

ANNUAL QUALITY ASSURANCE REPORT 2016-17



Submitted by

Internal Quality Assurance Cell

K. K. Das College

NAAC Accredited (1st Cycle)

GRH-17, Baishnabghata - Patuli, PO – Garia, Kolkata,
West Bengal, India – 700 084

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

K. K. DAS COLLEGE

1.2 Address Line 1

GRH-17, BAISHNABGHATA-PATULI

Address Line 2

GARIA

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700 084

Institution e-mail address

kkdascollege@gmail.com

Contact Nos.

033-246-25999

Name of the Head of the Institution:

DR. RAMKRISHNA PRASAD CHAKRABORTY

Tel. No. with STD Code:

033-2462 5999

Mobile:

9143028586

Name of the IQAC Co-ordinator:

DR. NASIMA MUNSHI

Mobile:

9830348772

IQAC e-mail address:

iqackkdascollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) WBCOGN 25586

1.4 Website address:

www.kkdascollege.ac.in

Web-link of the AQAR:

https://www.kkdascollege.ac.in/aqar

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

1.5 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 2.37 | 2016 | 2021 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2010

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

2016-17

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)

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

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

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

1) HEALTH AND DEVELOPMENT: IN THE PERSPECTIVE OF COLONIAL AND POST COLONIAL INDIA
2) ADVANCES AND APPLICATIONS OF CONTEMPORARY MATHEMATICS

2.14 Significant Activities and contributions made by IQAC

- IQAC took the initiative for NAAC on site visit in August 2016.
- IQAC suggested further modification of the admission system to ensure free and fair treatment of all applicants following the norms as prescribed by Calcutta University.
- IQAC supervised the library automation process.
- AISHE-2016-17 is uploaded by Nodal Officer under the supervision of IQAC
- Academic Calendar of the college was prepared under the supervision of IQAC
- The College publishes prospectus annually under the supervision of IQAC
- IQAC repeatedly insisted that the Institution be made environment friendly, and the campus be kept neat and clean
- IQAC insisted that students and other stakeholders should provide feedback online
- IQAC suggested every department to upload study materials in the college website so that students can access them online. The objective is to develop the website as a learning resource
- IQAC recommended to install the Language Lab software in computer lab.
- IQAC recommended that students-related information be made available online as well as college fees be made payable online.
- Under the supervision of IQAC a class room was converted to smart class room.
- IQAC took the responsibility to organise two UGC sanctioned national seminars with the departments of Sociology-Economics-History and Mathematics.
- IQAC encouraged the members of the faculty to upgrade themselves, engage in conducting research work, associate themselves with UGC, CSIR, DST, etc, undertake major and minor research projects, publish articles in national / international journals.

- IQAC encouraged increasing interaction between the students and their guardian through feedback mechanism. They can also put forward their suggestions during the post-examination meeting.
- IQAC organized various student-centric lectures which are beneficial for the students to secure job in future.
- IQAC took the initiative of arranging a campus interview for placement by Indigo Airlines for ground staff across East stations on 6th June, 2017.
- IQAC approved the fact that financial support should be given to the economically backward students.
- IQAC has supported the NSS Unit's initiative in organizing cataract operation camp. The camp is organized in collaboration with an NGO, Sahamormi and the college provides the space during the Winter Recess for a special eye check up and cataract operation camp held for the underprivileged and marginalised section of the society. The college tries to fulfil its social responsibility through this activity.
- IQAC has also inspired NSS to organize annual special camp.

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 |
|---------------------------------------|---|
| NAAC visit | IQAC successfully conducted the NAAC peer team visit from 29 th August 2016 to 31 st August 2016. Institute obtained grade B with CGPA 2.37 |
| Automation of Office | New Software has been introduced |
| Installation of Language Lab Software | Students can improve their communication Skill |
| Library automation | Koha was introduced in place of SOUL on the recommendation of the librarian. Work of OPAC is progressing under the supervision of IQAC. |
| Academic calendar | Every year academic calendar is prepared and circulated to the students through prospectus and college website |
| Improvement of Feedback Mechanism | Online Feedback Generation Mechanism through the official website of the college has been introduced. But the response has been lukewarm. |
| Uploading Study Material | Most of departments uploaded study |

| | |
|---|---|
| | materials at regular intervals for the benefit of the students. |
| Installation of smart class room | Room no.106 in the ground floor is converted to a smart class room funded by WB Govt. |
| UGC Seminar | Two national seminars were organised by the departments of Sociology-Economics-History and Mathematics under the supervision of IQAC. |
| Publication of Prospectus | The prospectus is circulated to the students and well wishers. It provides updated and current information about the institution. |
| Campus interview was conducted by Indigo Airlines for recruitment of ground staff | Two candidates were selected for the second round of the interview. |

** Academic Calendar of the academic session 2016-17 as Annexure-I*

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed in the meeting of the Governing Body and it was resolved to approve the AQAR.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 6 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 6 | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

Core: Accountancy, Bengali, English, History, Economics, Mathematics.

Elective: Bengali, English, History, Education, Sociology, Economics, Mathematics, Statistics, Computer Science.

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | |
| Trimester | |
| Annual | 6 |

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*

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

The syllabus is prepared and revised by the University of Calcutta from time to time.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 26 | 13 | 3 | 1 | 9 |

2.2 No. of permanent faculty with Ph.D.

6

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 |
| 5 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 7 | 1 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 2 | 17 | |
| Presented papers | 3 | 14 | 2 |
| Resource Persons | | | |

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

- Uploading of study material in the institutional website for the benefit of the students
- Screening of films on relevant subject matter at regular interval by different departments
- Use of overhead projector and interactive white board for teaching
- Class lectures were delivered through PowerPoint Presentations
- Study / Field tours were arranged by some departments
- Special classes are arranged for slow learners after test examinations.
- Some departments arrange quiz competition, debate on selected topics.

