ANNUAL QUALITY ASSURANCE REPORT
2017-18

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) **WBCOGN25586**

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	1st Cycle	B	2.37	2016	2021
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY 01/07/2010

1.7 AQAR for the year ***(for example 2010-11)*** 2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR **2016-17 *submitted to NAAC on 20-12-2018*** (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	6
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	1
2. 6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	2
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	4

2.11 No. of meetings with various stakeholders: No. 14 Faculty 7

Non-Teaching Staff Students 2 Alumni 1 Others 4

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. 2 International [ ] National [ ] State [ ] Institution Level 2

(ii) Themes

1) Workshop on "Legal Rights of Women in post-independence perspective"
2) Workshop on the use of ICT in Teaching Learning & Preparation of e-learning Module.

2.14 Significant Activities and contributions made by IQAC

- AISHE-2017-18 was uploaded by the Nodal Officer under the supervision of IQAC
- IQAC supervised the preparation of the Academic Calendar of the college
- The College publishes prospectus annually under the supervision of IQAC
- AQAR for the session2016-2017 was prepared by IQAC
- IQAC organised a Career Fair which will provide the students with the information and exposure they require to pursue career oriented studies after graduation.
- IQAC repeatedly insisted that the Institution be made environment friendly, and the campus be kept neat and clean
- Online feedback mechanism was developed under the supervision of IQAC
- 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 that students-related information be made available online as well as college fees be made payable online
- IQAC inspired 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 organised a workshop on 'The Use of ICT in teaching learning and the preparation of e-learning module'.
- IQAC arranged training programmes for teaching staff as well as office staff to strengthen the skills and knowledge that they need to improve on.
- 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 attempted to fulfil its social responsibility through this activity.

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
Career Fair	IQAC organised career fair on 20.09.2017
Library automation	Training was given to the library staff to work in the automated environment. An orientation programme was organized for the newly enrolled library users (first year students) to facilitate easy usage of library
Academic calendar	Academic Calendar is prepared and circulated to the students through the prospectus and college website.
Improvement of Feedback Mechanism	Online Feedback form for students were prepared by using of Google Form. Feedbacks were collected from students through the official website of the college.
Uploading Study Material	Most of departments uploaded study materials on time for the benefit of the students.
Celebration of National Mathematics Day	To celebrate this day Department of Mathematics under the supervision of IQAC organised inter college quiz competition on Mathematics and poster drawing competition on "life and work of Srinivas Ramanujan" followed by a lecture on Ramanujan by Prof.

	Partha Pratim Mukhopadhay of Ramkrishna Mission Residential College, Narendrapur.
Workshop	Two workshops were organised under the guidance of IQAC 1) Legal rights of women in Post Independent Perspective 2) The use of ICT in Teaching Learning & Preparation of e-learning Module.
Publication of Prospectus	The prospectus has been circulated to the students and well wishers. It provides updated and current information about the institution.
Training programme for Support staff	With automation of office by introduction of new software, hand-on training was given to the staff to use the software efficiently.
Training programme for faculty Members	ICT training programme for the faculty were arranged. The main objective of this training was i) Technique of uploading the teaching material for students in the college website. ii) College updated software to get the students data iii) Google form and its applications in teaching along with the notion of Google Class room.

** Academic Calendar of the year 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 held on 24.12.2018 and 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.

CBCS has been introduced by the parent University in B.Com Courses in the academic session 2017- 18

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	4

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

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

**** Analysis of the feedback in the Annexure II***

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.

CBCS in Commerce stream was introduced from the academic year 2017 -2018, for the new system the syllabus was designed keeping in mind the job market and as well as developing depth in the subjects.

CBCS in Science and Arts also introduced from academic year 2018 -2019 and the syllabus was reformulated, arranging different workshop by the parent University for this purpose.

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
24	12	2	1	9

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	1	0	0	0	0	6	0	6	1

2.4 No. of Guest and Visiting faculty and Temporary faculty 13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2		1

Presented papers	9	6	1
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
- Special lectures, Screening of films on relevant subject matter at regular interval by different departments
- Teachers of the department of English organised Academic writing workshop for improving writing ability of the students.
- 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 were arranged for slow learners after the selection test examinations.
- Some departments arrange quiz competition, debate on selected topics.
- Students of some departments participated and enrolled in inter college competitions.

2.7 Total No. of actual teaching days during this academic year: 175

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions): Online MCQ and Google ClassRoom system was introduced experimentally by one faculty member.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: 10

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 %
B.A Hons	Bengali Honours	39	NA		58.97	38.46	97.44
	English Honours	16	NA		75	18.75	93.75
	History Honours	12	NA		50	41.67	91.67
B.Sc. Hons	Economics Honours	0	NA				NA
	Mathematics Honours	11	NA		36.36	45.46	81.82
B.Com Honours		88	NA		20.45	4.55	25.00
B.A General		124	NA		0.81	54.84	55.65
B.Sc. General		4	NA			75	75
B.Com General		151	NA			35.10	35.10

*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 institution.
- The IQAC functions as an overall advisory body operating constantly for upgrading 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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	1
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	6
Others	7

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 support 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 the Finance Committee and the Governing Body of the Institution.
- IQAC recommended to the college authority and the 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.
- Currently there are three ongoing minor research projects in the institution.
- 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.
- 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	3		0
Outlay in Rs. Lakhs		540000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. | Chapters in Edited Books: 3

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					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: 2

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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
3				3		

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		State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS	5	Any other	10

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

- Literary Society organised Creative writing competition and Painting on Poem competition on 05.09.2017.
- NSS unit organised college cleaning activity on 16.9.2017.
- Essay writing, Quiz and elocution competition on "ill effects of Corruption" was organised by *Soil and Land use survey of India* on 2.11.2017.
- An MCQ test on "ill effects of Corruption" was organised by *Union Bank, Garia Branch*, on 2.11.2017.
- NSS Foundation Day was celebrated on 18th September 2017.
- The college offered to be a venue for eye check-up and cataract operation camp during the Winter Recess. This activity was organised in collaboration with an NGO, *Sahamormi* where people from the marginalised section of society were provided free eye check up along with cataract operation. Health check-up camps were held at regular intervals by Sahamormi before the eye check up and cataract operation camp where the staff of the college actively participated. The patients were treated after their operation by trained doctors and nurses and spectacles were distributed to them in the first week of February.

- National Youth Day was celebrated on 13th January 2018 by the NSS unit of the college.
- Department of Bengali and History organised a Study tour on 1.2.2018.
- NSS unit also celebrated International Mother Language Day on 22nd February 2018.
- A workshop on Soft Skill development was organised on 24.04.2018.

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 (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		Bio-Device Computer	College fund	38400/-

4.2 Computerization of administration and library

- Koha based library management and access system have been installed
- Acquisition (processing) of books in library has been started through the current Integrated Library Management System (ILMS)
- The process of stock verification has been completed and barcode labelling of books is going on
- Library cards with barcode were issued to the students
- Library started issuance of books to the students through the automated system
- Online repository – Most of the departments 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	12912	632695	186	58764	13098	622313
Reference Books	245		3		248	
e-Books	10		0		10	
Journals						
e-Journals						
Digital Database	1		0		1	
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	47	28	45	-	-	8	0	11
Added	0	0	1	-	-	0	0	1
Total	48	28	46	-	-	8	0	12

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

i) Head of the institution interacts with the faculty members and other staff of the college through an official Whats App group. Any official information can be quickly communicated to the staff of the College through official Whats App group.
ii) Most of the departments have formed year wise/ semester wise Whats App group as a means of communication between the teachers and the students.
iii) Koha based library management and access system have been installed
iv) 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.
v) Training to the students has been provided through practical class in computer lab.
vi) Teachers are updating themselves in the computer lab with the help of one technical person, who is a teacher of Information Technology in the college
vii) All PCs of the College are LAN connected
viii) Need base up gradation of technology is a regular phenomena for an academic Institution

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.08
ii) Campus Infrastructure and facilities	4.16
iii) Equipments	0.41
iv) Others	Nil
Total :	6.65

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 at regular intervals.
iv) Various important information are also communicated to the students through the official website of the institution
v) Notice is circulated in classrooms 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

Different 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 like Facebook, WhatsApp group etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1406			

(b) No. of students outside the state 02 (Male –1 , Female –1)

(c) No. of international students

Men	No	%	Women	No	%
	696	49.50		710	50.50

Last Year(15-16)						This Year(16-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1065	286	11	64	2	1428	969	330	7	97	3	1406

Demand ratio 1:4.20 Dropout 9%

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 wherein different institutions / organizations participate to suggest different career opportunities for students after graduation

No. of students benefitted No proper record found

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- "Legal Rights of Women in post-independence perspective" Organized by Equal Opportunity Cell in collaboration with Sutanutir Sakhya, Kolkata, held on 09. 09. 2017 at College Campus
- 8 students attended the training programme on " Ending Violance Against women" organized by an external organization "Swayam" held on 19th to 21st March 2018 at Kolkata(IITD Joka)

5.9 Students Activities

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

State/ University level [37] National level [1] 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 [2] National level [1] International level [ ]

Other events [10]

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	126	59955/-
Financial support from government	358	Data not available
Financial support from other sources	69	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 10

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 I

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

The college has a feedback mechanism by which feedback is collected from the students online through the institution's official website.

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 ensures 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) Use of Language Lab to develop the language skill of the students by helping them to learn different languages.

vii) 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
- 186 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
- The "Best Library User Award" was introduced by the Librarian based on the highest number of books issued to a single student. This was done in order to attract potential library users to use the library resources.
- Library plans to introduce an automated gate register (in-out system).
- Stock verification of 'weed out collection' of books will be done as soon as infrastructure is made available to the librarian. Thereafter the librarian wishes to submit a 'Stock Verification Report'.
- The Librarian has also proposed to introduce a collection of text books and reference books exclusively for the teachers based on the past statistics on usage of books by the teachers of various departments
- 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
- There are also 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 collaboration between the institution TAJSATS AIR CATERING LIMITED, KOLKATA.
- 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 where 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 to the students who are eligible.. Students from economically backward groups are supported by the college if he or she regularly attends 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.
- HRMS of salary package by the Govt. of West Bengal has been introduced; required training for the office staff was made by the finance department and educational directorate of the State 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.

1. The "Best Library User Award" was introduced based on the highest number of books issued to a single user. This was done in order to attract potential library users to use the library resources.

   Best library user Award for the academic session 2017-18

1st	Sarbani Roy	1st yr Bengali (H)
2nd	Tripti Mitra	1st yr Maths (H)
3rd	Manisha Chakraborty	1st yr B.Com (H)

2. Use of ICT based Google Form for

   (i) Receiving feedback of different stakeholders with its analysis
   (ii) Collection of teachers and students related data.

