

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC : 2017-18

**PURASH KANPUR HARIDAS NANDI MAHAVIDYALAYA
P.O.Kanpur.
District- Howrah
West Bengal ,Pin-711410.**

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Part – A

1. Details of the Institution

1.1 Name of the Institution

PURASH KANPUR HARIDAS NANDI MAHAVIDYALAYA

1.2 Address Line 1

P.O. KANPUR

Address Line 2

HOWRAH

City/Town

State

WEST BENGAL

Pin Code

711410

Institution e-mail address

pkhnm2010@gmail.com

Contact Nos.

03214-250236

Name of the Head of the Institution:

DR. CHANDAN KUMAR JANA

Tel. No. with STD Code:

03324425569

Mobile:

7003726426

Name of the IQAC Co-ordinator:

DR. NANDA KISHORE MISRA

Mobile:

9434690729

IQAC e-mail address:

misrananda@gmail.com

1.3 NAAC Track ID : WBCOGN13106

NAAC EXECUTIVE COUNCIL NUMBER AND DATE: (EC DATE March 31,2007/070)

1.4 Website address:

www.pkhn.ac.in

Web-link of the AQAR:

http://www.pkhn.org/?page_id=806

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2007	2007-2012
2	2 nd Cycle	B+	2.61	2016	December,15,2021
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

17/08/2007

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

2016-2017

1.8 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))

AQAR	SUBMITTED ON
2010-2011	22/12/2015
2011-2012	22/12/2015
2012-2013	22/12/2015
2013-14	22/12/2015
2014-15	22/12/2015
2015-16	14/01/2017
2016-17	22/12/2017

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (Specify)

NOTHING AS SUCH

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers	8
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	4
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	2
2.9 Total No. of members	19
2.10 No. of IQAC meetings held	7

2.11 No. of meetings with various stakeholders:	No.	2	Faculty	3		
	Non-Teaching Staff & Students	1	Alumni	0	Others	1

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

1. IMPLEMENTATION OF CBCS IN BA/BSC CURRICULUM
2.GST

2.14 Significant Activities and contributions made by IQAC

1. Providing quality education to all, irrespective of caste, creed and religion, economic status or physical health.
2. Organising meetings with teachers, non-teaching staff and students.
3. Recommended the construction of new toilets for students and staff.
4. Proposed for the repairs and maintenance of south and north block of college buildings.
5. Recommended the installation of different software for automation of office work.
6. Proposed for the addition of Computers in the office along with printers.
7. Recommended Internet facilities to all the Departments, Library, Office and Administrative subcommittees.
8. Submitted proposal for purchasing books for some departments on need-based basis.
9. Monitoring automation of the Central Library and Departmental seminar libraries.
10. Encouraging faculty members to submit FDP .
11. Development of teaching-learning skill- seminar, workshop, symposium was proposed to be arranged by each department.
12. Supervising online admission procedure for admission.
13. Encouraging more students to join NSS and NCC.
14. Providing equal opportunities to minority, SC, ST students through assistance to avail different schemes of state government.
15. Initiated Community Oriented Programmes like Tree Plantation, AIDS Awareness Programme, Distributed Books and other Stationery Items to poor students in the adopted villages –Purash and Kanpur, through NSS.
16. NCC unit of the college organised and actively participated in several programme in and outside the college. Students from nearby schools also participated in the said programmes.
17. Observance of Raksha Bandhan Day as the National Integration Day.
18. Providing uninterrupted power supply to office, staff rooms and class rooms.
19. Monitoring Reprographic facilities in the Library.
20. Organising field trips for students of Geography Department and other educational trips.

21. The feedback from the students has actively been reviewed and recommendations have been made to the management.
22. Proposal was made to continue active functioning of SC-ST-OBC cell, Committee against Sexual harassment of Women, anti- ragging squad.
23. IQAC reviewed the academic performance and conducted academic audit of all departments and suggested steps to improve overall teaching learning to the management.
24. IQAC encouraged teachers to engage themselves in more and more research work.
25. Taking initiative for implementation of Rain Water Harvesting on large scale.
26. Submission of SSR and successful completion of NAAC visit.