2.7 Total No. of actual teaching days during this academic year 163

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

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

2.10 Average percentage of attendance of students 68

2.11 Course/Programme wise
Distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|-------|---------|--------|
| | | Distinction % | I % | II % | III * % | Pass % |
| Bengali Honours | 32 | NA | | 81.25 | 15.63 | 96.88 |
| English Honours | 15 | NA | | 100 | | 100 |
| History Honours | 12 | NA | | 91.67 | 8.33 | 100 |
| Economics Honours | 1 | NA | 100 | | | 100 |
| Mathematics Honours | 3 | NA | | 33.33 | | 33.33 |
| B.Com Honours | 112 | NA | | 38.39 | 12.50 | 50.89 |
| B.A General | 166 | NA | | 2.41 | 51.20 | 53.61 |
| B.Sc General | 8 | NA | | 11.11 | 22.22 | 33.33 |
| B.Com General | 129 | NA | | 0.77 | 17.83 | 18.60 |

*III division means: For honours students passed without honours

For general students passed without division

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

- IQAC organises ‘Orientation Program’ for 1st year students of B.A., B.Sc., B. Com. and their guardians separately to make them aware about the college rules and regulations and the support system provided by the college.
- The IQAC functions as an overall advisory body operating constantly for the betterment of the teaching and learning process.
- IQAC supervises the preparation of academic calendar and time table.
- IQAC collects annual reports from each department and conducts review meetings.
- Meetings for discussion on examination and evaluation process were conducted on a regular basis.
- IQAC requested the departments to conduct regular departmental meetings for holistic improvement of the academic environment in the institution.
- IQAC requested the departments to take help of ICT to make teaching learning process more interactive and attractive to the students.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 0 |
| UGC – Faculty Improvement Programme | 2 |
| HRD programmes | 1 |
| Orientation programmes | 3 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 0 |
| Staff training conducted by other institutions | 0 |
| Summer / Winter schools, Workshops, etc. | 9 |
| Others | 13 |

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 | | | |
| Technical Staff | | | | 1 |

Criterion – III

3. Research, Consultancy and Extension

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

- The internet facility is always available to assist the faculty for their research activities.
- On-line journals are made available for the faculty members through INFLIBNET facility.
- IQAC proposed to provide travel grant to faculty members for attending conferences. This has been ratified by Finance Committee and Governing Body.
- IQAC suggested to the college authority and Governing Body to sanction leaves and release necessary funds for faculty members who would travel for attending conferences.
- Teaching staff are encouraged to attend and present papers at various seminars. They are also encouraged to submit proposals for research projects.
- Three minor research projects have been sanctioned by UGC this year.
- IQAC conducts regular meetings with the teaching staff to motivate them to publish research papers. They are also advised to apply for UGC funds for organizing seminars and workshops in the college.
- Two UGC funded National Seminar are organised this year.
- There are instances where faculty members are granted leave to participate in various academic workshops.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 0 | 0 | 3 | 0 |
| Outlay in Rs. Lakhs | | | 540000/- | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 1 | | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|-------------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | Feb'17- Feb'19 | UGC | 450000/- | 405000/- |
| 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 | | 2 | | | |
| Sponsoring agencies | | UGC | | | |

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 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

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 | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|----------------------|---------------|--------------------------------|-----------|--------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/> | | |
| NCC | <input type="text"/> | NSS | <input type="text" value="6"/> | Any other | <input type="text" value="6"/> |

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

- The cheap store was inaugurated in the college premises on 5th August, 2018.
- NSS Foundation Day was celebrated on 24th September 2016.
- Seminar on Adventure Sports was organised on 8th November, 2016. Three Everest winners were the speakers in the in the seminar.
- Institute got the honour to organize District level Competition for Celebrating the '75th Anniversary of Netaji's Great Escape' on 17th and 18th November 2016.
- Students' seminar was organised by Institute of Cost Accountants of India on 26th November, 2016.
- A Blood Donation Camp was organized by NSS unit, K. K. Das College on 22nd December 2016.
- The college becomes a venue for eye check-up and cataract operation camp during the Winter Recess. This activity is organised in collaboration with an NGO, Sahamormi where people from the marginalised section of society are provided free eye check up along with cataract operation. Health check-up camps are held at regular intervals by Sahamormi before the eye check up and cataract operation camp where the staff of the college actively participates. The patients are treated after their operation by trained doctors and nurses and spectacles are distributed to them in the first week of February.
- National Youth Day was celebrated on 30th January 2017 by NSS.

- Herbal Health check up camp was organised on 11th February, 2017.
- NSS celebrated International Mother Language Day on 22nd February 2017.
- A special camp of NSS was held on the following dates: 14th March, 25th March, 27th to 31st March 2017.
- A rock climbing course was organized by K. K. Das College in collaboration with Vagabond Adventure Point and Narkeldanga Trekkers' Association at Mathaburu Hills, Purulia from 4th to 8th March 2017.
- Inauguration of the front side of the college by Honourable Education Minister after beatification on 6th May 2017.

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 | 1375sqm | | | 1375sqm |
| Class rooms | 13 | | | 13 |
| Laboratories | 2 | | | 2 |
| Seminar Halls | | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | | Furniture, Harmonium, AC Machine, Wheel Chair, Water Purifier | College fund | 96370/- |

4.2 Computerization of administration and library

- Koha based library management and access system have been introduced in place of SOUL on recommendation of Librarian.
- Acquisition of books in library has been started through the current Integrated Library Management System (ILMS)
- Circulation of books to faculty members is done through ILMS. The librarian proposed to start this process for students from the next academic session.
- The process of stock verification and barcode labelling of books was initiated
- Online repository – Every department has uploaded study materials in the college website so that students can access them online. This will help in developing the official website of the institution as a learning resource
- Complete wi-fi access has been provided to the faculty members and students during the working hours of the college to help them in their academic pursuits

4.3 Library services:

| | Existing | | Newly added | | Total | |
|-------------------------|----------|--------|-------------|-------|-------|--------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 12867 | | 45 | 17385 | 12912 | 632695 |
| Reference Books | 244 | 685609 | 1 | | 245 | |
| e-Books | | | | | | |
| Journals | 10 | | | | 10 | |
| e-Journals | | | | | | |
| Digital Database | 1 | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|-----------------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 46 | 28 | 44 | - | - | 8 | 0 | 10 |
| Added | 0 | 0 | 1 | - | - | 0 | 0 | 1 |
| Total | 47 | 28 | 45 | - | - | 8 | 0 | 11 |

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

- i) The institution has a sms gateway mechanism for the faculty members and students by which various important information are passed on to them. In addition to this, the head of the institution interacts with the faculty members through a Whats App group.
- ii) Each department has a Whats App group as a means of communication between the teachers and the students.
- iii) Online Feedback Generation Mechanism through the official website of the college has been introduced.
- iv) SOUL was introduced on the recommendation of the librarian. Work of OPAC is progressing under the supervision of IQAC. Acquisition of books in library has been started through the current Integrated Library Management System (ILMS). Circulation of books to faculty members is done through ILMS. The librarian proposed to start this process for students from the next academic session. The process of stock verification and barcode labelling of books was initiated
- v) The internet facility is always available to assist the faculty for their research activities. On-line journals are made available for the faculty members through INFLIBNET facility. All faculty members have been provided with unique user id and password of UGC N-List.

