KABI SUKANTA MAHAVIDYALAYA

Hooghly, West Bengal, PIN-712221

The Annual Quality Assurance Report (AQAR) of the IQAC

Session : 2013-2014

Part – A

1. Details of the Institution

1.1 Name of the Institution	KABI SUKANTA MAHAVIDYALAYA
1.2 Address Line 1	P.O.- ANGUS, DT.- HOOGHLY
Address Line 2	712221
City/Town	BHADRESWAR
State	West Bengal
Pin Code	712221
Institution e-mail address	sukantacollege@gmail.com
Contact Nos.	033-2633-6184
Name of the Head of the Institution:	Dr.GOUR KUMAR KUNDU
Tel. No. with STD Code:	033 2685 2618
Mobile:	9432090604
Name of the IQAC Co-ordinator:	Prof. KINKI CHATTOPADHYAY
Mobile:	9830105368
IQAC e-mail address:	kinkichattopadhyay@yahoo.co.in
1.3 **NAAC Track ID**	WBCOGN13289

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)

1.5 Website address:

Web-link of the AQAR: www.ksmv.info/AQAR2013-14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++		2007	2012
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 05.03.2006

1.8 AQAR for the year 2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2009 – 2010 Submitted to NAAC on (01/03/2012)

ii. AQAR 2010 – 2011 Submitted to NAAC on (02/12/2014)

iii. AQAR 2011 – 2012 Submitted to NAAC on (02/12/2014)

iv. AQAR 2012 – 2013 Submitted to NAAC on (02/12/2014)

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) UGC Sponsored Travel and Tourism Management- Self Financing

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

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

Autonomy by State/Central Govt. / University	N.A.		
University with Potential for Excellence	N.A.	UGC-CPE	N.A.
DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (*Specify*)	N.A.
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff	3
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	1
2.8 No. of other External Experts	1
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders: No. 6 Faculty 3

Non-Teaching Staff Students 1 Alumni 1 Others 1

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

If yes, mention the amount Rs. 3,00,000

2.13 Seminars and Conferences (only quality related)

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

Total Nos. NA International National State Institution Level 1

(ii) Themes To make the campus Eco-friendly.

2.14 Significant Activities and contributions made by IQAC

For making the campus eco-friendly IQAC suggestions introduction of solar power system, plantation of more trees inside and outside the campus.

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
Planning has been made for Plantation of more trees inside and outside of the campus, taking up of Online tests in the Hons. Dept. For saving papers and trees and also setting up of Solar Panels for getting electricity.	Contacts and arrangements have been made for installing solar panels on the roof top of the college. Departments are also preparing MCQ's for Online tests.

Academic Calendar of the year 2013-14 (See Annexure-1)

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

Management [ ] Syndicate [ ] Any other body [GB]

Provide the details of the action taken

Plan :

1. Infrastructure : IQAC recommended the college authority to (a) increase the number of class rooms (b) set up laboratory for the Computer Science and Physical education and improve the facilities in the geography of the existing Geography Lab. (c) Enhance infrastructural facilities for indoor and outdoor games.
2. Office Management : IQAC advised the college authority to computerize the office management and give computer training to the non-teaching staff in order to enhance this efficiencies provide quicker service to the students.
3. Academic Excellence : (i) IQAC advised the various departments to organize seminars and workshops in greater number. (ii) It was decided that the faculties would be encouraged to participate in national/international level seminars in greater number. (iii) The college authority would be advised to introduce the Science programmes and/or job-oriented subjects for the benefit of the students of the locality (College) are the surrounding areas. It had been a long standing demand of the local people.
4. Students Support/Progression : IQAC proposed to introduce job-oriented and skill enhancing courses for the students as per recommendation of the NAAC Pear Team.
5. Extension Activities/Outreach Programme : The IQAC recommended to the NSS units in the college to undertake various outreach programmes in order to bridge the gap between the college and the community, and sensitize the students to the socio-economic problems of the local people and train them in social and communal services.

Achievements :

1. Infrastructure: (i) 3 new class rooms and 1 laboratory (for Geography) have been built/set up during this session. (ii) New equipments (including computers) have been. (iii) Cycle shed for the students was renovated.
2. Office Management: The College office was partly computerized and some members of the Non-teaching staff were given computer training.
3. Academic Excellence: (i) Two state level seminars were organized on (a) Bangla Katha Shahityey Nimna Barger Ithihash (b) Impact of Child Labour in the Economy. (ii) A number of full time and Part-time teachers participated in state and national level seminars (36) and

presented academic papers some teachers also published papers and books. (iii) Students' seminars and subject oriented Quiz contests have been organized in all Honours departments. (iv) Term tests have been taken by all the departments. (v) Wall magazines have been published by all Honours departments.