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
1. Finalisation of Audit Report	1. Audit Report for the year 2016-17 was finalised for submission to the auditor.
2. Construction of new toilets	2. Construction of new Building under RUSA initiated.
3. Purchase of Equipment	3. Proposed for the Purchase of Equipment under RUSA
4. Online Admission 5. Laptop, LCD and Internet Facility	4. IQAC took all possible steps for smooth processing of online admission. 5. All Departments were allotted a Desktop, LCD projector and internet facility for the teachers to access the internet for academic purpose. The

	library has internet facility as well.
6. Technology up gradation & Computerization.	6. Computerization of administration is under process. All financial and academic data is now being maintained in a digital database.
7. Automation of the Central libraries	7. Complete automation of the Library has been initiated and monitored during the year.
8.MRP 9.Fellow Development Programme (FDP)	8. Initiative taken for settlement of U/C of MRP with UGC of all six teachers. 9. All necessary assistance was provided by IQAC to Prof. Ujjaini Samanta Roy and Prof. Puspita Sengupta, Assistant Professor in the Department of History and Geography respectively for FDP of UGC.
10. NSS and NCC	10. NSS volunteers actively participated in the regular campaign programme as well as special campaign programmes and NCC Cadres took part in different events at National and State Level.
11. Feedback from the students	11. Feedback was taken from the students and actions were taken based on it.
12. Academic audit, and gender audit	12. Academic audit done through academic committee meetings and gender audit were done effectively by the Women's cell.
13. To regularise the functioning of grievance cell	13. The grievance redressal cell for students was kept functional during the year.
14. Seminar at institution level	14. IQAC took initiative for organising seminars at the institutional level.

2.16 Whether the AQAR was placed in statutory body

Yes No

Management

Syndicate

Any other body

Provide the details of the action taken

The Governing Body of the college in its Resolution No-6 dated 15-12-2018 approved the AQAR 2017-18 and recommended the same for sending to the NAAC office.

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	0	0	0	0
PG	0	0	0	0
UG	20	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others				
Total	20	0	0	0

Interdisciplinary	Under new semester system some interdisciplinary courses has been Introduced Economics and Mathematics departments are allotted classes in department of Commerce. Similarly faculties from the Department of Bengali , English and Commerce also render their services for B.A. , B.Sc. and B.Com. courses for teaching English , Communicative English and Bengali.
Innovative	Skill Development Programme and Sky Watching

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	20

1.3 Feedback from stakeholders (On all aspects)

Alumni Parents Employers Students

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.

NO

As the College follows the Syllabus and Curriculum of Calcutta University. Under CBCS the departments have started designing new curricula till date.

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

UG PROGRAMMES	No
PG PROGRAMMES	Nil
OTHER PROGRAMMES	No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	Asst. Professors	Associate Professors	Professors	GLI	CWTT	PTT
35	12	6	NA	11	1	5

2.2 No. of permanent faculty with Ph.D.

7

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
0	7	2	0	0	0	0	0	0	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	8	0
Presented papers	12	27	0
Resource Persons	-	2	-

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

1. Technology enabled teaching and learning .Use of ITC in virtual classroom .
2. Departmental class tests introduced, the marks of which were taken into consideration during Test examinations.
3. Field study, Project Based work.
4. Extension Lecture by invited Guest Faculty.

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

184

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

Departmental class tests introduced, the marks of which were taken into consideration during Test examinations.

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

Nil

2.10 Average percentage of attendance of students

76% in average. 75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations.

2.11 Course/Programme wise distribution of pass percentage :

Courses	2017-18		
	Appeared	Pass	%
B.A.	168	114	68%
B.Sc.	21	19	91%
B.Com	33	15	45%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes ?

IQAC in its meeting with 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 assess their performance and progress. IQAC also suggests the departments to organize seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching and learning processes of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	2
HRD programmes	1
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
Others	0

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	1	0	0	0
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC etc.
2. The college authorities provide all necessary infrastructural support including space for carrying out research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	8	0	8	8
Outlay in Rs. Lakhs	8.72 LAKHS	0 LAKHS	8.72 LAKHS	8.72 LAKHS

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	1	0
Non-Peer Review Journals	1	0	0
e-Journals	0	0	0
Conference proceedings	1	6	4

3.5 Details on Impact factor of publications: NA

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	2015-16	UGC	Nil	Nil
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
OTHERS			Nil	Nil
Total			Nil	Nil

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	NA	0	0	0	2
Sponsoring agencies	NA	UGC	NA	NA	College

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

Type of Patent		Number
National	Applied	NONE
	Granted	
International	Applied	NONE
	Granted	
Commercialised	Applied	NONE
	Granted	

3.16 No. of patents received this year

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
0	0	0	0	0	0	0

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

0

0

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 33 State level 0
National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 21 State level 15
National level 6 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0
National level 0 International level 0

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text" value="1"/>

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

The NSS Units also organized a Blood Donation camp by which the institution delivered its social responsibility towards the community at large.

