

The Annual Quality Assurance Report (AQAR) of the IQAC

FOR THE ACADEMIC SESSION: JULY 2017 TO JUNE 2018

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/AQAR2017-18.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) 2017-18

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 : 1 no.

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

Non-Teaching Staff Student 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) Final preparations for NAAC A & A for 2nd Cycle.
- ii) Installation of Solar power unit in the College.
- iii) Automation of central library under process.

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
i)NAAC A & A for 2 nd Cycle ii)Installing alternate source of energy. iii)Automation of Central Library	i)Whole-hearted involvement of the college family ensured. ii)Solar Power unit installed. iii)Half of the plan worked out.

* 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	32			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				

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

CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	32
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*

Analysis shows demand for WIFI facility inside the campus.

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.

Three. Hons. In i) Finance, ii) Taxation, iii) Zoology

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.

05 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	03	05	00
Presented papers	02	04	00
Resource Persons	00	00	00

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

- i) Smart Class Room Installed.
- ii) Students' Seminars using ICT.

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.	317		1.89%			51%
B.Com.	60		10%			57%
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	01
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	16	03	02	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	05	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: Nil

University level State level
 National level International level

3.22 No. of students participated in NCC events: Nil

University level State level
 National level International level

3.23 No. of Awards won in NSS: Nil

University level State level
 National level International level

3.24 No. of Awards won in NCC: Nil

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			
Class rooms	11 Bigha & 5 Satak			
Laboratories	04			
Seminar Halls	01			
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	Equipments purchased for Laboratory works of Zoology, Chemistry & Botany Depts.			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 6,00,000/-			
Others				

4.2 Computerization of administration and library

- | |
|---|
| i) Automation of Library under process. |
| ii) High Speed Internet Connection in the academic and administrative blocks installed. |

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value(Rs.)	No.	Value (Rs.)
Text Books	16437	2106617/-	404	122098/-	16841	2228715/-
Reference Books	177	29396/-	-	-	177	29396/-
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 nos.							
Added	01 no.							
Total	29 nos.							

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

i)	Transaction of Govt. funds through licensed Software.
ii)	High Speed Internet Connection installed.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,69,000.00
ii) Campus Infrastructure and facilities	1,00,000.00
iii) Equipments	2,00,000.00
iv) Others	1,25,000.00
Total :	6,94,000.00

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
1012			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	658	65		354	35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
619	167	26	301	00	1113	601	68	31	301	00	1012

Demand ratio

Dropout %

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

Mock test taken as per the guidelines of the Govt. of West Bengal.

No. of students beneficiaries

281

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

i) MOU with NSHM, Kolkata for different career oriented courses.
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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

Exact data not available.

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

Exact data not available.

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	Nil	Nil
Financial support from government	219	16,19,800/-
Financial support from other sources	02	9,600/-
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 : Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – To empower students from all sections 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 have 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 these are also communicated 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
- ii) Internal Assessment

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

- i) ICT enabled smart class teaching.
- ii) Automation of Library under process.

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

MOU with NSHM, Kolkata for different collaborative career oriented courses for the students.

6.3.9 Admission of Students

Online admission introduced.

6.4 Welfare schemes for

Teaching	GSLI
Non teaching	GSLI
Students	Students' Aid Fund

6.5 Total corpus fund generated

1,00,000.00

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	-	-	Yes	-

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 CBCS and Semester wise pattern of studies.

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-ordinator, IQAC

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

Necessary support provided to office and Library staff for a successful running of computerised facilities.

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.

- i) Installation of Solar Power unit has reduced straight electricity consumption to a considerable extent.
- ii) UGC sponsored Certificate course in "Glass Painting" successfully conducted

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

- i) Recruitment of full time Librarian has facilitated the management of Library affairs.
- ii) New Programme Officer for NSS units appointed and sent for training to the University.
- iii) Preparation for 2nd cycle NAAC A&A are on full tide.

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

- i) Full fledged garden of medicinal plant.
- ii) Solar power units effectively reduced straight electricity consumption.

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

7.4 Contribution to environmental awareness / protection

- i) Carbon emission minimized.
- ii) Greeneries properly maintained and enhanced.

7.5 Whether environmental audit was conducted? Yes No

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

- i) The academic Departments need more space for effective operation.
- ii) Number of computers needs to be increased.

8. Plans of institution for next year

- i) Getting the College Assessed and Accredited by NAAC for 2nd Cycle for the betterment of the teaching-learning ambience.
- ii) Introduction of collaborative career oriented courses in greater numbers.
- iii) Installation of WIFI facility inside the campus.

Name : PROF. ASHISH KR. CHAKRABORTY

Name : PROF. SANJIB KUMAR HAZRA



Convener
IQAC
Khandra College



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

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