4. Students Support/Progression: (i) Remedial coaching classes have been arranged for weaker students.

5. Extension Activities/Outreach Programme: The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session to create general awareness about the evils of early marriage of girls, drug abuse and about the necessities of following some basic health practices. The NSS volunteers also staged a street drama in the adopted village to make the villages aware of their responsibility to boycott dowry system.

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	**02**			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			**01**	
Others				
Total	**02**		**01**	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **NA**
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**NA**
Trimester	**NA**
Annual	**NA**

1.3 Feedback from stakeholders* Alumni [ ] Parents [ ] Employers [ ] Students [ ]
(On all aspects)

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

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

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	**05**	**04**	**1 (Principal)**	**19**

2.2 No. of permanent faculty with Ph.D. 04

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

Asst. Professors		Associate Professors		Professors		Principal		Total	
R	V	R	V	R	V	R	V	R	V
4	**11**	**4**	**-**	**-**	**-**	**1**	**-**	**08**	**11**

2.4 No. of Guest and Visiting faculty and Temporary faculty 17 | 0 | 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**1**	**1**	**1**
Presented papers	-	-	**2**
Resource Persons	-	-	-

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

The institution has adopted a number of innovative processes and techniques in Teaching and Learning, e.g. combination of lecture method and other methods such as e-classes, use of charts and maps, smart boards, organising students' seminars. This has also enhanced the teachers' competence to promote learner participation, identify weaker students and arrange remedial coaching classes for them; as a result these remedial classes have become very helpful for students in fetching good results.

2.7 Total No. of actual teaching days during this academic year 2013-14 187

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop Nil | Nil | 02

2.10 Average percentage of attendance of students\ 65.3 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of	Total no. of	Division

	students appeared	students Passed	Distinction %	I %	II %	III %	Pass %
B.A. (Hons. in Sanskrit)	24	10					41.66
B.A. (Hons. in Bengali)	37	19		2			51
B.A. (Hons. in History)	22	11					50
B.A. (Hons. in English)	18	10					55
B.A. (Hons. in Geography)	24	17					70.83
B.Com (Hons. in Accountancy)	7	4					50

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning Processes:

IQAC in its meeting with the faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for term tests & to convene term review meetings. It also collects annual reports from the departments and assesses their performance and progress. IQAC also suggests the departments to organize e-classes, seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	**02**
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	**02**
Others	

2.14 Details of Administrative and Technical staff

Category	Number of	Number of	Number of	Number of

	Permanent Employees	Vacant Positions	permanent positions filled during the Year	positions filled temporarily
Administrative Staff	**04**	---	---	---
Technical Staff	---	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC regularly meets with the teachers and advises them to publish anthology of research articles, academic papers, and wall magazine and participate in refresher and orientation

courses. It also suggests the heads of the departments to apply to the UGC for funds to organize national level seminars and subject related workshops in the college, to encourage their departmental colleagues to participate and present papers in seminars held elsewhere and submit proposal for minor research projects. Moreover, IQAC persuades the college authority (the Principal and the Governing Body) to sanction leave and necessary funds to the faculties to facilitate such activities. These are some of the initiatives taken by the IQAC to sensitize and promote research climate in the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs	**Nil**	**Nil**	**Nil**	**Nil**

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**Nil**	**Nil**	**Nil**	**Nil**
Outlay in Rs. Lakhs	**Nil**	**Nil**	**Nil**	**Nil**

3.4 Details on research publications

	International	National	Others
Peer Review Journals	**Nil**	**1**	**Nil**
Non-Peer Review Journals	**Nil**	**Nil**	**Nil**
e-Journals	**Nil**	**Nil**	**Nil**
Conference proceedings	**Nil**	**Nil**	**10**

3.5 Details on Impact factor of publications:

Range N.A. Average N.A. h-index N.A. Nos. in SCOPUS N.A.