Tree plantation was done in and around the college campus.

The Bus Stand was renovated by NSS Volunteers.

Thalassemia screening camp organised .

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	13395 sq. mts	0	UGC /MP Lad Fund, DST/DBT, Student Fees	13395 sq mts
Class rooms	23	0		23
Laboratories	5	0		5
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 10 lakh) during the current year.	0	0	UGC	0
Value of the equipment purchased during the year (Rs. in Lakhs)	42.29L	1.20	UGC	43.49L
Others	--	--	MP Lad	--

4.2 Computerization of administration and library

1. The college is following online admission process successfully, the application process, publication of merit list is done based on computer software generated and maintained by the professional agents.
2. Computerization of administration is under process. All financial and academic data is maintained in a digital database
3. Automation of the Library is under process.

4.3 Library services:

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	18727	5,55,186	446	1,20,000	19,173	6,75,186
e-Books	NA	NA	NA	NA	NA	NA
Journals	574	37000	0	0	574	37,000
e-Journals	NA	NA	NA	NA	NA	NA
Digital Database	NA	NA	NA	NA	NA	NA
CD & Video	2	1200	0	0	2	1200
Others (specify)	NA	NA	NA	NA	NA	NA

The college library is almost 50 years old, many old books whose valuation is not possible. Many books donated by Alumnus and Publishers are also in the Library whose valuation cannot be done. Each Department has its own seminar Library where donated reference books are available. At present automation of the Central and Departmental Library is being done, after which the exact valuation and numbers may be available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (NRC)	Office	Departments	Others Lib, Princi pal & IQAC
Existing	47	26	Connected to 2Mbps speed	6	7	5	7	4
Added	0	0		0	0	0	0	1
Total	47	26		6	7	5	7	5

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

The college has provided laptops and internet facility to all Departments. The college has its own software for admission and maintenance of database. The college has its own website. Bulk SMS and email is used to communicate with the students for delivering notice and information regarding results.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0 LAKHS
ii) Campus Infrastructure and facilities	6.78 LAKHS
iii) Equipments	0 LAKHS
iv) Others	0.30 LAKHS
Total :	7.08 LAKHS

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college has Women Cell which works against Sexual harassment of Women, the college also has equal opportunities centre. These cell and centre take care of student support as and when needed. The IQAC regularly interacts with the committees related to these cell and centre. Apart from this there is a complaint box in the central library of the college to look after the grievance of students, which is also regularly checked and the student grievances redressed. Remedial Coaching for SC/ST/OBC students provided and safe drinking water are available for all students in the college campus. Anti-ragging cell functions efficiently under the able guidance of IQAC.

5.2 Efforts made by the institution for tracking the progression

Regular meetings of the Academic committee are held. Head of the Departments take care of student support as and when needed. But the does not maintain the progression record of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
907	NA	NA	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	405	44.65		502	55.35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
687	140	3	73	0	903	669	132	3	103	0	907

Demand ratio 1:1

Dropout % 30.00%

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

Nothing As such

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="NO record"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="NO record"/>

5.6 Details of student counselling and career guidance

A Counselling of the students is done at the time of admission in our institute . One of the objective of this sort of counselling is to help the students who come from economically backward families to opt for the right course . We also provide them guidance as to how they can make use of different opportunities available from the institute. Career guidance is provided by teachers in their classes.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	NA

5.8 Details of gender sensitization programmes

The active and vibrant women cell takes initiative on regular basis in this regard .International Women's Day gender sensitization programme was organised under the able leadership of women cell of the college.

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	26	0.12LAKHS
Financial support from government	518	4.30 LAKHS
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	0	NA

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

The major grievances of students in this year was regarding improvement in the quality of food in canteen. All the grievances were satisfactorily redressed through appointment of new canteen man and renovation of canteen room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision is Imparting Education for Enlightenment and Enrichment of the rural masses.

The Mission of the college is Attaining Quality through Participation and Neighbourhood Relation Building.