3. Some departments took the initiatives to prepare students for participating different types of inter college competitions in connection with academic enrichment

Anisha Jha	2nd yr Eco (H)	Paper Presentation in ECONOMATRIX	Organised by Dinobondhu Andrews College	1st Position
Sneha Roy Choudhury	2nd yr Eco (H)			
Sabitri Chapadar	1st yr Bengali Hons	All India Essay writing Event-2017	Organized by Shri Ram Chandra Mission	Participation
Soham Chatterjee	3rd yr English Hons			
Anant Pal	3rd yr English Hons			

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
- Beautification of college campus and its surrounding areas
- Development of physical infrastructure of the Canteen
- Development of ICT infrastructure
- Faculties have been encouraged to undertake research activities
- Development of accommodation for 50 more students with a new class room set up.

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 daily.
- 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 Outcome: The overall academic environment of the college has improved. Students have become more socially responsible. The relationship in between 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 each staff.
- The academic assignments of the teachers are monitored as well.

Outcome: Work lag is getting minimisedeachers of the college also act as mentors to the students

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 public areas in the vicinity
- 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 off 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 the 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 360^0 feedback mechanism
- Upgradation of ICT infrastructure
- Linkage with industry
- Upgradation of Library services
- Recruitment of non-teaching staffs
- Approach to the proper authority for creation of new teaching and non teaching staff
- Promotion of extension activities

Name Dr. Nasima Munshi

N. Munshi

Signature of the Coordinator, IQAC

Name Dr Ramkrishnaprasad Chakraborty

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

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Annexure I

Academic Calendar 2017-2018

day	Month(July)	Events/assignment
1	Sat	BA/BSc part-ii (G) EXAM Academic sub-committee meeting
2	Sun	
3	Mon	BA/BSc part-ii (G) EXAM
4	Tue	BA/BSc part-ii (G) EXAM
5	Wed	BA/BSc part-ii (G) EXAM
6	Thu	Rathajatra, ID-Ul-Fiter
7	Fri	BA/BSc part-ii (G) EXAM
8	Sat	B.COM (H) PART-II EXAM IQAC MEETING
9	Sun	
10	Mon	B.COM (H) PART-II EXAM
11	Tue	B.COM (H) PART-II EXAM
12	Wed	B.COM (H) PART-II EXAM
13	Thu	B.COM (H) PART-II EXAM
14	Fri	B.COM (H) PART-II EXAM
15	Sat	B.COM (H) PART-II EXAM
16	Sun	
17	Mon	B.COM (H) PART-II EXAM
18	Tue	B.COM (H) PART-II EXAM
19	Wed	B.COM (G) PART-II EXAM
20	Thu	B.COM (G) PART-II EXAM
21	Fri	B.COM (G) PART-II EXAM
22	Sat	Teacher council meeting
23	Sun	
24	Mon	B.COM (G) PART-II EXAM
25	Tue	B.COM (G) PART-II EXAM
26	Wed	B.COM (G) PART-II EXAM
27	Thu	B.COM (G) PART-II EXAM
28	Fri	B.COM (G) PART-II EXAM
29	Sat	B.COM (G) PART-II EXAM
30	Sun	
31	Mon	B.COM (G) PART-II EXAM
	Teaching days	1days
Sl.No	Month(August)	Particulars
1	Tue	B.COM (H) PART-I EXAM
2	Wed	B.COM (H) PART-I EXAM

3	Thu	B.COM (H) PART-I EXAM
4	Fri	B.COM (H) PART-I EXAM
5	Sat	B.COM (H) PART-I EXAM
6	Sun	
7	Mon	B.COM (H) PART-I EXAM
8	Tue	B.COM (H) PART-I EXAM
9	Wed	B.COM (H) PART-I EXAM
10	Thu	B.COM (H) PART-I EXAM
11	Fri	B.COM (H) PART-I EXAM
12	Sat	B.COM (H) PART-I EXAM
13	Sun	
14	Mon	Janmasthami
15	Tue	Independence Day
16	Wed	BA/BSc part-I (H) exam
17	Thu	BA/BSc part-I (H) exam
18	Fri	BA/BSc part-I (H) exam
19	Sat	BA/BSc part-I (H) exam
20	Sun	
21	Mon	BA/BSc part-I (G) exam
22	Tue	BA/BSc part-I (G) exam
23	Wed	BA/BSc part-I (G) exam
24	Thu	BA/BSc part-I (G) exam
25	Fri	BA/BSc part-I (G) exam
26	Sat	BA/BSc part-I (G) exam
27	Sun	
28	Mon	BA/BSc part-I (G) exam
29	Tue	BA/BSc part-I (G) exam
30	Wed	BA/BSc part-I (G) exam
31	Teaching days	13days

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

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

Sl.No	Month(Oct)	Particulars
1	Sun	Puja Vacation
2	Mon	Puja Vacation
3	Tue	Puja Vacation
4	Wed	Puja Vacation
5	Thu	Puja Vacation
6	Fri	Puja Vacation
7	Sat	Puja Vacation
8	Sun	Puja Vacation
9	Mon	Puja Vacation
10	Tue	Puja Vacation
11	Wed	Puja Vacation
12	Thu	Puja Vacation
13	Fri	Puja Vacation
14	Sat	Puja Vacation
15	Sun	Puja Vacation
16	Mon	Puja Vacation
17	Tue	Puja Vacation
18	Wed	Puja Vacation
19	Thu	Puja Vacation
20	Fri	Puja Vacation
21	Sat	Puja Vacation
22	Sun	
23	Mon	College Re-open after puja vacation,

		1st ,2nd & 3rd Classes
24	Tue	1st ,2nd & 3rd Classes
25	Wed	1st ,2nd & 3rd Classes, Mid term test
26	Thu	1st ,2nd & 3rd Classes, Mid term test
27	Fri	1st ,2nd & 3rd Classes, Mid term test
28	Sat	1st ,2nd & 3rd Classes, Mid term test
29	Sun	Jagodhatri Puja
30	Mon	1st ,2nd & 3rd Classes, Mid term test
31	Tue	1st ,2nd & 3rd Classes, Mid term test
	Teaching days	7days

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

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

Sl.No	Month(Jan)	Particulars
1	Mon	New Year Day
2	Tue	1st ,2nd Classes & 3rd yr Tutorial Classes
3	Wed	1st ,2nd Classes & 3rd yr Tutorial Classes
4	Thu	1st ,2nd Classes & 3rd yr Tutorial Classes
5	Fri	1st ,2nd Classes & 3rd yr Tutorial Classes
6	Sat	1st ,2nd Classes & 3rd yr Tutorial Classes
7	Sun	

8	Mon	1st ,2nd Classes & 3rd yr Tutorial Classes
9	Tue	1st ,2nd Classes & 3rd yr Tutorial Classes
10	Wed	1st ,2nd Classes & 3rd yr Tutorial Classes
11	Thu	1st ,2nd Classes & 3rd yr Tutorial Classes
12	Fri	Birth Day of Swami Vivekananada
13	Sat	1st ,2nd Classes & 3rd yr Tutorial Classe
14	Sun	Makorsankranti
15	Mon	1st ,2nd Classes & 3rd yr Tutorial Classes
16	Tue	1st ,2nd Classes & 3rd yr Tutorial Classes
17	Wed	1st ,2nd Classes & 3rd yr Tutorial Classes
18	Thu	1st ,2nd Classes & 3rd yr Tutorial Classes
19	Fri	1st ,2nd Classes & 3rd yr Tutorial Classes
20	Sat	1st ,2nd Classes & 3rd yr Tutorial Classes
21	Sun	
22	Mon	1st ,2nd Classes & 3rd yr Form Fill-up
23	Tue	Netaji Birth Day
24	Wed	C.U foundation Day
25	Thu	Maghotsab
26	Fri	Republic Day
27	Sat	1st yr Classes,2nd yr Test, 3rd Year Form Fill-up
28	Sun	
29	Mon	1st yr Classes,2nd yr Test, 3rd Year Form Fill-up
30	Tue	1st yr Classes,2nd yr Test, 3rd Year Form Fill-up
31	Wed	1st yr Classes,2nd yr Test, 3rd Year Form Fill-up
	Teaching days	18days

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

13	Tue	`Shivaratri
14	Wed	1st Yr Classes, 2nd Year Test
15	Thu	1st Yr Classes, 2nd Year Test
16	Fri	1st Yr Classes, 2nd Year Test
17	Sat	1st Yr Classes, 2nd Year Test
18	Sun	
19	Mon	1st Yr Classes, 2nd Year Test
20	Tue	1st Yr Classes, 2nd Year Test
21	Wed	1st Yr Classes, 2nd Year Tutorial 3rd Year Tutorial
22	Thu	1st Yr Classes, 2nd Year Tutorial 3rd Year Tutorial
23	Fri	1st Yr Classes, 2nd Year Tutorial 3rd Year Tutorial
24	Sat	
25	Sun	
26	Mon	1st Yr Classes, 2nd Year Tutorial 3rd Year Tutorial
27	Tue	1st Yr Classes, 2nd Year Tutorial 3rd Year Tutorial
28	Wed	1st Yr Classes, 2nd Year Tutorial 3rd Year Tutorial
	Teaching days	19days

Sl.No	Month(Mar)	Particulars
1	Thu	Dol Purnima
2	Fri	Holi
3	Sat	1st Yr Classes, 2nd Yr Form Fill-up? 3rd Year Tutorial
4	Sun	
5	Mon	1st Yr Classes, 2nd Yr Form Fill-up? 3rd Year Tutorial
6	Tue	1st Yr Classes, 2nd Yr Form Fill-up? 3rd Year Tutorial
7	Wed	1st Yr Classes, 2nd Yr Form Fill-up? 3rd Year Tutorial
8	Thu	1st Yr Classes, 2nd Yr Form Fill-up? 3rd Year Tutorial
9	Fri	1st Yr Classes, 2nd Yr Form Fill-up? 3rd Year Tutorial
10	Sat	1st Yr Classes, 2nd Yr Form Fill-up? 3rd Year Tutorial
11	Sun	
12	Mon	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
13	Tue	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
14	Wed	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
15	Thu	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
16	Fri	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam

17	Sat	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
18	19	
	Mon	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
20	Tue	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
21	Wed	Tutorial for 3rd & 2nd Year Classes 1st Yr Test Exam
22	Thu	Tutorial for 3rd 2nd & 1st Year Classes
23	Fri	Tutorial for 3rd 2nd & 1st Year Classes
24	Sat	Tutorial for 3rd 2nd & 1st Year Classes
25	Sun	
26	Mon	Tutorial for 3rd 2nd & 1st Year Classes
27	Tue	Tutorial for 3rd 2nd & 1st Year Classes
28	Wed	Tutorial for 3rd 2nd & 1st Year Classes
29	Thu	Tutorial for 3rd 2nd & 1st Year Classes
30	Fri	Good Friday
31	Sat	ACADEMIC REVIEW MEET Tutorial for 3rd 2nd & 1st Year Classes
23	Tutorial days	24days