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	**Nil**	**N.A.**	**N.A.**	**N.A.**
Minor Projects	**Nil**	**N.A.**	**N.A.**	**N.A.**
Interdisciplinary Projects	**Nil**	**N.A.**	**N.A.**	**N.A.**
Industry sponsored	**Nil**	**N.A.**	**N.A.**	**N.A.**

Projects sponsored by the University/ College	**Nil**	**N.A.**	**N.A.**	**N.A.**
Students research projects *(other than compulsory by the University)*	**Nil**	**N.A.**	**N.A.**	**N.A.**
Any other(Specify)	**Nil**	**N.A.**	**N.A.**	**N.A.**
Total	**Nil**	**N.A.**	**N.A.**	**N.A.**

3.7 No. of books published i) With ISBN No. 02 Chapters in Edited Books 1

ii) Without ISBN No. 01

3.8 No. of University Departments receiving funds from : **N.A.**

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy Nil CPE Nil DBT Star Scheme Nil

INSPIRE Nil CE Nil Any Other (specify) Nil

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**
Sponsoring agencies	**Nil**	**Nil**	**Nil**	**Nil.**	**Nil**

3.12 No. of faculty served as experts, chairpersons or resource persons 0

3.13 No. of collaborations 0 International 0 National 0 Any other 0

3.14 No. of linkages created during this year 0

3.15 Total budget for research for current year in lakhs:

From funding agency Nil From Management of University/College Nil

Total Nil

Type of Patent		Number

3.16 No. of patents received this year

National	Applied	**Nil**
	Granted	**Nil**
International	Applied	**Nil**
	Granted	**Nil**
Commercialised	Applied	**Nil**
	Granted	**Nil**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**

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

Nil

Nil

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

N.A.

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level Nil State level Nil

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level N.A. State level N.A.

National level N.A. International level N.A.

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level	N.A	State level	N.A.
National level	N.A	International level	N.A.

3.25 No. of Extension activities organized

University forum	0	College forum	0		
NCC	0	NSS	0	Any other	0

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

The college has always encouraged the students to keep the surroundings clean and green by planting more trees, this has also brought in a sense of responsibility in students to work towards a greener tomorrow. The college had also organised a special camp in the surrounding villages to bring about an awareness among them in keeping their surroundings clean by having a 'plastic free zone'. There was also another camp organised at university level to encourage, strive and support the green revolution for a better tomorrow.

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	**40 Kattha**	**N.A.**	**Donation**	**40 Kattha**
Class rooms	**17**	**3**	**W.B. &**	**20**

			UGC	
Laboratories	**01**	**01**	**UGC**	**01**
Seminar Halls	-	-	-	-
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

Already done in 2007

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	**16,072**	33,28,222	**410**	**63,745**	**16,481**	Rs. 3391967.00
e-Books						
Journals & Periodicals	**06**					Rs.15504.00
e-Journals						
Digital Database						
CD & Video	**47**					
Others (specify)	**13**					Rs.4636.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**11**	**--**	**01**	**--**	**--**	**08**	**01**	**02**
Added	**--**	**--**	**--**	**--**	**--**	**--**	**--**	**--**
Total	**11**	**--**	**01**	**--**	**--**	**08**	**01**	**02**

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

Already done 2007

4.6 Amount spent on maintenance in lakhs:

i) ICT -----

ii) Campus Infrastructure and facilities -----

iii) Equipments		-----
iv) Others		-----
	Total:	-----

No Separate Library Account have been maintained in respect of this item.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organised meetings with the students to enhance their awareness about student support services like student health home, Xerox facility inside the campus which are available in the college. Available support services are also notified for the benefit of the students. Moreover, information about these services are also displayed on the display board of the college.

5.2 Efforts made by the institution for tracking the progression

The tracking for the progression of students is usually done by the Formation of Alumni Associations. All ex-students are requested to keep in contact with the institution for getting feedback from them for the betterment of college and the benefit of the current students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1646	**N.A.**	**N.A.**	**N.A.**

(b) No. of students outside the state: 0

(c) No. of international students: 0

Men	No	%
	898	**54.55**

Women	No	%
	703	**45.45**

Last Year (2012 -2013)						This Year (2013 -2014)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1322	**218**	**16**	**45**	**-**	**1601**	**1351**	**229**	**27**	**39**	**-**	**1646**

Demand ratio : 85% Dropout : 20%

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

Remedial Coaching (13-14), Career Counselling (13-14), Equal Opportunity Course (13 – 14)