6.2 Does the Institution has a management Information System

The institution has been instrumental in installing different software for effective Management Information system.

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

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Calcutta University there is little scope of internal curricular designing. However every department has its own academic calendar and module to follow and complete the syllabus.

6.3.2 Teaching and Learning

Although the syllabi are framed by the university to which it is affiliated each department adopts some innovative processes in teaching and learning.

1.The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session.

2. The department organize students' seminars and role reversal strategy is followed.

3. Technology enabled Teaching Learning process practised in some of the departments. LCD projectors and overhead projectors are used in some departments for teaching regularly.

4. Almost all the Honours departments also organize State/National Level seminars.

5. Field study, Project work and dissertation work carried out by most departments of the College.

6.3.3 Examination and Evaluation

1. Regular class tests for departments.
2. Mid Term Test and Selection Test held, students need to qualify to appear in University exams.
3. The answer scripts of such tests are shown to the students and their progress reports are discussed in the respective classes.

6.3.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.
2. Space and necessary infrastructural support is provided for research work.
3. Six teachers completed their Minor Research Project and two teachers have applied for FDP.

6.3.5: Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies :

- i) The physical infrastructure has been improved/developed. At present the library enjoys a space of 158.3068 Sq. Mts.
- ii) Computers have been installed in the library.
- iii) Latest books and journals are purchased and subscribed every year.
- iv) Total automation of the library service has been initiated.
- v) Library related information is provided to the students and the teachers.
- vi) Internet service has been made available to the library users.

Each Honours department maintains and runs a library of its own. Annual budgetary allocation is made available to each department for purchasing text and reference books each year.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and develops the total human resource of the college. The college authorities always look for optimum use of the available human resources.

6.3.7 Faculty and Staff recruitment

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

Faculty members are recruited by the College Service Commission. But contractual and part-time teachers are usually recruited by an expert committee which includes a University expert and a subject expert following advertisement in daily newspaper.

6.3.8 Industry Interaction / Collaboration

So far as academic is concerned the institution does not have a formal collaboration or any sort of industry interaction. But regarding extension activities the college do have collaboration with Students' Health Home and all our students have membership of Students' Health Home and our college also collaborate with State Blood Transfusion Council, Govt. of West Bengal for organising blood donation camp every year on the eve of the foundation day of the college.

6.3.9 Admission of Students

The notices regarding admission are walled in the notice boards in the college campus as well as on the college website in which all relevant details regarding admission are included. Admission criteria for all the courses are determined solely by the norms of the affiliating university. In accordance with dates prescribed by the University, application forms are sold to interested students. After their submission, merit lists for all twenty(20) subjects are prepared and published in the college website. Thereafter, all online admissions, under the supervision of Admission Committee, are conducted in accordance with the merit lists over stipulated period of University of Calcutta & guidelines of higher education department, govt. of West Bengal.

6.4 Welfare schemes for

Teaching	Group insurance, Provident Fund, Advance facilities.
Non teaching	Group insurance, Provident Fund, Festival Advance.
Students	Students' Health Home, Free Studentship, Government Scholarships, Students Endowment Scheme, Award, Prize, Poor Fund distributed among poor and meritorious students.

Nothing as such

6.5 Total corpus fund generated

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	NA	YES	Academic Committee & Governing Body.
Administrative	NO	NA	YES	Governing Body

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

For UG Programmes Yes No

For PG Programmes (NA) Yes No

Calcutta University holds and declares results of Under Graduate courses, hence the college has no control over the date of publication of results. The college takes care to publish results of exams for courses run by the college.

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

NOT APPLICABLE

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

No such initiative.

6.11 Activities and support from the Alumni Association

The College has not been able to formalise its alumni association, however the Alumni always extend support at various levels. They organise annual meet known as 'Praktani' . Over the last few years Alumni has taken more initiative to formalise the college alumni.

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

Computer Literacy Programme for non-teaching employees are organized on regular basis by Infonetics and Mass Computer .

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

1. Campus declared no smoking zone.
2. Campus declared plastic free zone.
3. Tree plantation and its nurturing is done on regular basis by the vibrant NSS units of the college.
4. There is hardly any air –conditioner in the campus.
5. The college has taken initiative to install solar panels .

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.

1. On-line admission has been introduced. It has had a positive impact on the functioning of the institution. It has made the admission process transparent .
2. Automation of library has ensured smooth functioning of Library.
3. Provision of Desktop with internet facility to each department has improved the teaching learning process.
4. Film screening has been a motivation factor for the students.