	Month(Apr)	Particulars
1	Sun	
2	Mon	Tutorial for 2nd & 1st Year Classes
3	Tue	Tutorial for 2nd & 1st Year Form fill-up
4	Wed	Tutorial for 2nd & 1st Year Form fill-up
5	Thu	Tutorial for 2nd & 1st Year Form fill-up
6	Fri	Admission committee meet Tutorial for 2nd & 1st Year Form fill-up
7	Sat	Tutorial for 2nd & 1st Year Form fill-up
8	Sun	
9	Mon	Tutorial for 2nd & 1st Year Form fill-up
10	Tue	Tutorial for 2nd Year & 1st Yr Form fill-up
11	Wed	Tutorial for 2nd Year & 1st Yr Form fill-up
12	Thu	Tutorial for 2nd Year &1st Yr Form fill-up
13	Fri	, Ambedkar Birth Day, Good Friday
14	Sat	Bengali New year
15	Sun	
16	Mon	Tutorial for 2nd Year 1st Yr Form fill-up
17	Tue	Tutorial for 2nd Year 1st Yr Form fill-up
18	Wed	Tutorial for 2nd Year Classes 1st Yr Form fill-up
19	Thu	Tutorial for 2nd Year Classes 1st Yr

		Form fill-up
20	Fri	Tutorial for 2nd Year Classes 1st Yr Form fill-up
21	Sat	Tutorial for 2nd Year Classes 1st Yr Form fill-up
22	Sun	
23	Mon	Tutorial for 2nd & 1st Year Classes
24	Tue	Tutorial for 2nd & 1st Year Classes
25	Wed	Tutorial for 2nd & 1st Year Classes
26	Thu	Tutorial for 2nd & 1st Year Classes
27	Fri	Tutorial for 2nd & 1st Year Classes
28	Sat	Tutorial for 2nd & 1st Year Classes
29	Sun	
30	Mon	Budhha Purnima
	Tutorial days	7days

Sl.No	Month(May)	Particulars
1	Tue	May Day
2	Wed	Tutorial for 2nd & 1st Year Classes
3	Thu	Tutorial for 2nd & 1st Year Classes
4	Fri	Tutorial for 2nd & 1st Year Classes
5	Sat	Tutorial for 2nd & 1st Year Classes
6	Sun	
7	Mon	Rabindra Jayanti
8	Tue	Tutorial for 2nd & 1st Year Classes
9	Wed	Tutorial for 2nd & 1st Year Classes
10	Thu	Tutorial for 2nd & 1st Year Classes
11	Fri	Tutorial for 2nd & 1st Year Classes
12	Sat	Tutorial for 2nd & 1st Year Classes
13	Sun	
14	Mon	Tutorial for 2nd & 1st Year Classes
15	Tue	Tutorial for 2nd & 1st Year Classes
16	Wed	Summer recess start University Exam
17	Thu	University Exam
18	Fri	University Exam
19	Sat	University Exam
20	Sun	
21	Mon	University Exam
22	Tue	University Exam
23	Wed	University Exam
24	Thu	University Exam
25	Fri	University Exam
26	Sat	University Exam
27	Sun	

28	Mon	University Exam
29	Tue	University Exam
30	Wed	University Exam
31	Thu	University Exam
	Tutorial days	1days

Sl.No	Month(Jun)	Particulars
1	Fri	University Exam
2	Sat	University Exam
3	Sun	
4	Mon	University Exam
5	Tue	University Exam
6	Wed	University Exam
7	Thu	University Exam
8	Fri	University Exam
9	Sat	University Exam
10	Sun	
11	Mon	University Exam
12	Tue	On line Adm.
13	Wed	University Exam
14	Thu	University Exam
15	Fri	ID-Ul-Fitr
16	Sat	University Exam
17	Sun	
18	Mon	University Exam
19	Tue	University Exam
20	Wed	University Exam
21	Thu	University Exam
22	Fri	University Exam
23	Sat	University Exam
24	Sun	Rathojatra
25	Mon	University Exam
26	Tue	University Exam
27	Wed	University Exam
28	Thu	University Exam
29	Fri	University Exam
30	Sat	University Exam
	Teaching day	

Annexure II

Feedback Analysis

Feedback Report

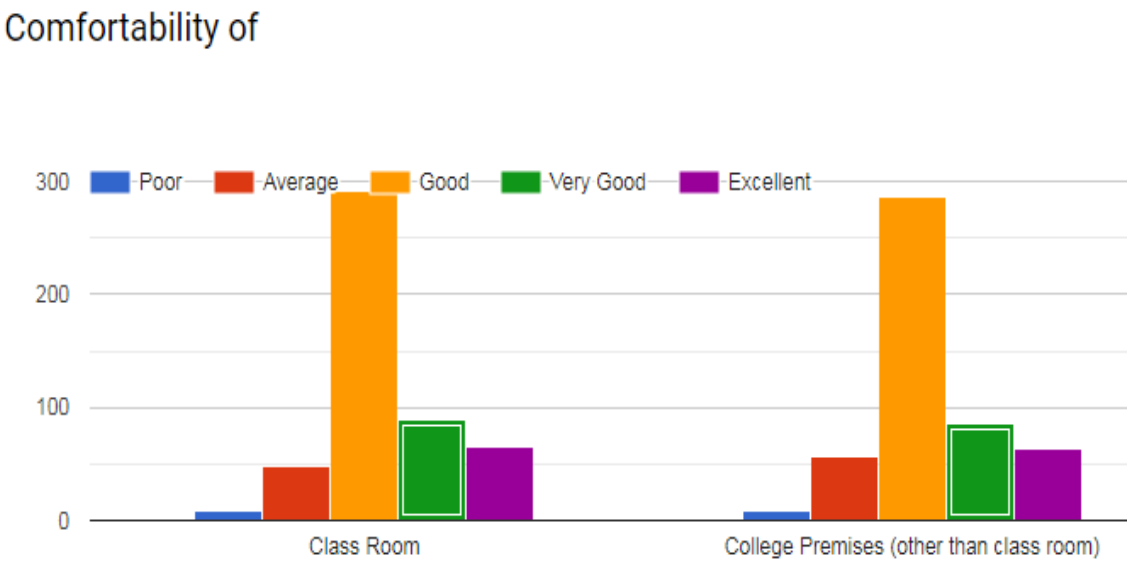
The development of any organization, especially an institution, heavily depends upon a well functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. K. K. Das College has been practicing a feedback system for the past few years accommodating all the stake holders including staff, students, alumni, and parents, to help the individuals and institution as a whole, to improve the performance and effectiveness.

The feedback has been designed in a manner so that every students can express their opinion on all aspects of the college. The questionnaire consists of five sections comprising 31 questions. The major sections are

- College
- Office
- Library
- Computer Laboratory
- Canteen

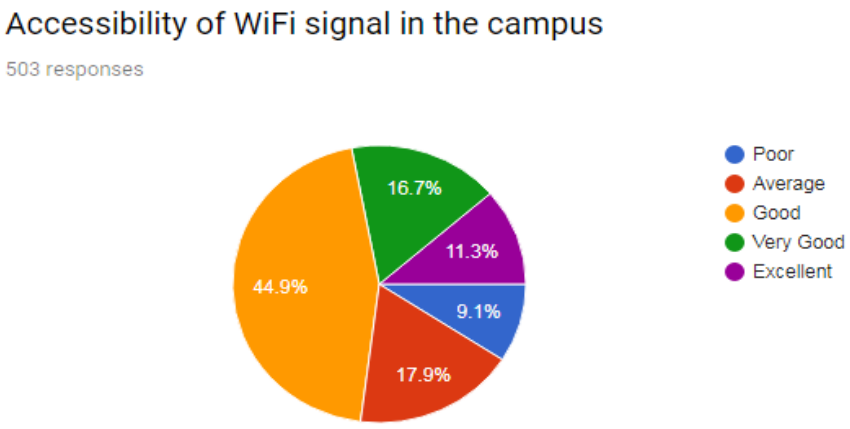
The activities of the institution in the above five sections are being analyzed to create a quality profile for the year in relation to institutional vision and goals.

College:

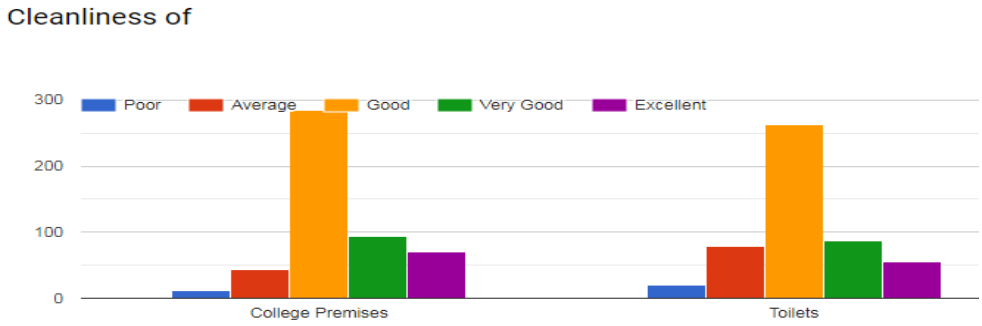


❖ A majority of students reported the comfortability of classrooms and college premises to be “good”

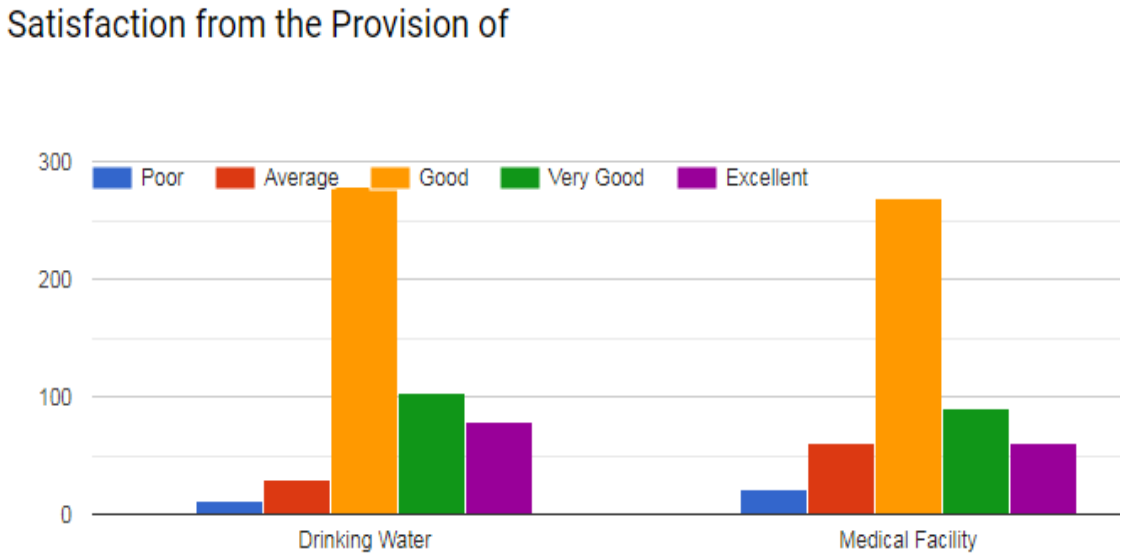
❖ However, the facilities of common room, sports/recreational services and services of students’ union has been rated as “average” by 36% of the students, while approximately 32% of the students rated these services as “good”