- vi) IQAC requested the departments to take help of ICT to make teaching learning process more interactive and attractive to the students. One smart class room has been made available as a step towards extensive use of information technology in the class rooms. A training session was organized by the institution for the teachers to train them for adapting this new technology. Most of the departments uploaded study materials at regular intervals for the benefit of the students.
- vii) The college has a well-equipped computer lab which is regularly accessed by the faculties and students.
- viii) The Institute has software for online application for admission. The institution has a data base management system through which detailed information regarding students can be accessed very easily and quickly. Office automation has taken place in the college and the support staff have been continuously given training about the operation of the new software by the college authority. The college has also adopted e-filling system under the directives of WB Government for timely credit of the salaries of the employees.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|--------------|
| i) ICT | 4.66 |
| ii) Campus Infrastructure and facilities | 11.33 |
| iii) Equipments | 0.43 |
| iv) Others | Nil |
| Total: | 16.42 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The students come to know about the various students' support services provided to them by the college through the following channels:

- i) College prospectus
- ii) Orientation address to freshers' delivered by the Head of the institution
- iii) Display of the information on notice board of the college
- iv) Various important information are also communicated to the students through the official website of the institution
- v) Notice is circulated from time to time
- vi) The head of the departments also inform the students on a regular basis in class

5.2 Efforts made by the institution for tracking the progression

All departments have initiated a system of tracking students' progression by keeping records of their academic results and preparing a students' profile. The college also has a website for the alumni. The alumni may also interact through various social media websites like facebook, etc.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1428 | | | |

(b) No. of students outside the state

8 (Male – 7, Female – 1)

(c) No. of international students

[]

| Men | <table border="1" style="width: 100%; text-align: center;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>764</td> <td>53.50</td> </tr> </table> | No | % | 764 | 53.50 | Women | <table border="1" style="width: 100%; text-align: center;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>664</td> <td>46.50</td> </tr> </table> | No | % | 664 | 46.50 |
|-----|---|----|---|-----|-------|-------|---|----|---|-----|-------|
| No | % | | | | | | | | | | |
| 764 | 53.50 | | | | | | | | | | |
| No | % | | | | | | | | | | |
| 664 | 46.50 | | | | | | | | | | |

| Last Year(15-16) | | | | | | This Year(16-17) | | | | | |
|------------------|-----|----|-----|-----------------------|-------|------------------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1119 | 247 | 3 | 49 | 0 | 1418 | 1065 | 286 | 11 | 64 | 2 | 1428 |

Demand ratio 1: 3.71 Dropout 11%

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

NIL

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Counselling of students is done by teachers in class as well as outside the classrooms on academic, financial, career-related, health related and personal matters
- Teachers try to instil value education and awareness on specific social issues whenever they deem necessary
- A career fair is organized every year in which different institutions / organizations participate to suggest different career opportunities for students after graduation

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 |
| 1 | 26 | Two students are selected | |

5.8 Details of gender sensitization programmes

A special lecture was delivered on 8th March 2017 by Dr. Soma Mukherjee, Associate Professor of History, Basanti Devi College, on the history and evolution of International Women’s Day

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
Other events

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|--------------------|
| Financial support from institution | 86 | 40000/- |
| Financial support from government | 407 | Data not available |
| Financial support from other sources | 50 | Data not available |
| 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: NA

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Building sensitive and self reliant citizens - confident and competent - and help them to develop as complete human beings.

Mission

- 1. To create an academic environment in the college and to ensure quality in teaching and learning.*
- 2. To impart the kind of education which promotes knowledge as well as skill.*
- 3. To promote holistic development of students with special emphasis on girl students.*
- 4. To provide cultural enrichment and lifelong learning.*
- 5. To develop their inherent qualities.*

6.2 Does the Institution has a management Information System

The Institute has software for online application for admission. The institution has a data base management system through which detailed information regarding students can be accessed very easily and quickly. The library has Koha and OPAC software.

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

6.3.1 Curriculum Development

The College being affiliated to the University of Calcutta is bound to follow the University curriculum. However, it thrives at the smooth execution of the curriculum as assigned to the college.

- Workload distribution as per specialization of the teachers.
- The faculties prepare study materials based on the curriculum and syllabus which are available in the online repository.
- The college maintains an academic calendar which helps in timely completion of syllabus. It also prepares students for final University examinations.
- Examination committee to ensure smooth conduct of examinations.
- A number of faculties are members of University appointed examination committee to frame question papers.

6.3.2 Teaching and Learning

- i) Extra classes for slow learners have been arranged by some departments.
- ii) Special classes have been arranged after test examination for preparing the students for the University Examinations.
- iii) Study materials have been uploaded in college website which is available online.
- iv) Class tests have been taken at regular intervals as a part of continuous assessment procedure.
- v) Parent-teacher meetings are organised from time to time to make the parents aware of their wards performance.
- vi) Some departments organised faculty exchange programmes to enrich the students.
- vii) Language Lab has been set up in the college to develop the language skill of the students by helping them to learn different languages.
- viii) Field trips have been organized by a few departments to help the students to enhance interest about their subject of study.

6.3.3 Examination and Evaluation

- The institution has a system of Continuous evaluation by giving assignments regularly and taking class tests. These are called formative assessment. The students' performance is also assessed through student seminars organized by different departments.
- The students' performance is also evaluated through Summative assessment like midterm and selection tests.
- Transparency is maintained in the evaluation process.