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

1. The college administration proposed the implementation of online admission to bring transparency and avoid any malpractice. The college implemented the programme.
2. Complete automation of library was proposed and it will be completed very soon.
3. Desktop and internet facility to all faculty members were proposed and was implemented.
4. Action taken against students failing to achieve minimum attendance norms of university.
5. Students failing to secure minimum qualifying marks are asked to reappear in the internal examination.

7.3 Give two Best Practices of the institution

1. Blood Donation Camp on regular basis.
2. Gender Sensitization programme.

7.4 Contribution to environmental awareness / protection

Two vibrant NSS units undertake various activities relating to Environment Consciousness in the college campus. There is no formal mechanism for Green Audit. The institution takes all possible steps to make the campus eco-friendly. The use of plastic bags is avoided in the campus and the entire campus is “No Plastic Zone” since 2006. NSS units organise rally on the importance of saving and planting trees. NSS units also conduct survey in the adapted villages on regular basis and try to make the villagers understand the importance of in-house lavatory and how panchayats can help in building in-house lavatory. Implementing energy saving techniques is ensured that the lights and fans are switched off by floor peons and staff after completion of the last lecture of the day. No Air-conditioners have been installed in order to save energy. Classrooms are made with sufficient cross ventilation and light so that the use of electricity can be minimized. This shows the institution’s commitment towards energy conservation.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT analysis done, (Annexure III)

8. Plans of institution for next year

IQAC decided to

1. To do away with the chalk and talk process of teaching and gradually introducing ICT enabled mode of teaching.
2. Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours;
3. Renovate the existing office space for better management of office-related works.
4. Expediting the computerised cataloguing in the library.

Dr'sa:

NAME: DR NANDA KISHORE MISRA

IQAC, Co-ordinator
Purash Kanpur Haridas Nandi
Mahavidyalaya, Howrah-711410.

22/12/18

NAME: DR. CHANDAN KUMAR JANA

Signature of the Co-ordinator, IQAC

Signature of Principal

Principal
Principal
Purash-Kanpur Haridas Nandi
Mahavidyalaya, Howrah

ANEXURE I: ACADEMIC CALENDER

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	1st Guardian Teacher Meeting
SEPTEMBER	Students' Meet
OCTOBER	Vacation /Local or Long Field Excursion
NOVEMBER	Mid-Term Tests
DECEMBER	2nd Guardian Teacher Meeting
JANUARY	Selection Test 3rd year
FEBRUARY	Selection Test for 2nd year and Preparatory Classes of 3rd year , Publication of 3rd year result and Students' Meet.
MARCH	Selection Test of 1st year , preparatory classes-2n^d year and result publication of 2nd year students.
APRIL	C.U. Final Exams (Part III), Publication of 1st Year Result.
MAY	Preparatory Classes and Mock Tests for 1st Year Students.
JUNE	C.U. Final Exams (Part I and part II)

Annexure II

Best Practice

Best Practice – I

1. Title of the Practice : Blood Donation Camp

Blood Donation Camp is an extension programme, an integral part of higher education. The College aspires to focus on the overall personality development of the students along with the academic excellence. It is one of the best practices used to realize the mission of the college – attaining quality through participation and neighbourhood relation building.

2.Goal of the practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of these practices (in about 100 words)?

The prime objective of Blood Donation Camp are as follows:

- a) To provide social dimension to the educational system of the college and inculcate social responsibility and commitment among students.
- b) To bring forth the team spirit and leadership qualities and broaden the social outlook that will help students to work for the welfare of the community at large.

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The college is located at the junction of the two villages- Purash and Kanpur. Most of the students of this area comes from economically backward families . Hence it is imperative on the part of the college to extend their service and give exposure which is the dire need of the people. Under the project “Blood Donation Camp” initially two villages –Purash and Kanpur has been adopted . These two villages are within two kms from the college. The NSS volunteers have been involved in this project. All volunteers have been selected, and a group leader has been given responsibility to monitor the activities of all these volunteers.

4. The Practice

Describe the practice and its uniqueness in the context of Indian higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

Blood Donation Camp is a programme, unique in its context and practice. Since last 17 years Blood Donations Camp is organized in the college campus on the eve of foundation of the college. Central Blood Bank i.e. Centre for Haematology and Blood Transfusion, of Govt. of West Bengal participate in the Blood Donation Camp. Every year almost 60 students voluntarily participate in this blood donation camp.