❖ Out of 503 responses, about 45% of the students adjudged a good wifi signal within the college campus

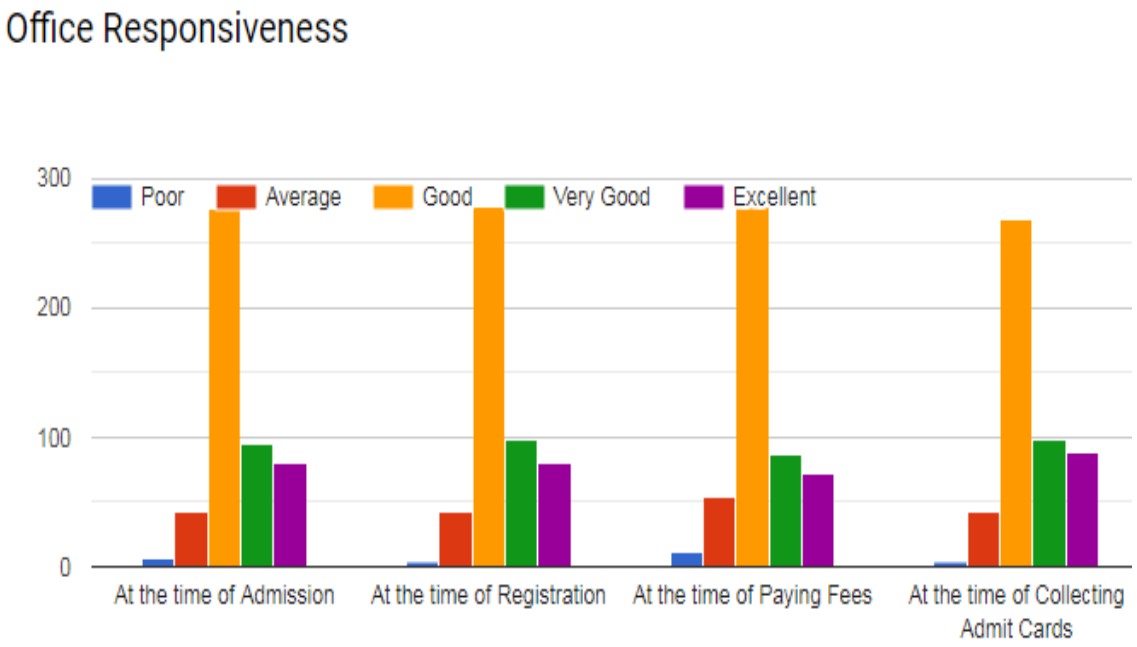


- 56.5% of the respondents have accepted a satisfactory level of cleanliness of the college premises and toilets

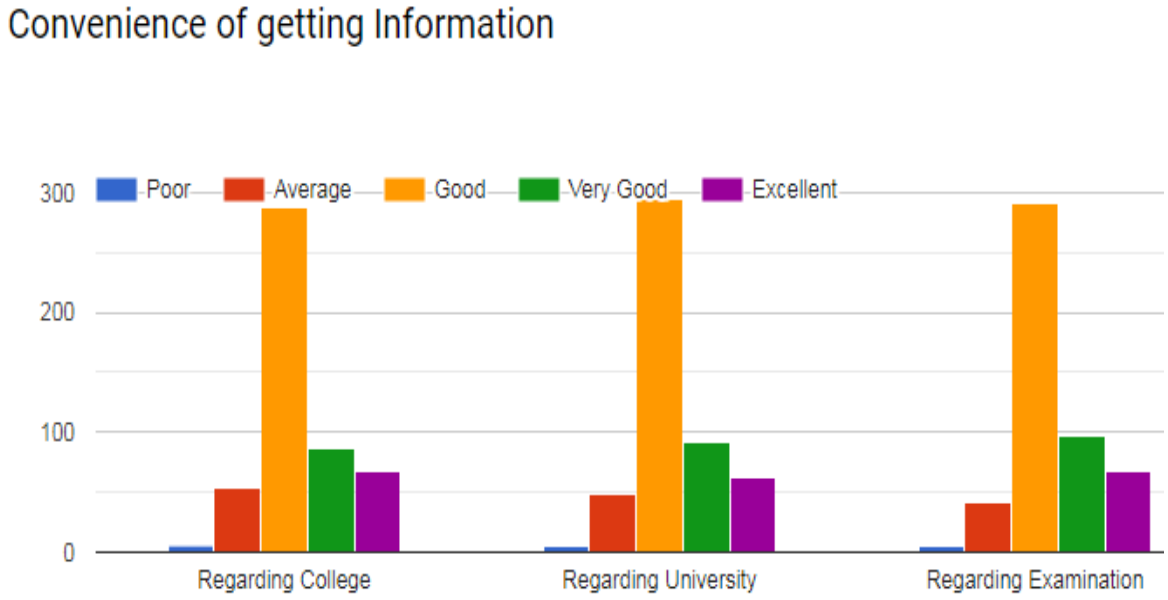


- More than 51% of the students have reported that the facilities of drinking water and medical services has been adequate

Office:

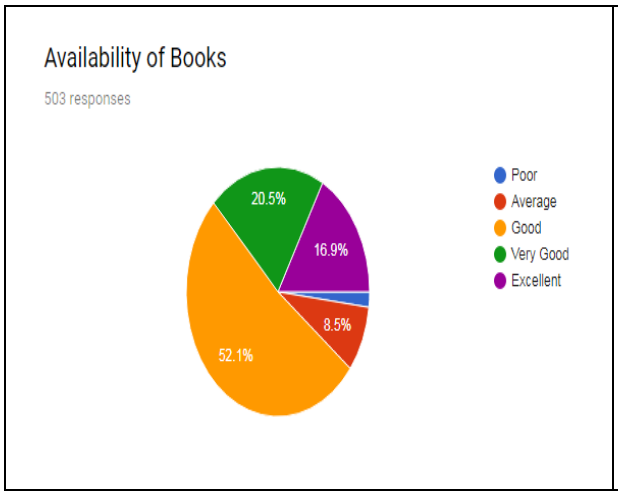


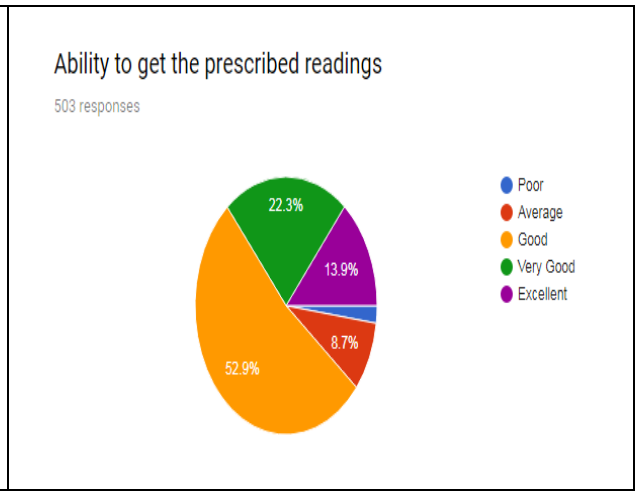
- The services provided by the office staff during the academic session 2017-18 has been rated as satisfactory by majority of the students



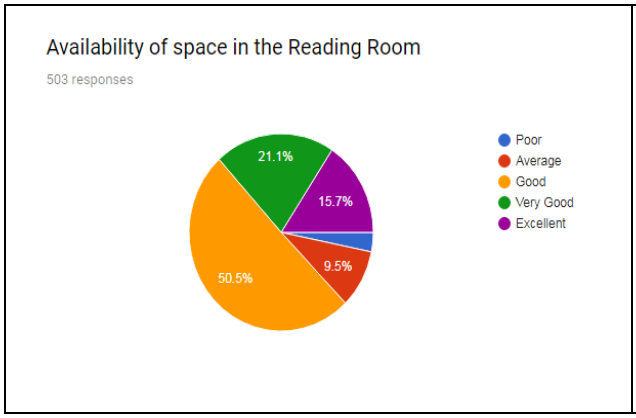
- Dissemination of information to the students by the college has been prompt

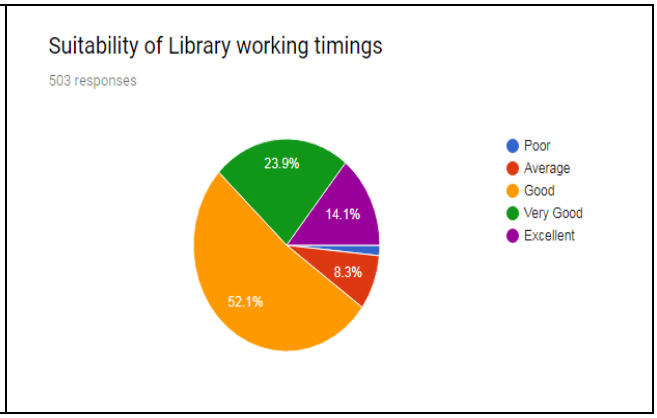
Library:



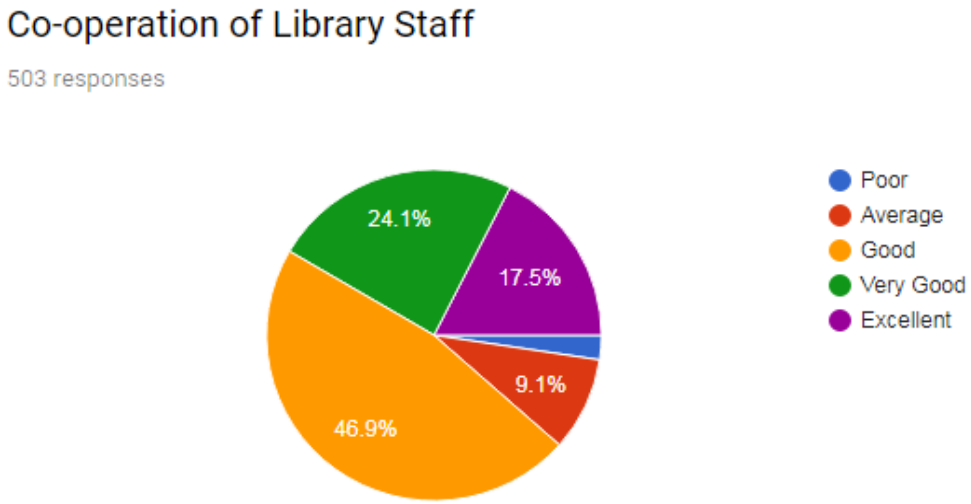


- ❖ According to the respondents, the availability of text and reference books have been adequate



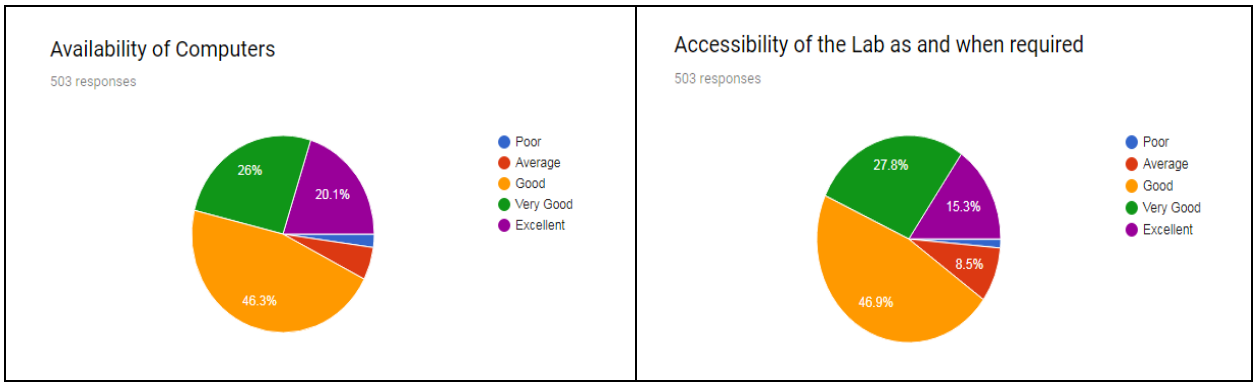


- ❖ More than half of the students, have reported the reading space in the library as not being overcrowded
- ❖ The library working hours has been suitable for the majority of the students

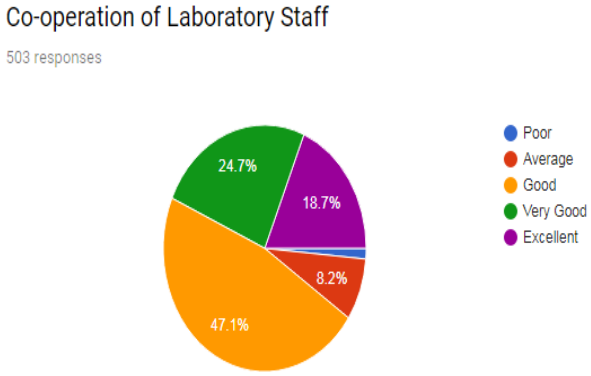


❖ The services of the library staff has been rated to be "good"

Computer Laboratory:

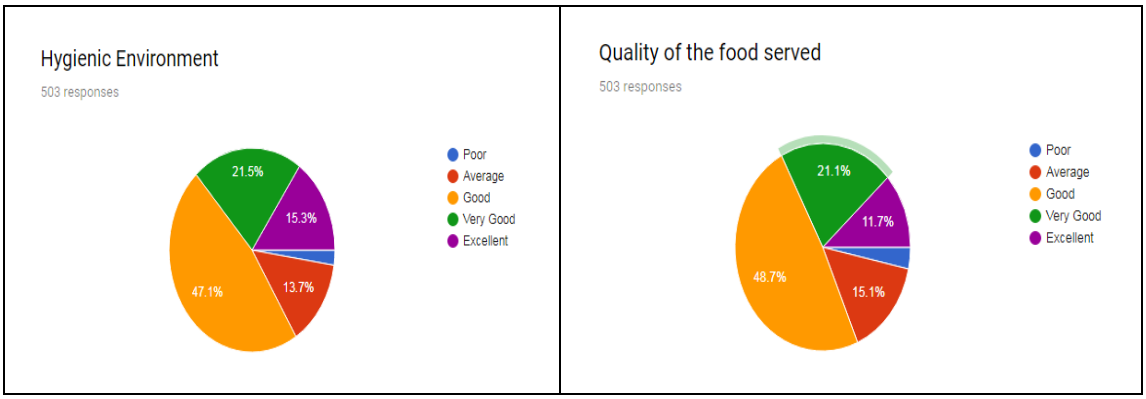


❖ More than 46% of the students rated the accessibility of computer laboratory and availability of computers therein to be sufficient

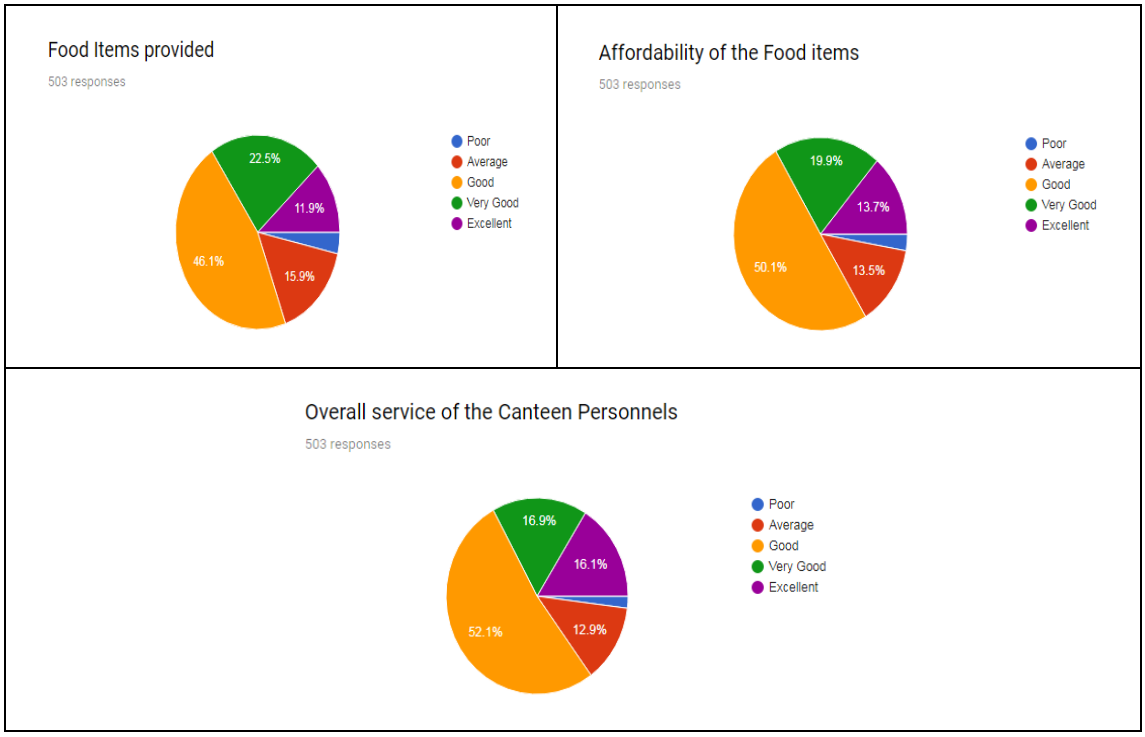


- The laboratory staff are reported to be well behaved

Canteen:



- The students are satisfied with the canteen facilities available in the college
- The canteen environment has been assessed as conducive to good health

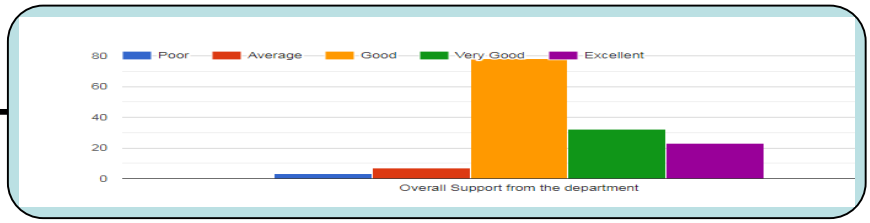


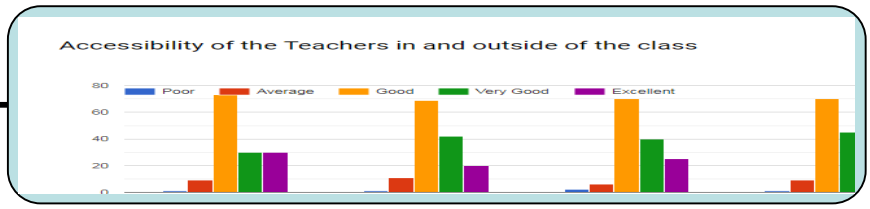
- The spread of the menu is impressive to the students
- The food items are within the affordability of the students
- The canteen personnel have been well behaved

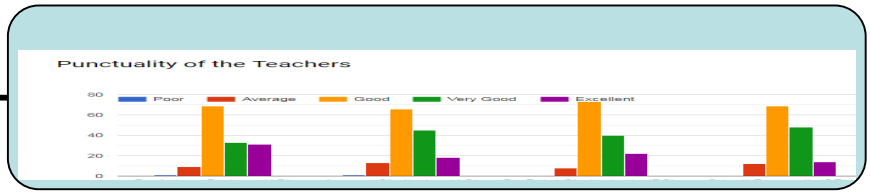
Feedback on Principal of the College:

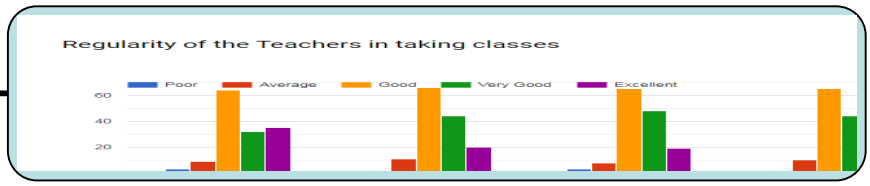
Feedback on Teachers – A Snapshot

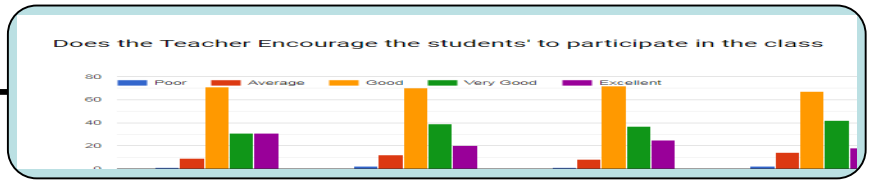
Department of Bengali

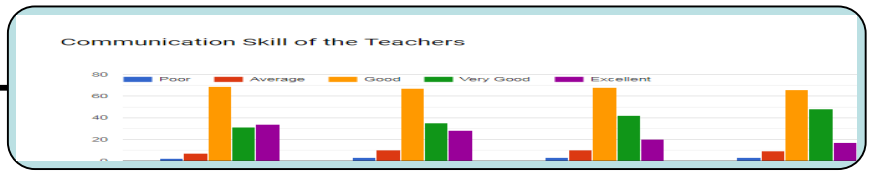


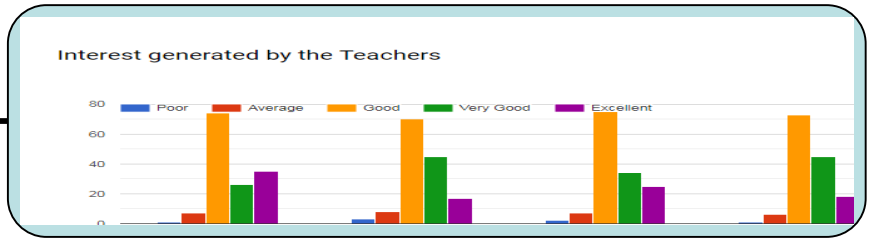


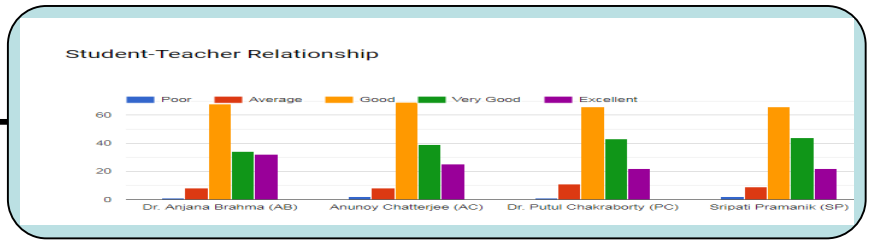




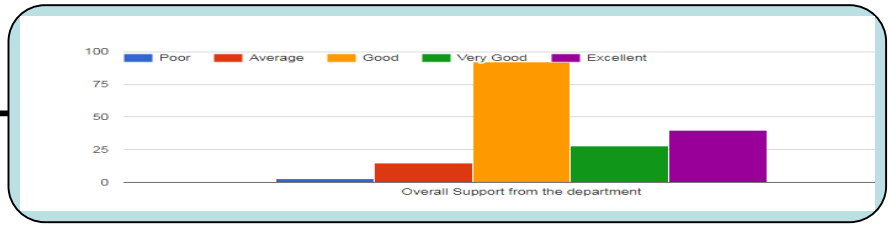


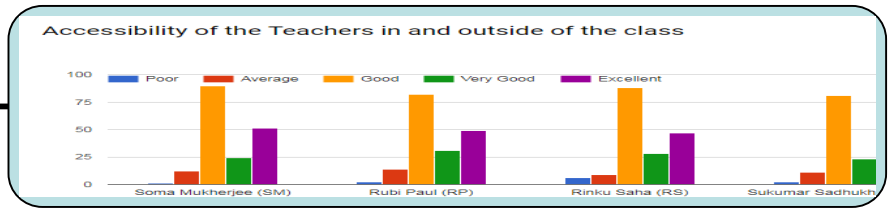


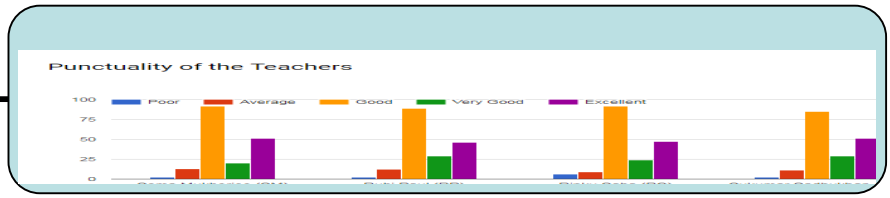


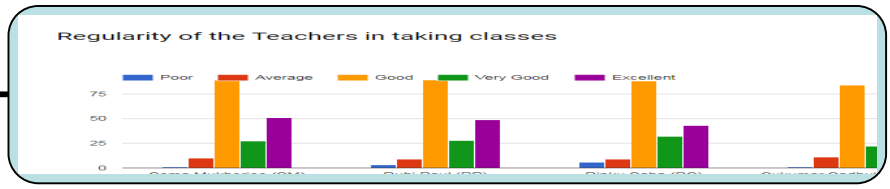


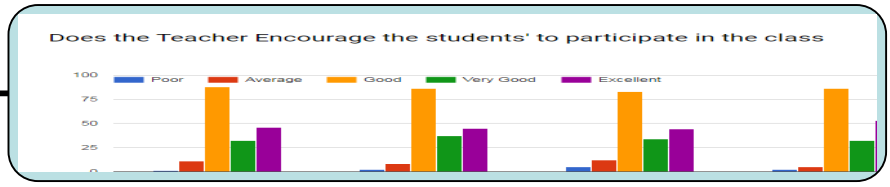
Department of Commerce

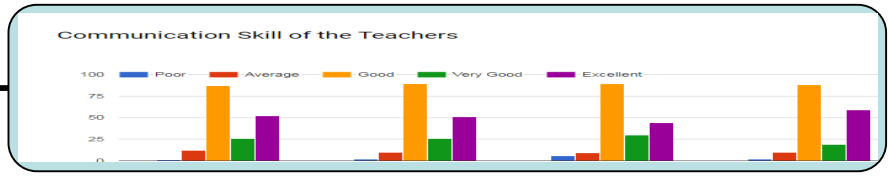


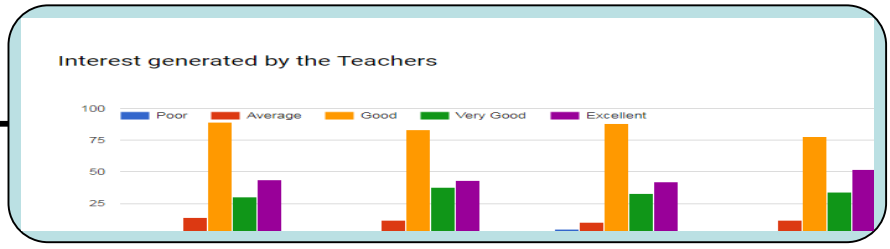


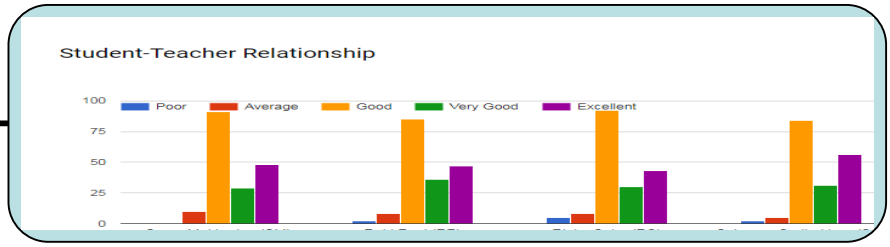




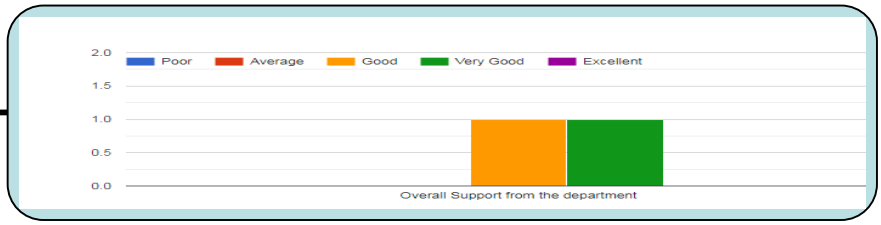


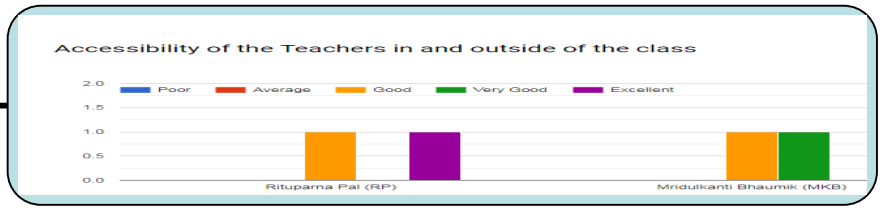


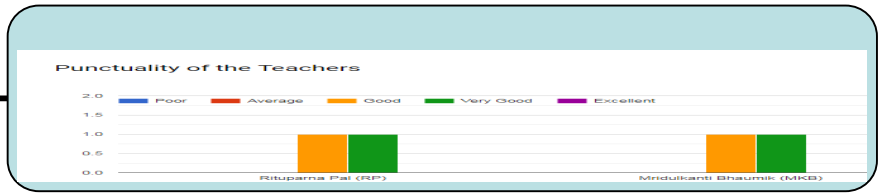


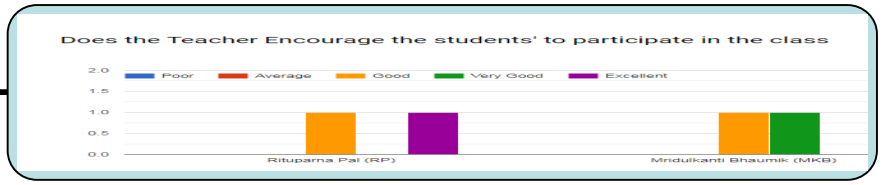


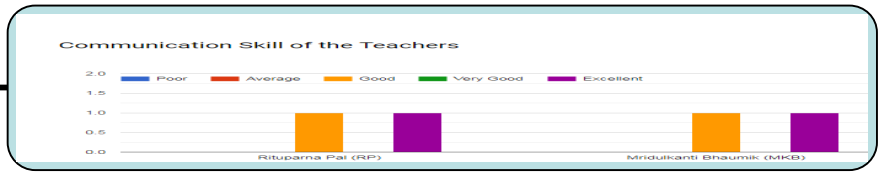
Department of Computer Science

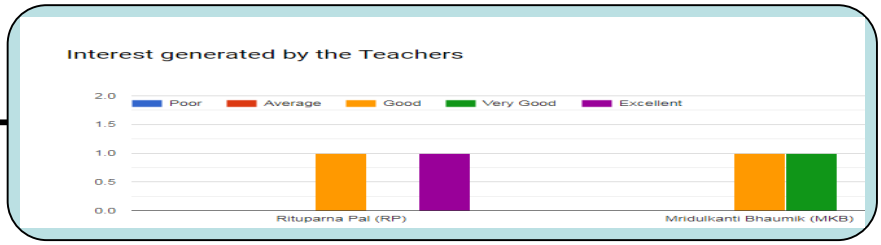


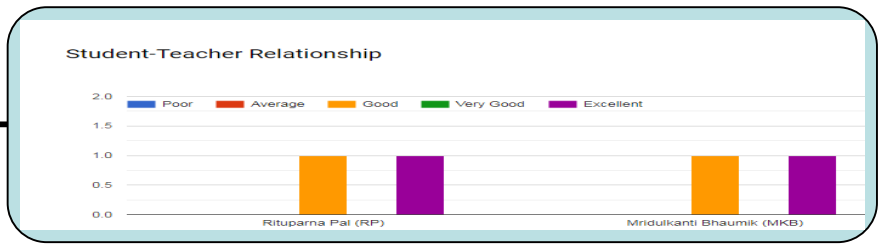




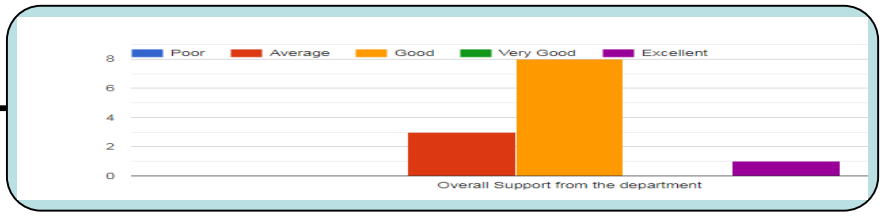


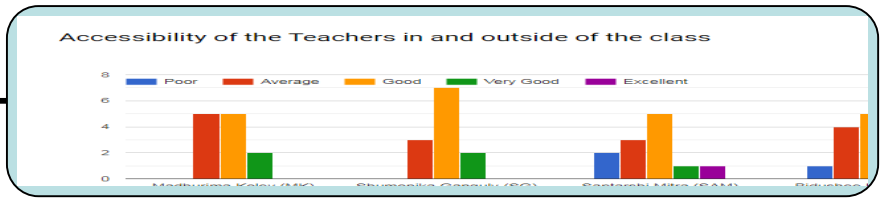


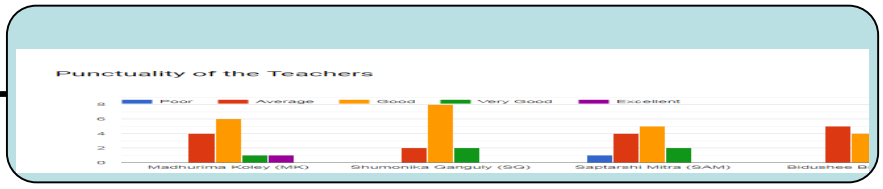


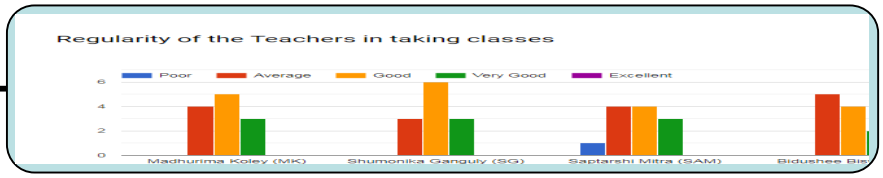


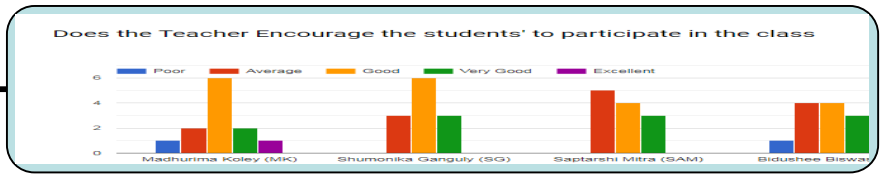
Department of Economics
(responses from general students only)