No. of students beneficiaries: Remedial Coaching - 308

5.5 No. of students qualified in these examinations: **College has no search mechanism.**

NET	SET/SLET	GATE	CAT
Nil	Nil	Nil	Nil

IAS/IPS etc	State PSC	UPSC	Others
Nil	Nil	Nil	Nil

5.6 Details of student counselling and career guidance

Nil

Nil

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes : Nil

5.9 Students Activities

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

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

No. of students participated in cultural events

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

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

Sports : State/ University level [0] National level [0] International level [0]

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**97**	**Rs.47,165/-**
Financial support from government	**10**	**Rs.30,000/-**
Financial support from other sources	**00**	**00**
Number of students who received International/ National recognitions	**00**	**00**

5.11 Student organised / initiatives

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

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

5.12 No. of social initiatives undertaken by the students (NSS) | 200 |

5.13 Major grievances of students (if any) redressed:

The students had a hard time in getting photo-copies of the notes and other materials as the Xerox shop was located far from the college campus which has not yet been redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission:

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;

- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions

6.2 Does the Institution has a management Information System

1. Through Website 2. Through Advertisements in the News papers

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

6.3.1 Curriculum Development

Since the college does not develop any curriculum but simply follows/implements the one framed by the university, the question of adapting quality improvement strategies for curriculum development does not arise.

6.3.2 Teaching and Learning

Although the syllabi are not framed by the college but by the university to which it is affiliated to, each department adapts some innovative processes in teaching and learning. First of all, at the beginning of each academic session the faculties of each department meet for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session. Secondly, the department organizes students' seminars, quiz contests etc.. They subscribe to e-journals. Multiple choice questions are also set in the term-tests to encourage the students to read the text books thoroughly which will help them get good results in the exams.

6.3.3 Examination and Evaluation

The college serves as centre for the university examinations each year, the college also conducts class tests and term tests to evaluate the academic progress of the students. The answer scripts of these tests are shown to the students and their progress reports are sent to the guardians .The college has

also introduced Open Book Tests, MCQ Tests to encourage students to read the text books thoroughly for the exams.

6.3.4 Research and Development

Nil

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computer and Internet

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is done online exclusively on merit basis.

6.4 Welfare schemes for

Teaching	G.S.L.I.S
Non teaching	G.S.L.I.S
Students	Student Health Home .

6.5 Total corpus fund generated | Rs.1,09,834/- (2013 - 14)

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	**No**	**N.A.**	**Yes**	**Teachers Council**
Administrative	**No**	**N.A.**	**Yes**	**Teachers Council**

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?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

The alumni meet is held every year so that the current students are given suggestions from the alumni to improve themselves academically. They are also given suggestions from the ex-students who are in the corporate sector as to how one can face the corporate world outside. These suggestions will help the students to brace themselves for a successful career once out of college.

6.12 Activities and support from the Parent – Teacher Association

As such there is no Parent-Teacher Association in the college. But each department arranges meetings with parents from time to time to update them about the students' academic progress and discuss various students related issues. The IQAC, however feels the need to form a Parent-Teacher Association which will work for the development of the students and the College.

6.13 Development programmes for support staff

Computer Training has been provided to the support staff.

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

The college encourages the students to plant more and more trees to contribute their fair share for a greener tomorrow. The college is also adapting a concept of 'plastic free zone' in and around the campus. The college had also organised special camps in the neighbouring villages to bring about awareness among them and also to encourage them to keep their surroundings green and clean for a better tomorrow

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.

The college has conducted remedial coaching classes for the students which has given way to better results in the examinations.

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

See annexure V

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

See Annexure-III

Provide the details in annexure : See Annexure-III

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes [ ] No [✓]

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

Refer to annexure II

8. Plans of institution for next year

To construct tech savvy seminar hall in the college to hold different level seminars , To increase the number of class rooms, to modernise Geography laboratory and computer laboratory for commerce

Smt.Kinki Chattopadhyay ***Dr.Gour Kumar Kundu***

_____ _____

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

Annexure-I

Academic Calendar for the year 2013 – 2014

Academic Calendars for the year 2013-2014(From 1st July, 2013 to 30th June, 2014)						
First Term : 01.07.2013 to 19.10.2013						
Month	Week-wise	Dates in the week	Nos. of Holidays	Nos. Of no-class days	Nos. Of days available for holding classes, class Tests Admission work etc.	Remarks

