The Annual Quality Assurance Report (AQAR) of the IQAC

FOR THE ACADEMIC SESSION : JULY 2014 TO JUNE 2015

Part – A

1. Details of the Institution

1.1 Name of the Institution

> KHANDRA COLLEGE

1.2 Address Line 1

> P.O. – KHANDRA, P.S. – ANDAL

Address Line 2

> DIST. – PASCHIM BARDHAMAN

City/Town

> DURGAPUR

State

> WEST BENGAL

Pin Code

> 713363

Institution e-mail address

> Khandracollege1981@gmail.com

Contact Nos.

> 0341-26652415

Name of the Head of the Institution:

> Prof. Sanjib Kr. Hazra

Tel. No. with STD Code:

> 0341-2665245

Mobile:

> 9002864500

Name of the IQAC Co-ordinator: Prof. Sandip Tah

Mobile: 9475245708

IQAC e-mail address: Khandracollege1981@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   NAAC/WH/Cert-A&A/2007/382, Dt. 24-04-2007-Khandra College, West

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

NAAC/WH/Cert-A&A/2007/382, Dt. April 24, 2007

1.5 Website address: www.khandracollege.org

Web-link of the AQAR: http://www.khandracollege.org/AQAR2014-15.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	72.20 out of 100	2007	2012
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   02-04-2014

1.8 **AQAR for the year** *(for example 2010-11)*   **2014-15**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

We regret our inability of submitting AQAR to NAAC in a timely manner. However, the AQARs are available on the Institutional Website www.khandracollege.org**. and also sent to NAAC.**

   i. AQAR _____ _____ (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [✓]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                   Urban [ ]   Rural [✓]   Tribal [ ]

Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓]   UGC 12B [✓]

                Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✓]   Science [ ]   Commerce [✓]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) [   ]

1.12 Name of the Affiliating University *(for the Colleges)*

> i) Kazi Nazrul University, Asansol from June 2015 onwards
> ii) The University of Burdwan from 1981 to June 2015

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2.6 No. of any other stakeholder and

   community representatives   1

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   1

2.9 Total No. of members   12

2.10 No. of IQAC meetings held : 3 nos.

2.11 No. of meetings with various stakeholders: No. `3`   Faculty `1`

Non-Teaching Staff Students `1` Alumni `1` Others `[ ]`

2.12 Has IQAC received any funding from UGC during the year? Yes `✓` No `[ ]`

If yes, mention the amount `3,00,000/-`

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. `1` International `[ ]` National `✓` State `[ ]` Institution Level `[ ]`

(ii) Themes `"Rabindranath & Chhayabad"`

2.14 Significant Activities and contributions made by IQAC

i)	Feedback Collected and Analysed and Reports forwarded to the decision making body through the Principal.
ii)	Launching of an ISBN holding volume on 100 years' Bengali society & culture.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Regular Unit Tests	i)% of attendance enhanced ii) Students-Teachers relationship strengthened iii) Quality of education enhanced

* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes `✓` No `[ ]`

Management `✓` Syndicate `[ ]` Any other body `[ ]`

Provide the details of the action taken

i) Resolved that Seminars in greater nos. will be held.

ii) To decide whether an ISBN holding volume could be launched by the College.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	26			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Core, Elective option, Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

1.3 Feedback from stakeholders*   Alumni ✓   Parents ☐   Employers ☐   Students ☐
  (On all aspects)

   Mode of feedback   :   Online ☐ Manual ✓ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure
Students are more interested in Physical Education and NSS & NCC

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus changed in every five year as per University Norms.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal
18	05	12		01

2.2 No. of permanent faculty with Ph.D.

09 nos.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	02							Nil	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

20		X		

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	03	-
Presented papers	01	00	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Adoption of NCC

2.7 Total No. of actual teaching days during this academic year

215 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

MCQ

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

6	1	

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	363		2.20%			51.23%
B.Com.	84		2.38%			38.09%
B.Sc.						

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : By collecting students' feedback and interface meeting with the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	Online Admission & Registration Conducted by B.U.
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	03	-	07
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> i)   Encouraging teachers to participate in National/International seminars.
> ii) Launching Books & Journals to promote research climate.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rs. Lakhs	1,18,000/-			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	06	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	March 2012 – Sept. 2013. Certificate issued in 2015,	UGC	1,18,000/-	1,18,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. ☐   Chapters in Edited Books ☐

ii) Without ISBN No. ☐

3.8 No. of University Departments receiving funds from

UGC-SAP ☐   CAS ☐   DST-FIST ☐

DPE ☐   DBT Scheme/funds ☐

3.9 For colleges   Autonomy ☐   CPE ☐   DBT Star Scheme ☐

INSPIRE ☐   CE ☐   Any Other (specify) ☐

3.10 Revenue generated through consultancy ☐

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons ☐

3.13 No. of collaborations   International ☐   National ☐   Any other ☐

3.14 No. of linkages created during this year ☐

3.15 Total budget for research for current year in lakhs :

From Funding agency ☐   From Management of University/College ☐

Total ☐

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
    Of the institute in the year