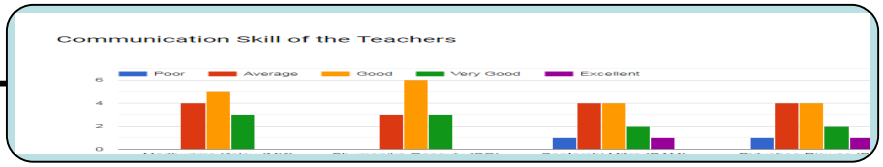


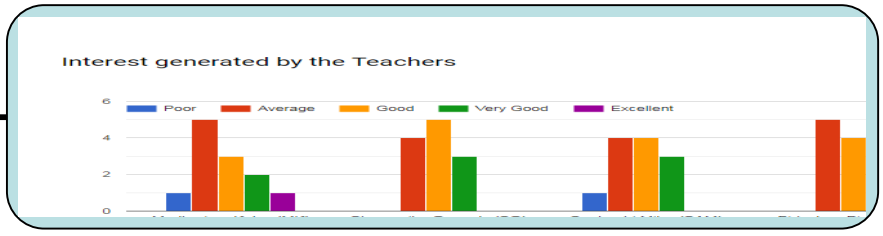


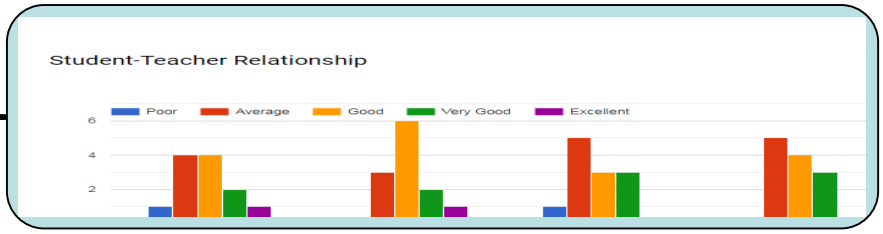




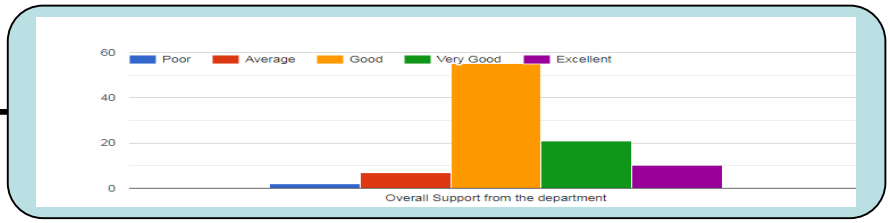


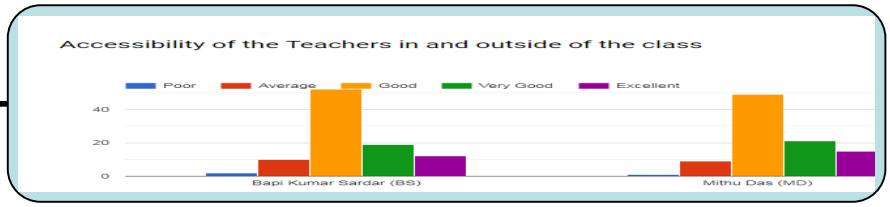


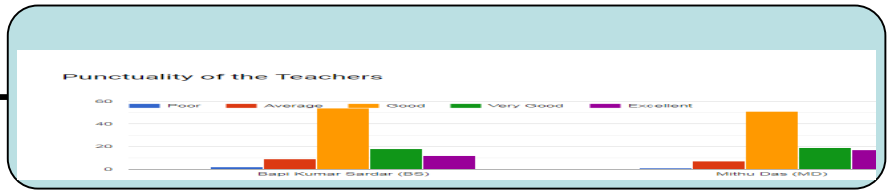


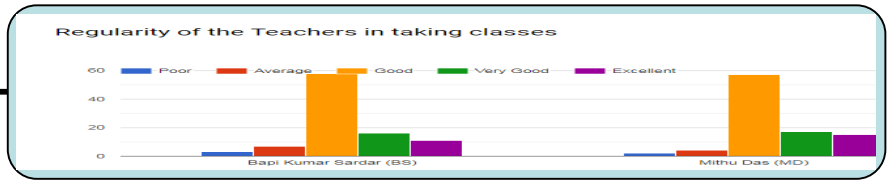


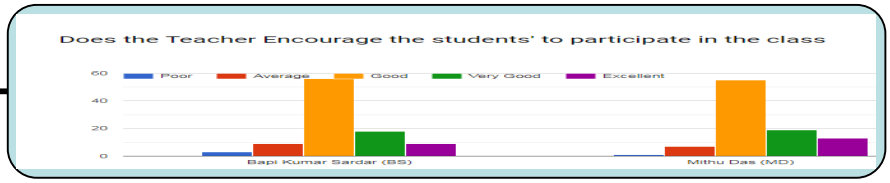
Department of Education

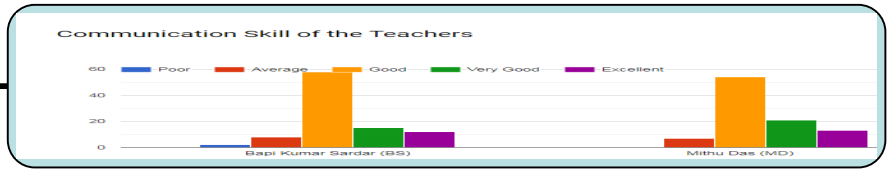


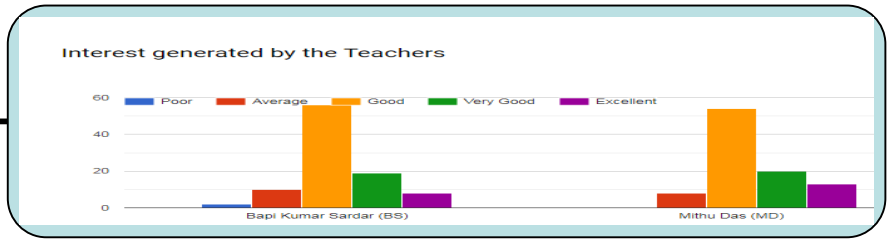


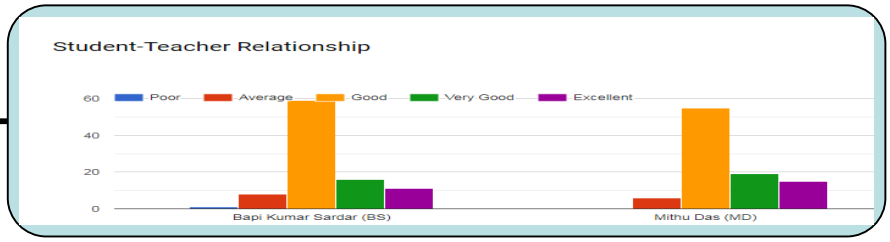




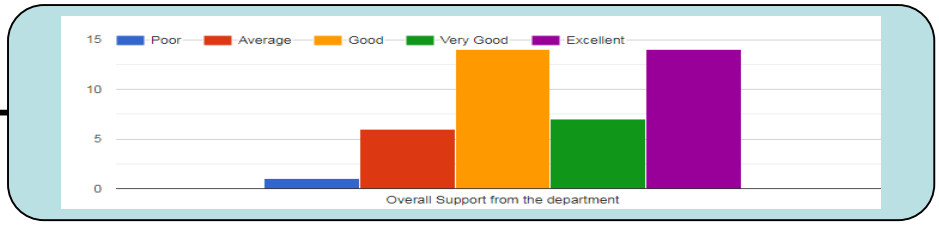


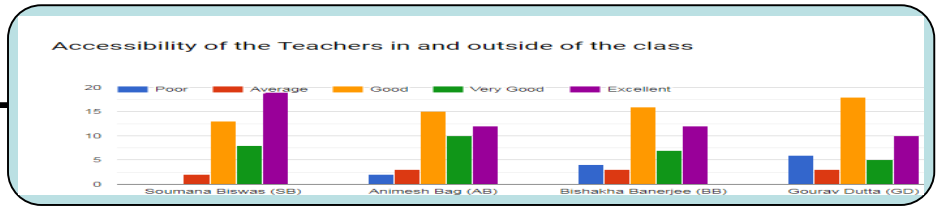


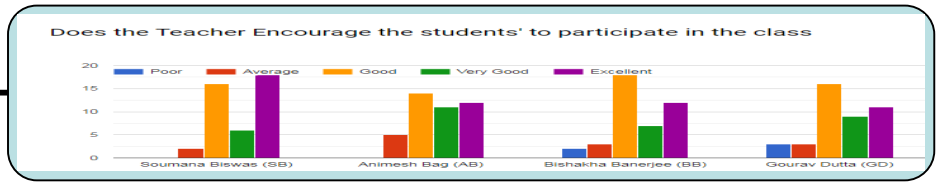


