

The Annual Quality Assurance Report (AQAR) of the IQAC

FOR THE ACADEMIC SESSION : JULY 2016 TO JUNE 2017

Part – A

I. 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. Ashish Kr. Chakraborty

Mobile:

9647561928

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 Bengal.doc.

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/AQAR2016-17.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 | 1 st Cycle | B | 72.20 out of 100 | 2007 | 2012 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02-04-2014

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted 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 | <input type="text" value="6"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="2"/> |
| 2.3 No. of students | <input type="text" value="1"/> |
| 2.4 No. of Management representatives | <input type="text" value="1"/> |
| 2.5 No. of Alumni | <input type="text" value="1"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="1"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="Nil"/> |
| 2.8 No. of other External Experts | <input type="text" value="1"/> |
| 2.9 Total No. of members | <input type="text" value="12"/> |

2.10 No. of IQAC meetings held : 01 no.

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- i) Installation of Smart Class room
- ii) Installation of high speed internet connection

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 |
|---|---|
| To look after promotion of four Faculty members under CAS | Getting University and Govt. Officials nominated for the purpose. |

* 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 the college will undergo NAAC A & A process for 2nd Cycle

Part – B

Criterion – I

I. 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 | 29 | | | |
| 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 | 29 |
| Trimester | 00 |
| Annual | 00 |

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*

Feedback demonstrates immediate need of full time faculty in the Depts. Of Hindi & Sanskrit.

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 |
|-------|------------------|----------------------|------------|-----------|
| 12 | 07 | 04 | - | 01 |

2.2 No. of permanent faculty with Ph.D.

04 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 |
| 01 | 08 | 00 | 00 | 00 | 00 | 00 | 00 | 01 | 08 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

27

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 04 | 10 | 00 |
| Presented papers | 02 | 02 | 00 |
| Resource Persons | 00 | 00 | 00 |

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

Unit test and Internal assessment.

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. | 291 | | 3.78% | | | 57% |
| B.Com. | 98 | | 1.02% | | | 35% |
| 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

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| 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 | 14 | 19 | 00 | 03 |
| 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 **NIL**

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects **NIL**

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 00 | 00 | 00 |
| Non-Peer Review Journals | 00 | 01 | 00 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 00 | 00 | 00 |

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 | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| 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 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sponsoring agencies | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 | <input type="text"/> |
| | Granted | <input type="text"/> |
| International | Applied | <input type="text"/> |
| | Granted | <input type="text"/> |
| Commercialised | Applied | <input type="text"/> |
| | Granted | <input type="text"/> |

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 - 01 | | |

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 Any other

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

- Blood Donation Camp
- Cleaning operation in the adopted villagers during NSS Annual Special 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 | 89 Satak | MPLAD, UGC, College Fund | |
| Class rooms | 11 Bigha | 05 Satak | | |
| Laboratories | 04 | | | |
| Seminar Halls | 01 | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 292 | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Rs. 2,86,094.00 | | | |
| Others | | | | |

4.2 Computerization of administration and library

- Cash & Accounts section fully computerised.
- Initiatives are taken for automation of library.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------------|-------------|------------|-------|-------------|
| | No. | Value (Rs.) | No. | Value(Rs.) | No. | Value (Rs.) |
| Text Books | 16138 | 1990463/- | 299 | 116154/- | 16437 | 2106617/- |
| 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 | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 28 | | | | | | | |
| Added | - | | | | | | | |
| Total | 28 | | | | | | | |

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

e-Pradhan for disbursing salary to the staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

100000.00

iii) Equipments

200000.00

iv) Others

125000.00

Total :

4,25,000.00

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 |
|------|----|--------|--------|
| 1113 | | | |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| | | |
|-----|-----|-------|
| Men | No | % |
| | 671 | 60.29 |

Women

| | |
|-----|-------|
| No | % |
| 442 | 39.71 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 392 | 69 | 45 | 392 | 00 | 898 | 619 | 167 | 26 | 301 | 00 | 1113 |

Demand ratio

Dropout %

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

Nil

No. of student 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.

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| 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 | 80 | 19,890.00 |
| Financial support from government | 323 | 32,90,800/- |
| Financial support from other sources | 10 | 46,800/- |
| Number of students who received International/ National recognitions | | |

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: Yes & Provides

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 catalogue of books.

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

100000.00

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

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

- i) Creation of a garden of medicinal plants inside the campus.
- ii) Continuous Monitoring so that the campus remains a plastic free and 'No Smoking' Zone.

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.

- Placards and Stickers wallled up declaring the institution as
- i) A 'No Smoking' and plastic free zone
 - ii) An academic unit free from gender discrimination and sexual harassment.

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

- i) A full time teacher duly recommended by WBCSC is recruited in the Dept. of Hindi.

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

- i) Creation of a garden of Medicinal Plants
- ii) Successful management of rain water discharge.

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

7.4 Contribution to environmental awareness / protection

- i) Protecting the look of sylvan splendour inside & around the campus.
- ii) Labelling the trees and plants with their popular and scientific names.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

WBCSC recommendation towards recruitment of full time Librarian and a full time faculty in the Dept. of Sanskrit is ensured.

8. Plans of institution for next year

- i) Installation of ICT enabled Smart Class room
- ii) Comprehensive digitization of Library.

Name : PROF. ASHISH KR. CHAKRABORTY

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