Total	International	National	State	University	Dist	College
				Ph.D - 02		

3.18 No. of faculty from the Institution
    who are Ph. D. Guides
    and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution   No

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   State level

National level   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS [02]   Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Mission Nirmal Bangla Camp
- Blood Donation Camp

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.68 acres			
Class rooms	11 Bigha			
Laboratories	02			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	-			
Others	-			

4.2 Computerization of administration and library

The activities of Office & Library partially computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	16088	19,70,850/-	28	11,915/-	16116	19,82,765/-
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	27							
Added	-							
Total	27							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Internet available in Principal's chamber, Teachers' Room, Geography Laboratory, Commerce Laboratory and Cash & Account Section.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities   1,00,000/-

iii) Equipments   2,00,000/-

iv) Others   1,25,000/-

Total :   4,25,000/-

This is an approximate and not final value.

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Free studentship, Kanyashree, SC-ST & OBC, Minority Scholarship, Private Scholarship, Chief Minister Relief Fund.

5.2 Efforts made by the institution for tracking the progression

Constant Monitoring & Upgradation of available infrastructure.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
999			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
581	58.15

Women

No	%
418	41.85

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						461	127	31	380	0	999

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET [   ]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC [   ]   UPSC [   ]   Others [   ]

5.6 Details of student counselling and career guidance

i)   Faculty provide tips to the students & also undertake stress management individually.
ii) Advice for Placement provided by Faculty Members.

No. of students benefitted [   ]

5.7 Details of campus placement : N.A.

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Through NSS

5.9 Students Activities

   5.9.1   No. of students participated in Sports, Games and other events

State/ University level [   ]   National level [   ]   International level [   ]

No. of students participated in cultural events

State/ University level [   ]   National level [   ]   International level [   ]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [   ]   National level [   ]   International level [   ]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	57	22,520/-
Financial support from government	239	8,55,400/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students [   ]

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – To empower students from all section of society through holistic education centred on academics.
Mission – To impart quality education to students from backward classes and first generation learners from economically challenged backgrounds, thereby encouraging inclusive growth.

6.2 Does the Institution has a management Information System

The vision, mission, objectives and code of discipline are communicated to the students through the welcome address by the Principal at the Fresher's Welcome ceremony. All important information and notification are displayed in the Notice Board and through the official website of the College www.khandracollege.org

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> i)   Breaking syllabus into modules.
> ii)   Timely delivery of curriculum.

6.3.2 Teaching and Learning

> i)   Group discussion
> ii)   Seminar presentations

6.3.3 Examination and Evaluation

> i)   Unit Test

6.3.4 Research and Development

> i)   Encouraging teachers to Participate in Seminars / Symposia.
>
> ii)   Launching books/journals by the College.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Computerised cataloguing of books in progress.

6.3.6 Human Resource Management

> Strengthening the bond between the students and the teachers for an effective interface.

6.3.7 Faculty and Staff recruitment

> As per State Govt. guidelines

6.3.8 Industry Interaction / Collaboration

> None of note.

6.3.9   Admission of Students

Online admission introduced.

6.4 Welfare schemes for

Teaching	GSLI
Non teaching	GSLI
Students	Students' Aid Fund

6.5 Total corpus fund generated

1,00,000/-

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Introduction of short answer type questions for a fuller understanding of the recommended syllabus.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

> i) Meeting twice a year.
> ii) Forwarding recommendations to the co-ordinators, IQAC

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

> University and Institution based training for a successful running of computer operated activities.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> i) Plastic free Zone.
> ii) Carbon discharge minimized
> iii) Rain Water discharge mechanism.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> i) Pledge to render the campus into a plastic free zone.
> ii) Introduction of inter departmental seminar series.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> i) Regular holding of unit / class tests.
> ii) Collection of systematic departmental feedback.
> iii) Regular running of College Gymnasium

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> i)   Installation of generator set for uninterrupted power supply.
> ii)   Introduction of adequate resource for online transmission of the transactions of the cash & accounts section.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Pledge to render the campus into a 'No Smoking' and plastic free zone.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

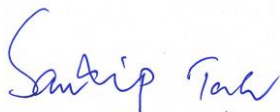7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> i)   ICT enabled teaching learning needs to be introduced.
> ii)   Office & Library need to be equipped with more nos. of computer.

8. **Plans of institution for next year**

> i)   Organisation of inter departmental classes & seminars
> ii)   Digitization of Central Library.

Name :   PROF. SANDIP TAH   Name :   PROF. SANJIB KUMAR HAZRA

Convenor
IQAC
Khandra College

PRINCIPAL
KHANDRA COLLEGE
P.O. KHANDRA, DT. BURDWAN

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____