5.Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

Our students are regularly motivated by the programme officers. Most of our students are taking deep interest in this social service .

Outcome (Target Groups)

The services of blood donation camp have yielded satisfactory results. The outcome of the outstanding performances of blood donation camp over the years is highlighted below:

- Created good rapport with the village leaders and the people
- Created interest about the importance of blood donation among the school children
- Imparted social and moral values
- Created opportunity for sharing the knowledge and experience of the senior citizens
- Given awareness of fatal diseases like AIDS and T.B. and awareness to say no to drugs and quit smoking.
- Tackled health hazards by maintaining good health and hygiene

Outcome (Our Students)

The students engaged in blood donation camp enjoy rich rewards of social service as it enriches their personality. They have been exposed to social problems. Moreover they have been aware of their responsibilities and commitment to the society.

Noteworthy highlights

Children of the nearby schools are also imparted the knowledge at the early age about the importance of Thalassemia screening test..

6.Problems encountered and resources required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

The objective of blood donation camp has often faced difficulties in increasing the number of volunteers as some villagers were reluctant to send their children initially to the college , particularly the girl children to donate blood. But learning from our previous experience of we realised that we need to move out of the campus and go to them to make them understand the importance of blood donation . No valuable resources are actually required in our project. Hence, no such problem has been encountered so far as resources is concerned.

Best Practice - II

In accordance with the growing need of the day every faculty members of our college strongly believe that gender sensitization is of crucial importance in the higher education institution. IQAC takes initiatives for all activities related to gender sensitization in our college through women cell.

1. Title of the Practice : Gender sensitization

2. Goals of the Practice

- To create awareness programmes through lectures, seminars, talks, workshops, debates, showing films and documentaries etc.
- The women cell also facilitates a gender – sensitive environment enabling women and men to maximize their potential.
- The cell tries to make a forum for open dialogue and discussion on gender issues.

3. The Context

The cell has a nominated committee with convenor, Prof. Aloka Das ,Dept. of Economics. The Gender Sensitization Cell exists for the monitoring gender related issues. It looks into grievances or complaints of students, teaching, non – teaching staff of the Institution, especially in cases of Gender discrimination of backward classes.

Challenging issues to be addressed while designing and implementing the practice

- Analyzing and addressing the needs of the society and submitting reports based on grievances.
- Girls students in the rural areas are reluctant to share their problems so constant monitoring and interactions is essential to understand the problems of girl students.

4. The Practice

The women cell of the college has taken required initiative to conduct all the activities planned for Gender Sensitization and thus it help to understand unique kind of gender related issues.

5. Evidence of Success

The Gender Sensitization gradually taking shape . The participation of girls students in the women cell is increasing day by day. They are sharing their views and are now not afraid to raise their voice on different social problems.

6. Problems Encountered and Resources Required

No valuable resources are actually required for gender sensitization programme . Hence, no such problem has been encountered so far as resources is concerned.

Any additional information regarding Innovations and Best Practices, which the College would like to include.

- Campus cleaning on regular basis in the regular campaign programme of NSS and initiative taken to make campus plastic free zone.
- Tree plantation and its nurturing on regular basis and small gardens inside the campus is maintained by the NSS volunteers.
- Membership to Students' Health Home since last 15 years provide health related facilities to needy students.
- Distribution of books and stationery among needy and poor students every year in the NSS Special Campaign Programme.
- AIDS awareness, pulse polio awareness, quit tobacco programme on regular basis.
- Renovation of Penro Bus Stand by NSS volunteers.
- Yoga classes with a motto of “Healthy Youth for Healthy India.”
- NCC organized two Mega Camps in the college premises during the last five years.
- Introduced Sky –Watching .
- Introduced recently “Rain Water Harvesting”
- Socio Economic Survey done every year in the adopted villages Purash and Kanpur by NSS volunteers during NSS Special Campaign Programme

7. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution about 150 words.

Disaster Management Initiative May be taken up involving NSS volunteers and NCC cadets. Mock drill should be organised regarding fire management in all the educational institutions. Most of the states of Northern India comes under seismic zone IV and therefore Mock Drill on disaster management in case of earthquake should be made mandatory in all the educational institutes in such states. We are planning to introduce mock drill regarding fire management.

