers have access to INFLIBNET so that they can carry out research work beyond the boundaries of the college.
- Efforts to convert compost to eco-friendly bricks as well as plant-based are under way. Through, these projects, the college promotes an environmental awareness through practical implementation.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Education:- The college is committed to deliver quality education to all students hailing from different strata of society. The college has established Computer Laboratory to provide more ICT tools for effective delivery of teaching and learning.

Sports:- After engaging one sports instructor, the college has excelled in sports and athletic engagement and has been continuously participating at local-district-university-state level sports meet. The GB of the college is also considering to engage football coach to make a women's football team.

New Courses:- The college(in last 5 years)has introduced two new courses i.e. B.Sc. in Computer Science and B.A./B.Sc. in Library and Information Studies and also revived two minor courses i.e. mathematics and statistics.

NEP Compliance:- With the implementation of NEP-2020, the routine and course framework has been made as compliant to the guidelines given by the University and UGC. The college is offering the much-needed AEC,SEC and CVAC courses accordingly.

Career Guidance:- The Career Development and Placement Cell(CDPC) has been in active collaborations with different Organizations like Frankfinn, Anudip Foundation, Ardent Computers, ICA Edu Skill, WEBEL, Pune Institute of Business Management,Mahindra, La Martin Society and others. The college has engaged National Vocational Training Institute to impart preparatory education for competitive examinations as well as giving information on upcoming job-vacancy and advertisements to the students. The college has partnered with institutes for Utkarsha Bangla project under Govt. of West Bengal. The college has recently completed one batch of "Tour Guide" training program under Utkarsha Bangla project. The CDPC cell is planning to organize Job Fair every year to give placement assistance to the students.

Cultural Activity:- The college celebrates different cultural programs, throughout the year. These impart education regarding the Indian Knowledge System and cultural ethos within the student community.

International Engament:- The college successfully organized one Cycle Rally from Kolkata to Dhaka in 2019 with students with the theme "Internal Greenery Awareness". They visited Jessore Govt. Mahila College, Sarakri Hossain Shaheed Sohrabardi College, Rajbari Municipality, Dhaka University.

Financial Assistance:- The college has given financial assistance to West Bengal State Emergency Relief Fund of Rs. 5 lakh during COVID period.

Concluding Remarks :

Maharani Kasiswari College, affiliated to the University of Calcutta has gradually emerged as a premier girls' college located in the heart of the city of Kolkata. Over the years it has drawn students from far-pockets of the city with the promise to provide a safe, inclusive and unbiased academic environment. This college came into existence when in 1964, according to the direction of UGC, Manindra Chandra College was split into three units – Morning, Day and Evening, with separate affiliations under CU. The Morning section, meant

exclusively for Girl students, started functioning from 02 December, 1964 and was named Maharani Kasiswari College, to perpetuate the memory of Maharani Kasiswari, who once entered this house as a 7-year-old bride. Since its inception, the college has endorsed the vision --- Education Empowers Women – psychologically, economically, politically and socially across various levels of Family, Community, Society, National and International. Subscribing to its vision the college has always ensured that it provides a harmonious academic environment to its female students. Therefore, today the college can boast of a student strength that is truly diverse --- geographically, socially, financially and culturally.

The college has persistently strived for improvisation and excellence in different sectors despite several infrastructural and financial challenges. It is continuously developing itself as a multi-facility educational centre. The college currently boasts of a nearly full substantive posts faculty strength, which is a result of the administration's tireless effort. With the implementation of NEP-2020, the college is committed to develop infrastructural framework for effective teaching-learning delivery and provide opportunity to choose much-needed courses in CVAC, AEC and SEC category. Apart from the regular curriculum, the college has been consistently running several certificate courses for a well moulded holistic development of students. Despite several challenges and drawbacks, the college is continuously maintaining its academic excellence and has established itself as a potential platform for women empowerment; always nurturing the dream to excel in the field of providing education to women and instilling in them the confidence to achieve their dreams and emerge as rational minded, sensible, compassionate and well informed global citizens.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :14</p> <p>Remark : DVV has evaluated the supporting's attached and duplication is not considered. value is downgraded accordingly.</p>																				
1.2.2	<p>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>716</td> <td>374</td> <td>297</td> <td>852</td> <td>708</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>308</td> <td>0</td> <td>20</td> <td>595</td> <td>246</td> </tr> </tbody> </table> <p>Remark : DVV has evaluated the supporting's attached and duplication of courses is not considered. value is downgraded accordingly.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	716	374	297	852	708	2022-23	2021-22	2020-21	2019-20	2018-19	308	0	20	595	246
2022-23	2021-22	2020-21	2019-20	2018-19																	
716	374	297	852	708																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
308	0	20	595	246																	
2.1.2	<p>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>221</td> <td>234</td> <td>135</td> <td>175</td> <td>115</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>221</td> <td>233</td> <td>135</td> <td>182</td> <td>115</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	221	234	135	175	115	2022-23	2021-22	2020-21	2019-20	2018-19	221	233	135	182	115
2022-23	2021-22	2020-21	2019-20	2018-19																	
221	234	135	175	115																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
221	233	135	182	115																	

2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
632	632	632	632	628

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
632	632	632	632	628

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded/upgraded.

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**3.1.1.1. Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	1

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
6	16	28	2	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19

16	12	26	3	19
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Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded/upgraded.

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	5	2	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
4	2	5	1	0

Remark : DVV has rechecked and made necessary changes.

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
62	90	41	06	29

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
04	06	03	03	02

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
28	25	171	87	85

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
19	05	00	03	03

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
449	721	855	936	494

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
688	707	701	409	339

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

5.2.2.1. Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
01	04	16	02	12

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
04	00	01	00	00

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

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 last five years

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
13	06	05	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
02	00	00	01	01

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
100	13	06	10	10

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
09	05	05	07	03

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has removed the activities which on closer dates.

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
10	14	13	06	07

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
16	15	25	13	06

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
14	14	15	15	16

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
01	00	01	00	01

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 49 Answer after DVV Verification : 48