1	2	3	4	5	6	7
July '13	1st	July (1-7)	1 day ; Sunday- 07.7.13	1 day	6 days	
July '13	2nd	July (8-14)	1 day ; Sunday- 14.7.13	1 day	6 days	
July '13	3rd	July (15-21)	1 day ; Sunday- 21.7.13	1 day	6 days	
July '13	4th	July (22-28)	1 day ; Sunday- 28.7.13	1 day	6 days	
July-Aug. '13	5th	July 29-Aug.4	1 day ; Sunday- 04.8.13	1 day	6 days	
Aug. '13	6th	Aug. (5-11)	2 days; Id-Ul-Fitar-9.8.13, Sunday-11.8.13	2 days	5 days	
Aug. '13	7th	Aug. (12-18)	2 days; Independence Day 15.8.12, Sunday-18.8.13	2 days	5 days	
Aug. '13	8th	Aug. (19-25)	1 day ; Sunday-25.8.13	1 day	6 days	
Aug.-Sept. '13	9th	Aug. 26-Sept.1	2 days ; Janmashtami-28.8.13Sunday-01.9.13	2 days	5 days	
Sept. '13	10th	Sept. (2-8)	1 day ; Sunday-8.9.13	1 day	6 days	
Sept. '13	11th	Sept. (9-15)	1 day ; Sunday-15.9.13	1 day	6 days	
Sept. '13	12th	Sept. (16-22)	1 day ; Sunday-22.9.13	1 day	6 days	
Sept. '13	13th	Sept. (23-29)	1 day ; Sunday-29.9.12	1 day	6 days	
Sept.-Oct. '13	14th	Sept.30-Oct. 06	3 days ; Gandhiji's Birthday- 2.10.13, Mahalaya-4.10.13, Sunday-6.10.13	3 days	4 days	
Puja Holidays from 10.10.2013 to 15.11.2013						
Oct. '13	15th	Oct. (7-13)	4 days Puja Vacation	4 days	3 days	
Oct. '13	16th	Oct. (14-20)	Puja Vacation	7 days	Nil	
Oct. '13	17th	Oct. (21-27)	Puja Vacation	7 days	Nil	
Oct.-Nov. '13	18th	Oct.28-Nov.3	Puja Vacation	7 days	Nil	
Nov. '13	19th	Nov. (4-10)	3 days; Puja Vacation 4.11.13 & 5.11.13, Sunday 10.11.13	3 days	4 days	
2nd Term : From 06.11.2013 to 31.12.2013						

Nov. '13	20th	Nov. (11-17)	2 days ; Mahara- 14.11.13, Guru Nanak's Birthday & Sunday-17.11.13	2 days	5 days	
Nov. '13	21th	Nov. (18-24)	1 day ; Sunday- 1.12.13	1 day	6 days	
Nov.-Dec. '13	22nd	Nov. 25-Dec.1	1 day ; Sunday- 8.12.13	1 day	6 days	
Dec. '13	23rd	Dec. (2-8)	1 day ; Sunday- 15.12.13	1 day	6 days	
Dec. '13	24th	Dec. (9-15)	1 day ; Sunday- 22.12.13	1 day	6 days	
Dec. '13	25th	Dec. (16-22)	1 day ; Sunday- 16.12.12	1 day	6 days	Students' Union Election
Dec. '13	26th	Dec. (23-29)	2 days ; Sunday- 29.12.13 and X-Mas day 25.12.13	2 days	5 days	
3 rd Term : 01.01.2014 to 30.06.2014						
Dec. '32-Jan. '14	27th	Dec. 30-Jan.05	2 days; Sunday-05.01.14 & New year's day-01.1.14	2 days	5 days	
Jan. '14	28th	Jan. (6-12)	1 day ; Sunday-12.1.14	1 day	6 days	
Jan. '14	29th	Jan. (13-19)	2 days ; Sunday-19.1.14, Fathehadoazdaham-15.1.14	2 days	5 days	
Jan. '14	30th	Jan. (20-26)	2 days ; Netaji's Birth Day 23.1.14, Sunday & Republic Day--26.1.14	2 days	5 days	
Jan.-Feb. '14	31st	Jan. 27-Feb.2	1 day ; Sunday-02.1.14	1 day	6 days	
Feb. '14	32nd	Feb. (3-9)	3 days ; Sunday-09.2.14, Saraswati Puja-04.02.14 & 05.02.14	3 days	4 days	
Feb. '14	33rd	Feb. (10-16)	1 day ; Sunday-16.1.14	1 day	6 days	
Feb. '14	34th	Feb. (17-23)	1 day ; Sunday-23.2.14	1 day	6 days	
Feb.-Mar. '14	35th	Feb.24-Mar.2	1 day ; Sunday-2.3.14	1 day	6 days	