6.3.4 Research and Development

- Faculty members are motivated to take up UGC Research Projects (Major and Minor) and publish research articles in peer reviewed Journals.
- The college is well equipped with computer and internet facility.
- Faculty members are encouraged to attend international / national conferences / symposia / seminars.
- Currently there are three on-going Minor Research Projects
- On-line journals are made available for the faculty members through INFLIBNET facility.
- Library resources are updated regularly.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is also well equipped with several volumes of text books, reference books, e-journals and computer software for conducive learning environment
- Digitization (Automation) of library was started in 2015-16 and was accomplished in 2016-17
- Research journals are kept in the library which can be used by the students and faculty members
- 51 new books have in added in this academic session and renewal of existing journals have been done
- All faculty members have been provided with unique user id and password of UGC N-List
- One smart class room has been made available as a step towards extensive use of information technology in the class rooms
- The college has a well-equipped computer lab which is regularly accessed by the faculties and students

6.3.6 Human Resource Management

- The GB of the college along with a very open minded principal guides the teachers, staff and students with a very humane approach.
- Various sub-committees function in the college such as Finance, Purchase etc. Since the college has limited human resource, all the staff members are involved in a number of sub-committees and try their best to perform according to their capabilities.
- Employees are given utmost importance and their needs are recognized. The service rules are made transparent and they are benefited with PF, Gratuity, GSLI, etc.
- The faculty and staff are entitled with other benefits like Casual Leave, Earned Leave, Medical Leave, Study Leave etc.
- The faculties are being encouraged to pursue research works and other educational pursuits
- Proper infrastructural requirements especially uninterrupted electricity supply, safe drinking water and routine maintenance is provided to the working staff

6.3.7 Faculty and Staff recruitment

- Faculties, in substantive post, are recruited through College Service Commission, W.B. following the directives as prescribed by the UGC
- Government approved CWTT and PTTs
- Guest Faculties are recruited through proper advertisement and selection process. They are usually College management appointed temporary lecturers

6.3.8 Industry Interaction / Collaboration

- The Principal initiated for a collaboration between the institution and Sulekha Company, to provide industrial training to the students
- Further, the students of Commerce Department on account of project work in their curriculum are exposed to some amount of Industrial Interaction.

6.3.9 Admission of Students

- The admission procedure is conducted online form fill up since 2015
- The number of students admitted to each course is strictly contained within the intake capacity of the particular course of study.
- Reservation of seats for SC, ST and OBC candidates and other conditions for admission is as per the rules of the Government of West Bengal and University of Calcutta
- The online admission procedure is conducted with strict adherence to the stipulations laid down by University of Calcutta and under the meticulous supervision of the Admission Committee of the college
- The decision of the Committee is deemed final in all aspects pertaining to admission
- During the admission process a student comes to the College only for verification of papers before paying admission fees, which can be paid through challan generated online
- This not only helped the students but also avoided unnecessary feuds which often take place when admission forms were issued from the college campus itself. This also helped in maintaining transparency during the admission process

6.4 Welfare schemes for

| | |
|--------------------|--|
| Students | Half and Full free studentship (in Tuition fees) are provided to economically backward students at the discretion of the college. SC, ST, Minority, Kanyashree Scholarships are given. Students from economically backward groups are supported by the college if he or she is regular in attending classes. |
| Teachers | K. K. Das College Employees has set up a Credit Cooperative Society to provide need based loan. Group Insurance. |
| Non-Teaching Staff | - Do - |

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 | | | |
| Administrative | NO | | | |

6.8 Does the University/ Autonomous College declare 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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- The Alumni association of the college acts as ambassadors of the institution. They connect with prospective high school pass out students to enrol for various courses in our college.
- They help in creating a perception regarding the goodwill of the institution and hence influencing the community.
- Through an annual alumni meet they also connect with the existing students and share their experiences and life skills.

6.12 Activities and support from the Parent – Teacher Association

Activities:

- Parent – Teacher meetings are held at regular interval
- The Principal and teachers also meet the guardians of the first year students at the orientation programme at the beginning of academic session

Support:

- The Parents are informed directly over phone about the PTMs
- These meetings have facilitated parental participation in the college as a major stakeholder.
- These meetings have helped the college to evaluate the effectiveness of the academic activities
- A communication between the parents and the teachers have fostered a sense of discipline among the students, since the parents are appraised about their wards in the meetings

6.13 Development programmes for support staff

- Office automation has taken place in the college and the support staff has been continuously given training about the operation of the new software by the college authority.
- Before the introduction of the new salary package by the Govt. of West Bengal, the office staff was given training by the Government.

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

- **Plantation** - Planting trees and beautification of the campus and cleaning of its surrounding feature in the regular activities of our NSS program schedule
- **Waste management** - Wastes are stored in suitable containers till proper disposal is done
- **E-Waste management** - The e-waste generated is stored in the campus and disposed as scrap
- The campus is **no-smoking** and **plastic free zone** in the nearby vicinity
- Wastage of paper has been minimized through digitization

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.

As per our institutional environment the college has undertaken different types of best practices which have created a positive impact on the functioning of the institution.

1. Digitalization

The college has adopted digitization to handle each task from management to teaching.

- *e-sanjog* scheme has helped The Principal to communicate and maintain coordination with the college staff, teachers and the stakeholders effectively. The “WhatsApp” Gateway has made dissemination of information by the Principal prompt and timely. The use of technology for administrative works has also increased. The college has also adopted e-filling system under the directives of WB Government for timely credit of the salaries of the employees.
- *e-obhhayas* plan has enhanced the communication between teachers and the students. Apart from the classroom teaching students are also guided from distance using online study materials uploaded by the teachers. Students can also contact their respective teachers for guidance, any time, in the “Whatsapp” group created by the respective departments.
- The subscription to UGC Nlist has augmented teachers’ research as well.

Outcome: This has helped the college in managing admissions, maintaining records, etc. efficiently. It has helped the college to function administratively and academically well.

2. Environmental Initiatives:

- The College’s environmental initiatives include the Eco Club and activities of NSS, which promotes eco-friendly practices in the campus. It promotes energy efficiency and other sustainable practices, like monitoring to keep lights and fans off in class rooms when not in use, surveilling no wastage of water in students’ washroom and drinking area, planting trees, successfully making the campus No-smoking and Plastic free zone, etc.
- The adoption of digitalization to maintain records electronically has further added to the initiative as it has minimised paperwork.

Outcome: This initiative has taught students and the college staffs to live responsibly.

3. Student Centric Learning

To provide a memorable educational journey to the students, K.K. Das College focuses on student centred learning. Apart from regular chalk and talk teaching, the faculty emphasises on experience and hands on learning. The activity involves:

- Inquiry Based Learning: Students are encouraged to explore study materials, ask questions, share ideas and involve in critical thinking.

- Case Based Learning: Many faculties also use case studies in their curriculum to teach content, connect students with real life data, or provide opportunities for students to think from decision maker's perspective
- Just in Time Teaching: Home assignments are given to students regularly to keep the students in touch with their course. Web-based learning materials are also provided to the students so that they can prepare for the class beforehand.