ANNEXURE III: SWOT ANALYSIS

Criterion I : Curricular Aspects:

<p>Strength:</p> <ul style="list-style-type: none"> • Following modular form • Unitisation of the revised syllabus • Increasing flexibility by adding new subject in curriculum in the last eight years. • Following updated curriculum as per University Guidelines • Maintaining continuous feedback system from students and parents through Parent-teacher counseling, academic and personal counseling of students. 	<p>Weakness:</p> <ul style="list-style-type: none"> • Minimum ICT enabled teaching learning process in the all the departments. • No courses of contemporary relevance.
<p>Opportunities:</p> <ul style="list-style-type: none"> • Introduction of Post Graduate Programme in the Department of Bengali and English with affiliation from Rabindra Bhariti University. • More choice of subjects may be offered to students to increase academic flexibility. 	<p>Challenges:</p> <ul style="list-style-type: none"> • Two new colleges have been established within a radius of 10 Kms of our college. • Decreasing trend of opportunities of employment in formal and general degree courses. • Locational disadvantage is a real challenge to retain students till third year.

Criterion II : Teaching, Learning and Evaluation:

<p>Strength:</p> <ul style="list-style-type: none"> • On-line mode of students' admission has increased transparency and compliance with State Govt. norms. • Gender ratio among students is quite healthy. • Interactive and Participative mode of teaching –learning process through departmental and students' seminar has been quite effective. • Almost all the teachers are engaged in 	<p>Weakness:</p> <ul style="list-style-type: none"> • Weakness of our college is insufficiency of staff—both teaching and non-teaching. • The drop-out rate of the students is comparatively high in our college. • Insufficient rooms for extension of other faculties is another weakness of our institution.
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<p>some or other research work.</p> <ul style="list-style-type: none"> • Evaluation is a continuous process in all the departments –class test, mid-term test and final test keeps most of the students on their toes. • Academic audit is done through departmental meetings where results of students are discussed in details. • Remedial Coaching Centre at free of cost provide special care for slow learners. 	
<p>Opportunities:</p> <ul style="list-style-type: none"> • On-line admission gives the College a bigger opportunity to serve a bigger section of the students. • The second cycle of assessment and accreditation by NAAC will provide a new horizon of teachers’ empowerment so far as Teaching-Learning and Evaluation is concerned. 	<p>Challenges:</p> <ul style="list-style-type: none"> • Students are gradually getting aware of the utilities of the computer aided on-line teaching methods, so bringing them to classes is a big challenge in the years to come. • Virtual classes may start dominating in the rural areas like ours also. • Days are not far away when students will not come to the institutions rather institutions have to go to the students.

Criterion III: Research , Consultancy and Extension:

<p>Strength:</p> <ul style="list-style-type: none"> • The college authorities have provided departmental computers with internet facilities in the staff room, for facilitating research work by the teaching faculties. • A good number of Minor Research Project have been completed during XI and XII Five Year Plan Period, • Quite a good number of research papers of different teachers have been published in the reputed national and international journals. • The NCC and NSS units of the college are very strong. They organize different social 	<p>Weakness:</p> <ul style="list-style-type: none"> • Lack of professional consultancy services for generating revenue. • Absence of linkage with industries.
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awareness and outreach programmes and thus help to develop culture of social responsibility among the students	
Opportunities: <ul style="list-style-type: none"> • Being rural college there is always a lot of scope for more extension activities. • Collaboration with local bodies like Panchayat is possible for extending more extension work and even research work . 	Challenges: <ul style="list-style-type: none"> • Resource needs to be mobilized for further research work.

Criterion IV: Infrastructure and Learning Resources :

Strength: <ul style="list-style-type: none"> • Effective ambiance for curricular , extra-curricular and administrative activities. • Uninterrupted power-supply by installing invertors and high powered generators. • Quite a good number of books in the Library. • Open access of catalogue of books to students and teaching faculty. • Departmental computers provided with internet facilities in the staff room. • For smooth maintenance AMC of all computers have been done with professional organization and having a faculty with MCA degree is a added advantage for us. 	Weakness: <ul style="list-style-type: none"> • Although requirement is there, hostel for boys and girls have not yet been constructed due to paucity of large space in the existing campus. <ul style="list-style-type: none"> • There is always huge demand for books in the central library as most of the students cannot afford to purchase books. It is true that all demand for new books cannot be always met.
Opportunities: <ul style="list-style-type: none"> • A lot of vacant area in the college premises open up the scope for further expansion for construction of class rooms. 	Challenges: <ul style="list-style-type: none"> • More access to technology oriented learning process is the need of the day and limited broadband internet facilities is a matter of concern. • Frequent power failure is also a matter of concern for technology based teaching and learning process.