Mar. '14	36th	Mar. (3-9)	1 day ; Sunday-9.3.14	1 day	6 days	
Mar. '14	37th	Mar. (10-16)	1 day ; Sunday & Doljatra-16.3.14	1 day	6 days	
Mar. '14	38th	Mar. (17-23)	2 days ; Doljatra- 17.314, Sunday-23.3.14	2 days	5 days	Part -III Exam.
Mar. '14	39th	Mar. (24-30)	1 day ; Sunday-30.3.14	1 day	6 days	Part -III Exam.
Mar.-Apr. '14	40th	Mar.31-Apr.6	1 day ; Sunday-06.04.14	1 day	6 days	Part -III Exam.
Apr. '14	41st	Apr. (7-13)	1 day ; Sunday-13.4.14	1 day	6 days	
Apr. '14	42nd	Apr. (14-20)	4 days ; Chaitra Sankranti 14.4.14, Bengali New Year's Day 15.4.14, Good Friday-18.04.14, Sunday-20.04.14	2 days	5 days	
Apr. '14	43rd	Apr. (21-27)	1 day ; Sunday-27.4.14	3 days	4 days	
Apr.-May '14	44th	Apr.28-May 4	2 days ; Sunday-4.5.14, May Day-1.5.14	2 days	5 days	Part -I Exam.
May '14	45th	May (5-11)	Summer Recess, Rabindra Jayanti-9.5.14, Summer Recess- 10.5.14, 11.5.14	3 days	4 days	Part -I Exam.
May '14	46th	May (12-18)	Summer Recess	7 days	Nil	Part -I Exam.
May '14	47th	May (19-25)	Do	7 days	Nil	Part -I

						Exam.
May-June '14	48th	May 26 - June1	Do	7 days	Nil	Part-II Exam.
June '14	49th	June (2-8)	Do	7 days	Nil	Part-II Exam.
June '14	50th	June (9-15)	1 day ; Sunday-15.6.14	1 day	6 days	Part-II Exam.
June '14	51th	June (16-22)	1 day ; Sunday-22.6.14	1 day	6 days	Part-II Exam.
June '14	52nd	June (23-29)	1 day ; Sunday-29.6.14	1 day	6 days	
June '14	53rd	30- Jun	Nil	Nil	1 day	
Total					247 days	