Outcome: This has improved student responsiveness in class.

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

- Revision of the evaluation system of the students. Apart from the summative assessment directed by the Parent Institution, University of Calcutta, class tests in regular intervals have been introduced
- Introduction of online repository of study materials
- Beautification of college campus and its surrounding areas
- Canteen has been modified and extension
- Development of ICT infrastructure – Smart Class Room has been introduced
- Faculties have been encouraged to undertake research activities
- Introduction of Cheap Stores
- NAAC Accreditation – Cycle I

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

Best Practice I – Towards Holistic Development

Objective: Sensitize the students on issues of sensual and temporal relevance so as to ensure their holistic development

Practice and Implementation: To build sensitive and self-reliant citizens the following practices are emphasised

- Value education by communicating “words of wisdom” to students is done by the Principal on day to day basis
- The Principal enthusiastically encourages NSS activities, as mentioned in the preceding sections, has inculcated the feeling of social welfare in students. These activities have taught the students the spirit of teamwork and to be socially responsible, by working towards the upliftment of the society.
- Regular student-centric seminars have been organised on cross cutting issues
- The teachers of the college also act as mentors to the students

Outcome: The overall academic environment of the college has improved. Students have become more socially responsible. The relationship between students and students and teachers has strengthened.

Best Practice II – *Work Audit Calendar*

Objective: All academic and administrative work is peered by the Principal through meticulous planning and regular work audit

Practice and Implementation: The College has limited human resource and a never ending emerging workload. Towards managing and delivering such workload effectively the Principal has evolved the following practices:

- Designed a workload calendar – distinctively distributing and indicating the administrative workload of the staff.
- The academic assignments of the teachers are monitored as well.

Outcome: Work lag is getting minimised

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

7.4 Contribution to environmental awareness / protection

With the focus on protecting the environment K.K.Das College has undertaken a number of initiatives. The initiatives involve an Eco Club and activities of NSS which creates environmental awareness amongst the students. The activities include

- Planting trees in college campus and in the vicinity public areas
- Turning of lights and fans in unoccupied classrooms and corridors
- Traditional incandescent like electricity consuming light bulbs, campus halogens are replaced with energy efficient LED/CFL lamps
- Wastage of water is surveilled by the students in students' wash room and drinking water area
- The campus has been made No Smoking and Plastic Free Zone
- The installation of RO water filter, in each floor, has contributed towards reuse of plastic drinking water bottles
- Adoption of digitalization for administrative and academic purposes have reduced consumption of paper
- Computers are used in 'sleep' mode to conserve energy, when turning them off would be impractical
- Waste bins are maintained to dispose of wastes generated within college campus
- The college also maintains a proper e-waste disposal

7.5 Whether environmental audit was conducted? Yes No

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

Currently running on the perspective “*Small is Beautiful*” the college aims at reaching greater heights in the coming years. Since its inception, the college has been reaching out to students from needy background. The dedicated team of faculty members and staffs are incessantly working towards the educational upliftment of the students. A healthy relationship between the students, teachers and college administration has been strength of the college.

The only obstacle faced by the college towards reaching its goal is paucity of appropriate funds. It often leads to delay in implementation of plans for future progress of extending the college campus and introducing new course

8. Plans of institution for next year

- Vertical Expansion of college building
- Introduction of new subjects for undergraduate degree courses
- Continuous development of academic environment
- Development of 360⁰ feedback mechanism
- Upgradation of ICT infrastructure
- Linkage with industry
- Upgradation of Library services
- Creation of new posts for recruitment of non-teaching staffs
- Promotion of extension activities

Name Dr. Nasima Munshi

Name Dr Ramkrishnagopad Chakraborty

N. Munshi

(R)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

Annexure I

Academic Calendar 2016-17

| Sl.No | Month(July) | |
|-------|---------------|---|
| 1 | Fri | B.A/B.Sc Part-II (G) Exam Academic sub Comittee |
| 2 | Sat | B.A/B.Sc Part-II (G) Exam |
| 3 | Sun | |
| 4 | Mon | B.A/B.Sc Part-II (G) Exam |
| 5 | Tue | B.A/B.Sc Part-II (G) Exam |
| 6 | Wed | Rathjatra, ID-UI-Fiter |
| 7 | Thu | B.A/B.Sc Part-II (G) Exam |
| 8 | Fri | B.Com (H) Part-II Exam IQAC MEETING |
| 9 | Sat | B.Com (H) Part-II Exam |
| 10 | Sun | |
| 11 | Mon | B.Com (H) Part-II Exam |
| 12 | Tue | B.Com (H) Part-II Exam |
| 13 | Wed | B.Com (H) Part-II Exam |
| 14 | Thu | B.Com (H) Part-II Exam |
| 15 | Fri | B.Com (G) Part-II Exam |
| 16 | Sat | B.Com (G) Part-II Exam |
| 17 | Sun | |
| 18 | Mon | B.Com (G) Part-II Exam |
| 19 | Tue | B.Com (G) Part-II Exam |
| 20 | Wed | B.Com (G) Part-II Exam |
| 21 | Thu | B.Com (G) Part-II Exam |
| 22 | Fri | Teacher council meeting |
| 23 | Sat | B.Com (G) Part-II Exam |
| 24 | Sun | |
| 25 | Mon | B.Com (G) Part-II Exam |
| 26 | Tue | B.Com (G) Part-II Exam |
| 27 | Wed | B.Com (G) Part-II Exam |
| 28 | Thu | B.Com (G) Part-II Exam |
| 29 | Fri | B.Com (G) Part-II Exam |
| 30 | Sat | B.Com (G) Part-II Exam |
| 31 | Sun | |
| | Teaching days | |
| | | |
| Sl.No | Month(August) | Particulars |
| 1 | Mon | B.Com (H) Part-I Exam |
| 2 | Tue | B.Com (H) Part-I Exam |
| 3 | Wed | B.Com (H) Part-I Exam |
| 4 | Thu | TC Meeting |