Criterion V: Student Support and Progression :

Strength: <ul style="list-style-type: none">• Tutor –ward system is in place and it has really increased monitoring of the students.• Equal Opportunity Center of the college always uphold the interests of the Women Students and the Students coming from Backward Classes and Minorities.• Introduction of Gymnasium facility in our campus have added new vigour to the students.• Student Union of the college is quite helpful. They take part in all kinds of student oriented activities and thus help the smooth running of the college.	Weakness: <ul style="list-style-type: none">• The college does not maintain any horizontal or vertical progression data of the students and as result of which the college is not in a situation to quantify its success in terms of the output it delivers.
Opportunities: <ul style="list-style-type: none">• Various educational as well as vocational agencies are expressing their willingness to collaborate with the college for opening various vocational and self financing courses to provide additional support to the students for their progression to workplace.	Challenges: <ul style="list-style-type: none">• The college needs to look for a second campus for initiating vocational and other job –oriented courses as well as for Hostel Facilities for both Men and Women.

Criterion VI : Governance , Leadership and Management :

<p>Strength:</p> <ul style="list-style-type: none"> • Governing meetings are held regularly. • The college offers a democratic set up to implement the plan of action. • External and internal audit of the college accounts are very up-to-date. • IQAC has been formed as per guidelines of NAAC, which functions maintain liaison with all the stakeholders of the college. • The office of the college has technologically advanced infrastructure for smooth office work. 	<p>Weakness:</p> <ul style="list-style-type: none"> • With ever-increasing students it is really very difficult to carry on the academic as well as administrative activities with such insufficient number of staff. The college authority tries to compensate this problem by engaging part-time and guest lecturer in academic field and casual staff in administrative field.
<p>Opportunities:</p> <ul style="list-style-type: none"> • The college is in its Golden Jubilee Year, so we aspire for a substantial building grant to be utilised for building extension purposes. • The college management has a vision to introduce on-line access to the library and E-books and introduction of on-line remedial coaching system 	<p>Challenges:</p> <ul style="list-style-type: none"> • Developing communication skills in English for students who are comfortable only in vernacular • Large number of students are first generation learners. • Less involvement of guardians.

Criterion VII : Innovations and Best Practices

<p>Strength:</p> <ul style="list-style-type: none"> • Campus cleaning on regular basis in the regular campaign programme of NSS and initiative taken to make campus plastic free zone. • Tree plantation and its nurturing on regular basis and small gardens inside the campus is maintained by the NSS volunteers. • Since last 16 years Blood Donations Camp is organized in the college campus on the eve of foundation of the college. Central Blood Bank, of Govt. of West Bengal participate in the Blood Donation Camp. 	<p>Weakness:</p> <ul style="list-style-type: none"> • More Gender related sensitizing programmes needs to be taken up for discussion in the open forum consisting of all stakeholders.
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<ul style="list-style-type: none"> • Membership to Students' Health Home since last 14 years provide health related facilities to needy students. • Distribution of books and stationery among needy and poor students every year in the NSS Special Campaign Programme. • AIDS awareness, pulse polio awareness, quit tobacco programme on regular basis. • Renovation of Penro Bus Stand by NSS volunteers. • Yoga classes with a motto of "Healthy Youth for Healthy India." • NCC organized two Mega Camps in the college premises during the last five years. • Sky –Watching . • Rain Water Harvesting • Survey done every year in the adopted villages Purash and Kanpur by NSS volunteers during NSS Special Campaign Programme. 	
<p>Opportunities:</p> <ul style="list-style-type: none"> • A full time value based curriculum may be introduced. 	<p>Challenges:</p> <ul style="list-style-type: none"> • On entering the process of second cycle of assessment and re-accreditation, the college realized that quality would be the defining element of higher education. But for that a lot of resources is also needed which may be a real challenge in the years to come. So a real challenge awaited. RUSA fund may give the college a new direction . Lets hope for the best to happen in the years to come.