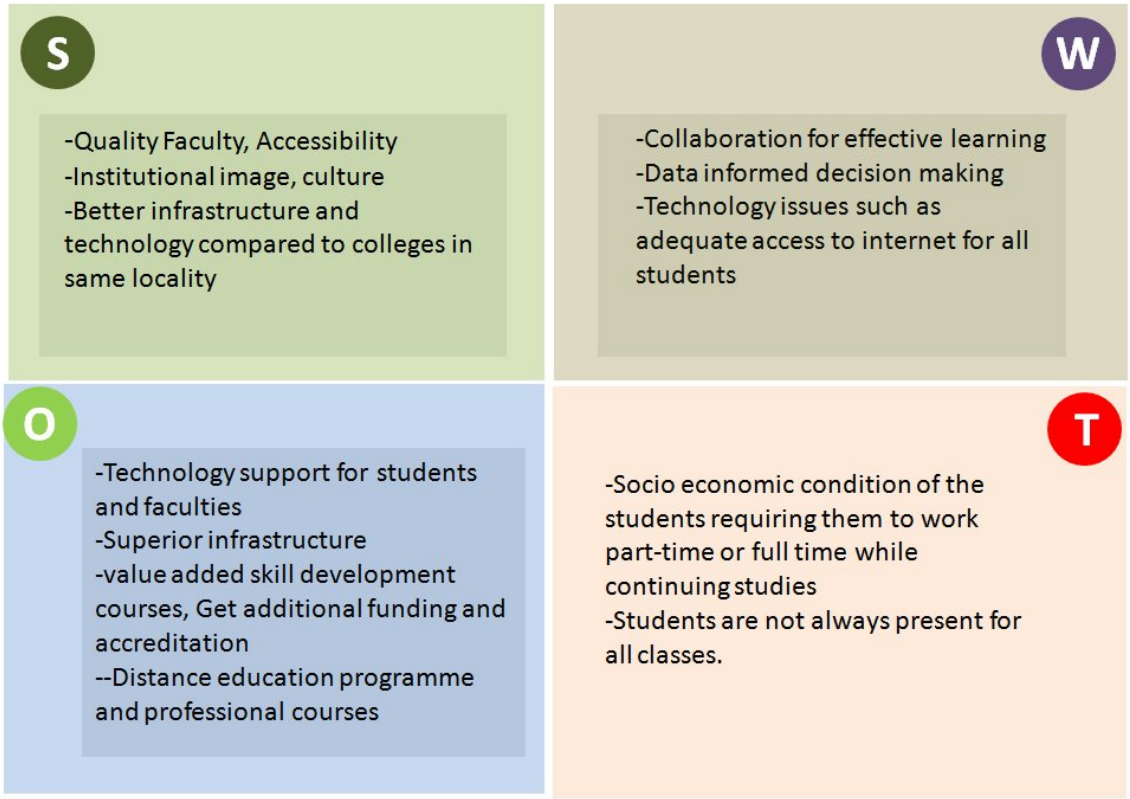
Academic Calender 2013-14

Particulars	Day(S)	Day(S)
Total number Of days available for holding classes, Class Tests, Admission Works etc.	247 - 29	218
College Examinations (Test Examination)	20	
Annual Sports	1	

Annual Social	1	
Freshers' Welcome	1	
Foundation Day	1	
Students' Election/ Election of Student Union	1	
Principal's Discretion, if applied-used	4	
Total	29 days	

Annexure II

SWOT ANALYSIS



Annexure III

Best Practice

Practice #1

Title – *Teacher empowerment*

Objective – Teacher empowerment is a very essential step towards the empowerment of students. A teacher empowerment program was framed and put in place for providing quality education in our college.

Context – We strongly believe that teacher empowerment is a vital key to providing quality education to students. Since the recruitment of teachers is managed entirely by the State Govt., a teacher empowerment program is put in place to empower teachers.

Practice – The college has taken ample number of steps to empower teachers such as

- Provide upgraded infrastructure such as computers with internet access to teachers
- Provided access to online journals and text books
- Train teachers to use advanced ICT technologies
- Train teachers to use advanced teaching aid for effectively delivering curriculum
- Introduce anonymous student feedback program to help teachers understand the expectations of the students and incorporate it into te process of delivering curriculum.
- Encourage teachers to apply for refresher courses, Faculty improvement programs

Evidence of Success –

1) The quality of education has gone up with the introduction of teacher empowerment program.

Resources Required –

1) Financial resources required.

Problems encountered – None.

Contact Details

Name of the Principal: Dr. Gour Kumar Kundu

Name of the Institution: Kabi Sukanta Mahavidyalaya

City: Bhadreswar

Pin Code: 712221

Accredited Status: C++

Work Phone : 033 2633 6184

Mobile: 91 9432090604

Website: http://www.ksmv.info

E-mail : sukantacollege@gmail.com

Action taken report

1. Infrastructure:

(i) 3 new class rooms and 1 laboratory (for Geography) have been built/set up during this session.

(ii) New equipments (including computers) have been purchased.

(iii) Cycle shed for the students has been renovated.

2. Office Management: The College office was partly computerized and some members of the Non-teaching staff were given computer training.

3. Academic Excellence:

(i) Two state level seminars were organized on

(a) Bangla Katha Shahityey Nimna Barger Ithihash

(b) Impact of Child Labour in the Economy.

(ii) A number of full time and Part-time teachers participated in state and national level seminars (36) and presented academic papers some teachers also published papers and books.

(iii) Students' seminars and subject oriented Quiz contests have been organized in all Honours departments.

(iv) Term tests have been taken by all the departments.

(v) Wall magazines have been published by all Honours departments.

4. Students Support/Progression: (i) Remedial coaching classes have been arranged for weaker students.

5. Extension Activities/Outreach Programme: The NSS units of the college undertook a number of extension activities and outreach programmes during this academic session to create general awareness about the evils of early marriage of girls, drug abuse and about the necessities of following some basic health practices. The NSS volunteers also staged a street drama in the adopted village to make the villages aware of their responsibility to boycott dowry system.