| | | |
|----|---------------|--------------------------------|
| 5 | Fri | B.Com (H) Part-I Exam |
| 6 | Sat | B.Com (H) Part-I Exam |
| 7 | Sun | |
| 8 | Mon | B.Com (H) Part-I Exam |
| 9 | Tue | Inauguration of Part-I Classes |
| 10 | Wed | B.Com (H) Part-I Exam |
| 11 | Thu | B.Com (H) Part-I Exam |
| 12 | Fri | B.Com (H) Part-I Exam |
| 13 | Sat | B.Com (H) Part-I Exam |
| 14 | Sun | |
| 15 | Mon | Independence Day |
| 16 | Tue | B.Com (H) Part-I Exam |
| 17 | Wed | B.A/B.Sc part-I (H) Exam |
| 18 | Thu | B.A/B.Sc part-I (H) Exam |
| 19 | Fri | B.A/B.Sc part-I (H) Exam |
| 20 | Sat | B.A/B.Sc part-I (H) Exam |
| 21 | Sun | |
| 22 | Mon | B.A/B.Sc part-I (G) Exam |
| 23 | Tue | B.A/B.Sc part-I (G) Exam |
| 24 | Wed | B.A/B.Sc part-I (G) Exam |
| 25 | Thu | Janmastami |
| 26 | Fri | B.A/B.Sc part-I (G) Exam |
| 27 | Sat | B.A/B.Sc part-I (G) Exam |
| 28 | Sun | |
| 29 | Mon | B.A/B.Sc part-I (G) Exam |
| 30 | Tue | B.A/B.Sc part-I (G) Exam |
| 31 | Wed | B.A/B.Sc part-I (G) Exam |
| | Teaching days | |

| Sl.No | Month(September) | Particulars |
|-------|------------------|---|
| 1 | Thu | 1 st , 2 nd & 3 rd Classes |
| 2 | Fri | 1 st , 2 nd & 3 rd Classes |
| 3 | Sat | 1 st , 2 nd & 3 rd Classes |
| 4 | Sun | |
| 5 | Mon | College Foundation Day |
| 6 | Tue | 1 st , 2 nd & 3 rd Classes |
| 7 | Wed | 1 st , 2 nd & 3 rd Classes |
| 8 | Thu | 1 st , 2 nd & 3 rd Classes |
| 9 | Fri | 1 st , 2 nd & 3 rd Classes |
| 10 | Sat | 1 st , 2 nd & 3 rd Classes |
| 11 | Sun | |
| 12 | Mon | ID-UZ-Zoha |
| 13 | Tue | 1 st , 2 nd & 3 rd Classes |
| 14 | Wed | 1 st , 2 nd & 3 rd Classes |
| 15 | Thu | 1 st , 2 nd & 3 rd Classes |

| | | |
|----|---------------|---|
| 16 | Fri | Fresher Well Come |
| 17 | Sat | Viswakarma Puja |
| 18 | Sun | |
| 19 | Mon | 1 st , 2 nd & 3 rd Classes And Class test |
| 20 | Tue | 1 st , 2 nd & 3 rd Classes And Class test |
| 21 | Wed | 1 st , 2 nd & 3 rd Classes And Class test |
| 22 | Thu | 1 st , 2 nd & 3 rd Classes And Class test |
| 23 | Fri | 1 st , 2 nd & 3 rd Classes And Class test |
| 24 | Sat | 1 st , 2 nd & 3 rd Classes, NSS Foundation Celebration Day, And Class test |
| 25 | Sun | |
| 26 | Mon | 1 st , 2 nd & 3 rd Classes, And Class test |
| 27 | Tue | 1 st , 2 nd & 3 rd Classes And Class test |
| 28 | Wed | 1 st , 2 nd & 3 rd Classes And Class test |
| 29 | Thu | 1 st , 2 nd & 3 rd Classes And Class test |
| 30 | Fri | Mahalaya |
| 21 | Teaching days | 21 days |

| Sl.No | Month(Oct) | Particulars |
|-------|------------|---|
| 1 | Sat | 1 st , 2 nd & 3 rd Classes |
| 2 | Sun | Birth day of Gandhiji |
| 3 | Mon | 1 st , 2 nd & 3 rd Classes |
| 4 | Tue | 1 st , 2 nd & 3 rd Classes |
| 5 | Wed | 1 st , 2 nd & 3 rd Classes, TC Meeting |
| 6 | Thu | 1 st , 2 nd & 3 rd Classes |
| 7 | Fri | Puja Vacation |
| 8 | Sat | Puja Vacation |
| 9 | Sun | Puja Vacation |
| 10 | Mon | Puja Vacation |
| 11 | Tue | Puja Vacation |
| 12 | Wed | Puja Vacation |
| 13 | Thu | Puja Vacation |
| 14 | Fri | Puja Vacation |
| 15 | Sat | Puja Vacation |
| 16 | Sun | Puja Vacation |
| 17 | Mon | Puja Vacation |
| 18 | Tue | Puja Vacation |
| 19 | Wed | Puja Vacation |
| 20 | Thu | Puja Vacation |
| 21 | Fri | Puja Vacation |
| 22 | Sat | Puja Vacation |
| 23 | Sun | Puja Vacation |
| 24 | Mon | Puja Vacation |
| 25 | Tue | Puja Vacation |
| 26 | Wed | Puja Vacation |

| | | |
|----|---------------|---------------|
| 27 | Thu | Puja Vacation |
| 28 | Fri | Puja Vacation |
| 29 | Sat | Puja Vacation |
| 30 | Sun | Puja Vacation |
| 31 | Mon | Puja Vacation |
| 5 | Teaching days | 5 days |

| Sl.No | Month(Nov) | Particulars |
|-------|---------------|--|
| 1 | Tue | Puja Vacation |
| 2 | Wed | Puja Vacation |
| 3 | Thu | College Re-open after Puja vacation, 1 st , 2 nd & 3 rd Classes |
| 4 | Fri | 1 st , 2 nd & 3 rd Classes, Academic review Meet |
| 5 | Sat | 1 st , 2 nd & 3 rd Classes |
| 6 | Sun | |
| 7 | Mon | 1 st , 2 nd & 3 rd Classes |
| 8 | Tue | 1 st , 2 nd & 3 rd Classes |
| 9 | Wed | Jagodhatri Puja |
| 10 | Thu | 1 st , 2 nd & 3 rd Classes |
| 11 | Fri | 1 st , 2 nd & 3 rd Classes |
| 12 | Sat | 1 st , 2 nd & 3 rd Classes |
| 13 | Sun | |
| 14 | Mon | Guru Nanok birth day |
| 15 | Tue | 1 st , 2 nd & 3 rd Classes |
| 16 | Wed | 1 st , 2 nd & 3 rd Classes |
| 17 | Thu | 1 st , 2 nd & 3 rd Classes |
| 18 | Fri | 1 st , 2 nd & 3 rd Classes |
| 19 | Sat | 1 st , 2 nd & 3 rd Classes |
| 20 | Sun | |
| 21 | Mon | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 22 | Tue | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 23 | Wed | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 24 | Thu | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 25 | Fri | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 26 | Sat | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 27 | Sun | |
| 28 | Mon | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 29 | Tue | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 30 | Wed | 1 st , 2 nd & 3 rd Classes, Mid Term-Test |
| 22 | Teaching days | 22 days |

| Sl.No | Month(Dec) | Particulars |
|-------|---------------|---|
| 1 | Thu | 1 st , 2 nd & 3 rd Classes |
| 2 | Fri | 1 st , 2 nd & 3 rd Classes |
| 3 | Sat | 1 st , 2 nd & 3 rd Classes |
| 4 | Sun | |
| 5 | Mon | 1 st , 2 nd & 3 rd Classes |
| 6 | Tue | 1 st , 2 nd & 3 rd Classes |
| 7 | Wed | 1 st , 2 nd & 3 rd Classes |
| 8 | Thu | 1 st , 2 nd & 3 rd Classes |
| 9 | Fri | 1 st , 2 nd & 3 rd Classes |
| 10 | Sat | 1 st , 2 nd & 3 rd Classes |
| 11 | Sun | |
| 12 | Mon | 1 st , 2 nd & 3 rd Classes |
| 13 | Tue | Fateha-Doaz-Daham |
| 14 | Wed | 1 st , 2 nd & 3 rd Classes |
| 15 | Thu | 1 st , 2 nd & 3 rd Classes, Academic review meet |
| 16 | Fri | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 17 | Sat | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 18 | Sun | |
| 19 | Mon | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 20 | Tue | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 21 | Wed | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 22 | Thu | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 23 | Fri | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 24 | Sat | 1 st , 2 nd & 3 rd Classes, Parents Meet |
| 25 | Sun | X-Mas day |
| 26 | Mon | Winter Recess |
| 27 | Tue | Winter Recess |
| 28 | Wed | Winter Recess |
| 29 | Thu | Winter Recess |
| 30 | Fri | Winter Recess |
| 31 | Sat | Winter Recess |
| 20 | Teaching days | 20 days |

| Sl.No | Month(Jan) | Particulars |
|-------|------------|---|
| 1 | Sun | New Year Day |
| 2 | Mon | 1 st , 2 nd & 3 rd Classes |
| 3 | Tue | 1 st , 2 nd & 3 rd Classes |
| 4 | Wed | 1 st , 2 nd & 3 rd Classes |
| 5 | Thu | 1 st , 2 nd & 3 rd Classes, TC Meeting |
| 6 | Fri | 1 st , 2 nd & 3 rd Classes |
| 7 | Sat | 1 st , 2 nd & 3 rd Classes |
| 8 | Sun | |
| 9 | Mon | 1 st , 2 nd & 3 rd Classes |

| | | |
|----|---------------|---|
| 10 | Tue | 1 st , 2 nd & 3 rd Classes |
| 11 | Wed | 1 st , 2 nd Classes, 3 rd Year Test Exam |
| 12 | Thu | Birth Day of Swami Vivekananda (Yuba Dibos) |
| 13 | Fri | 1 st , 2 nd Classes, 3 rd Year Test Exam |
| 14 | Sat | Makorsankranti |
| 15 | Sun | |
| 16 | Mon | 1 st , 2 nd Classes, 3 rd Year Test Exam |
| 17 | Tue | 1 st , 2 nd Classes, 3 rd Year Test Exam |
| 18 | Wed | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 19 | Thu | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 20 | Fri | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 21 | Sat | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 22 | Sun | |
| 23 | Mon | Netaji Birth Day |
| 24 | Tue | C.U foundation Day |
| 25 | Wed | Maghotsab |
| 26 | Thu | Republic Day |
| 27 | Fri | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 28 | Sat | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 29 | Sun | |
| 30 | Mon | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 31 | Tue | 1 st , 2 nd Classes, 3 rd Year Tutorial |
| 20 | Teaching days | 20 days |

| Sl.No | Month(Feb) | Particulars |
|-------|------------|--|
| 1 | Wed | Saraswati Puja |
| 2 | Thu | Saraswati Puja |
| 3 | Fri | Academic review meet, 1 st , 2 nd Classes, 3 rd Year tutorial |
| 4 | Sat | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 5 | Sun | |
| 6 | Mon | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 7 | Tue | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 8 | Wed | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 9 | Thu | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 10 | Fri | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 11 | Sat | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 12 | Sun | |
| 13 | Mon | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 14 | Tue | 1 st , 2 nd Classes, 3 rd Year Form fill-up |
| 15 | Wed | 1 st Yr Classes, 2 nd Year Test |
| 16 | Thu | 1 st Yr Classes, 2 nd Year Test |
| 17 | Fri | 1 st Yr Classes, 2 nd Year Test |
| 18 | Sat | 1 st Yr Classes, 2 nd Year Test |
| 19 | Sun | |

| | | |
|----|---------------|---|
| 20 | Mon | 1 st Yr Classes, 2 nd Year Test |
| 21 | Tue | 1 st Yr Classes, 2 nd Year Test |
| 22 | Wed | 1 st Yr Classes, 2 nd Year Tutorial & 3 rd Year Tutorial |
| 23 | Thu | 1 st Yr Classes, 2 nd Year Tutorial & 3 rd Year Tutorial |
| 24 | Fri | 1 st Yr Classes, 2 nd Year Tutorial & 3 rd Year Tutorial |
| 25 | Sat | Shivaratri |
| 26 | Sun | |
| 27 | Mon | 1 st Yr Classes, 2 nd Year Tutorial & 3 rd Year Tutorial |
| 28 | Tue | 1 st Yr Classes, 2 nd Year Tutorial & 3 rd Year Tutorial |
| 21 | Teaching days | 21 days |

| Sl.No | Month(Mar) | Particulars |
|-------|---------------|---|
| 1 | Wed | 1 st Yr Classes, 2 nd Year Tutorial & 3 rd Year Tutorial |
| 2 | Thu | Academic review meet 1 st Yr Classes, 2 nd Year Tutorial 3 rd Year Tutorial |
| 3 | Fri | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 4 | Sat | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 5 | Sun | |
| 6 | Mon | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 7 | Tue | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 8 | Wed | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 9 | Thu | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 10 | Fri | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 11 | Sat | 1 st Yr Classes, 2 nd Yr Form Fill-up & 3 rd Year Tutorial |
| 12 | Sun | Dol Purnima |
| 13 | Mon | Holi |
| 14 | Tue | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 15 | Wed | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 16 | Thu | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 17 | Fri | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 18 | Sat | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 19 | | |
| 20 | Mon | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 21 | Tue | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 22 | Wed | Tutorial for 3 rd & 2 nd Year Classes 1 st Yr Test Exam |
| 23 | Thu | Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 24 | Fri | Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 25 | Sat | Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 26 | Sun | |
| 27 | Mon | Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 28 | Tue | Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 29 | Wed | Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 30 | Thu | Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 31 | Fri | ACADEMIC REVIEW MEET Tutorial for 3 rd 2 nd & 1 st Year Classes |
| 26 | Tutorial days | 26 days |

| | Month(Apr) | Particulars |
|----|---------------|--|
| 1 | Sat | Tutorial for 2 nd & 1 st Year Classes |
| 2 | Sun | |
| 3 | Mon | Tutorial for 2 nd & 1 st Year Classes |
| 4 | Tue | Tutorial for 2 nd & 1 st Year Form fill-up |
| 5 | Wed | Tutorial for 2 nd & 1 st Year Form fill-up |
| 6 | Thu | Tutorial for 2 nd & 1 st Year Form fill-up |
| 7 | Fri | Admission committee meet Tutorial for 2 nd & 1 st Year Form fill-up |
| 8 | Sat | Tutorial for 2 nd & 1 st Year Form fill-up |
| 9 | Sun | |
| 10 | Mon | Tutorial for 2 nd & 1 st Year Form fill-up |
| 11 | Tue | Tutorial for 2 nd Year & 1 st Yr Form fill-up |
| 12 | Wed | Tutorial for 2 nd Year & 1 st Yr Form fill-up |
| 13 | Thu | Tutorial for 2 nd Year & 1 st Yr Form fill-up |
| 14 | Fri | Bangla New year, Ambedkar Birth Day, Good Friday |
| 15 | Sat | Easter Saturday |
| 16 | Sun | |
| 17 | Mon | Tutorial for 2 nd Year 1 st Yr Form fill-up |
| 18 | Tue | Tutorial for 2 nd Year 1 st Yr Form fill-up |
| 19 | Wed | Tutorial for 2 nd Year Classes 1 st Yr Form fill-up |
| 20 | Thu | Tutorial for 2 nd Year Classes 1 st Yr Form fill-up |
| 21 | Fri | Tutorial for 2 nd Year Classes 1 st Yr Form fill-up |
| 22 | Sat | Tutorial for 2 nd Year Classes 1 st Yr Form fill-up |
| 23 | Sun | |
| 24 | Mon | Tutorial for 2 nd & 1 st Year Classes |
| 25 | Tue | Tutorial for 2 nd & 1 st Year Classes |
| 26 | Wed | Tutorial for 2 nd & 1 st Year Classes |
| 27 | Thu | Tutorial for 2 nd & 1 st Year Classes |
| 28 | Fri | Tutorial for 2 nd & 1 st Year Classes |
| 29 | Sat | Tutorial for 2 nd & 1 st Year Classes |
| 30 | Sun | |
| 23 | Tutorial days | 23 days |

| Sl.No | Month(May) | Particulars |
|-------|------------|---|
| 1 | Mon | May Day |
| 2 | Tue | Tutorial for 2 nd & 1 st Year Classes |
| 3 | Wed | Tutorial for 2 nd & 1 st Year Classes |
| 4 | Thu | Tutorial for 2 nd & 1 st Year Classes |
| 5 | Fri | Tutorial for 2 nd & 1 st Year Classes |
| 6 | Sat | Tutorial for 2 nd & 1 st Year Classes |
| 7 | Sun | |
| 8 | Mon | Rabindra Jayanti |
| 9 | Tue | Tutorial for 2 nd & 1 st Year Classes |
| 10 | Wed | Budha Purnima |

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|----|---------------|---|
| 11 | Thu | Tutorial for 2 nd & 1 st Year Classes, TC Meeting |
| 12 | Fri | Tutorial for 2 nd & 1 st Year Classes |
| 13 | Sat | Tutorial for 2 nd & 1 st Year Classes |
| 14 | Sun | |
| 15 | Mon | Tutorial for 2 nd & 1 st Year Classes |
| 16 | Tue | Summer recess start University Exam |
| 17 | Wed | University Exam |
| 18 | Thu | University Exam |
| 19 | Fri | University Exam |
| 20 | Sat | University Exam |
| 21 | Sun | |
| 22 | Mon | University Exam |
| 23 | Tue | University Exam |
| 24 | Wed | University Exam |
| 25 | Thu | University Exam |
| 26 | Fri | University Exam |
| 27 | Sat | University Exam |
| 28 | Sun | |
| 29 | Mon | University Exam |
| 30 | Tue | University Exam |
| 31 | Wed | University Exam |
| 11 | Tutorial days | 11 days |

| Sl.No | Month(Jun) | Particulars |
|-------|------------|----------------------|
| 1 | Thu | University Exam |
| 2 | Fri | University Exam |
| 3 | Sat | University Exam |
| 4 | Sun | |
| 5 | Mon | University Exam |
| 6 | Tue | University Exam |
| 7 | Wed | University Exam |
| 8 | Thu | University Exam |
| 9 | Fri | University Exam |
| 10 | Sat | University Exam |
| 11 | Sun | |
| 12 | Mon | University Exam |
| 13 | Tue | On Line Adm. Meeting |
| 14 | Wed | University Exam |
| 15 | Thu | University Exam |
| 16 | Fri | University Exam |
| 17 | Sat | University Exam |
| 18 | Sun | |
| 19 | Mon | University Exam |
| 20 | Tue | University Exam |

| | | |
|----|-----------------|-----------------|
| 21 | Wed | University Exam |
| 22 | Thu | University Exam |
| 23 | Fri | University Exam |
| 24 | Sat | University Exam |
| 25 | Sun | Rathojatra |
| 26 | Mon | ID-UI-Fitr |
| 27 | Tue | University Exam |
| 28 | Wed | University Exam |
| 29 | Thu | University Exam |
| 30 | Fri | University Exam |
| | | |
| | Teaching day | |