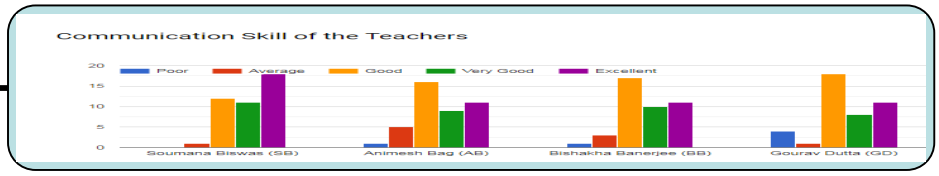


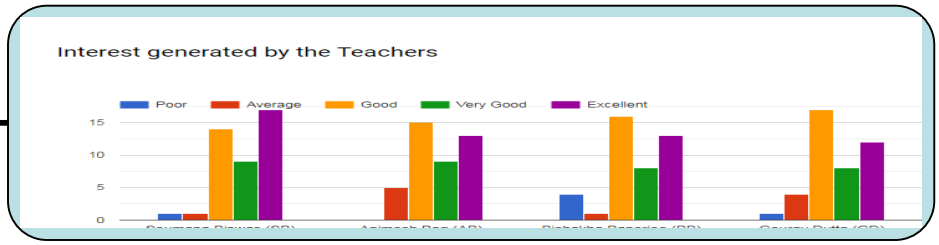
Department of English

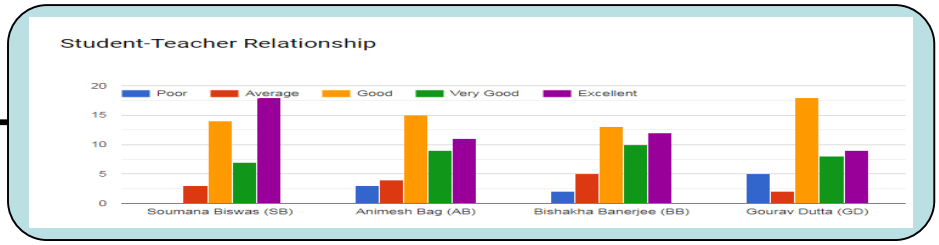




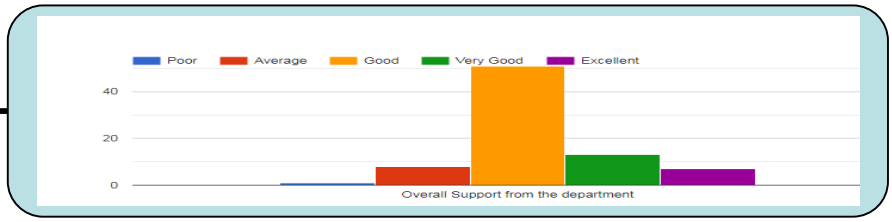


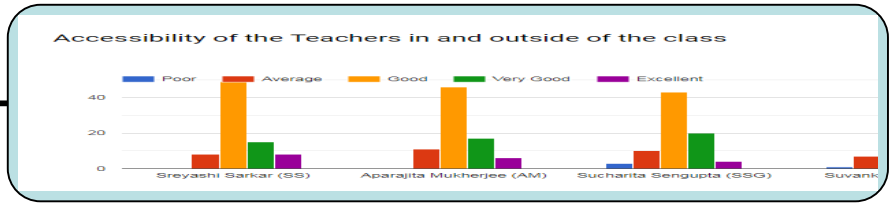


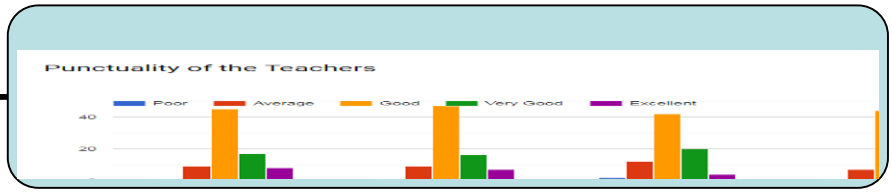


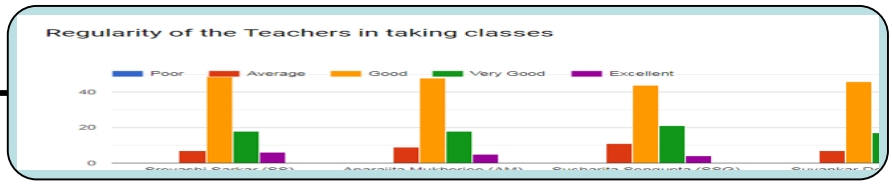


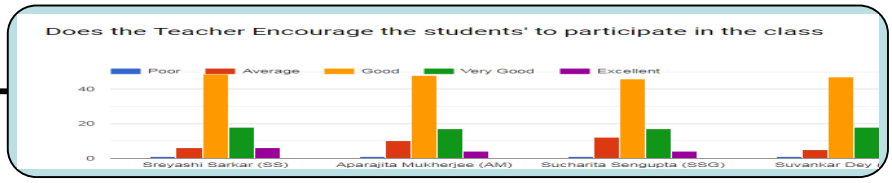
Department of History

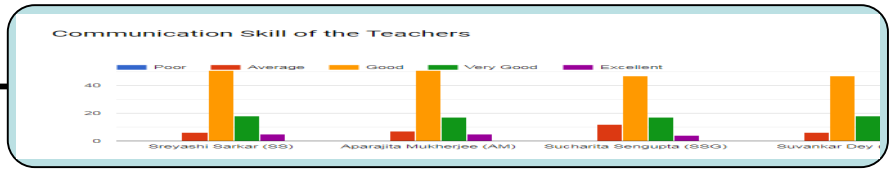


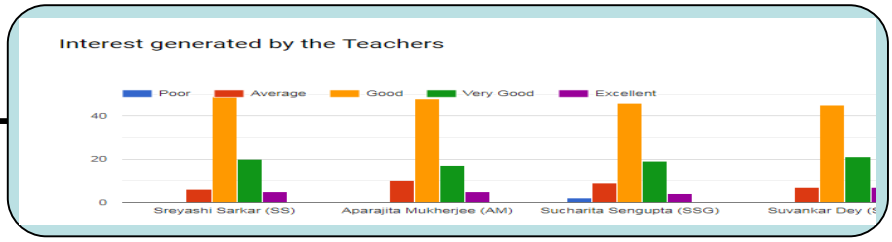


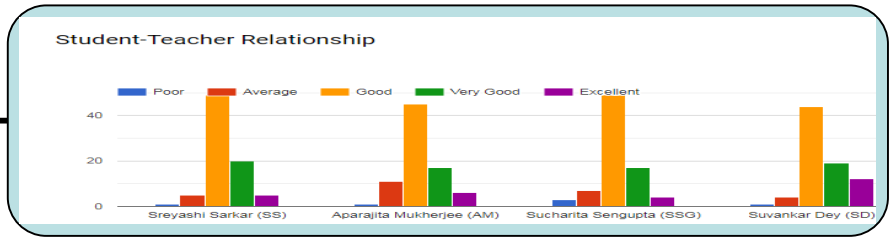




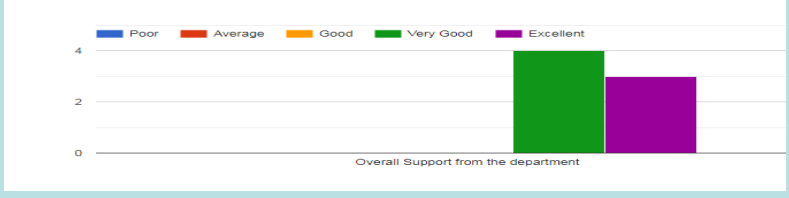


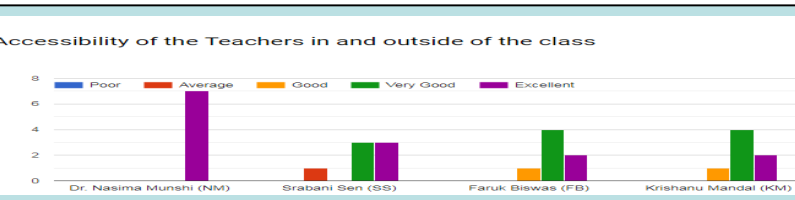


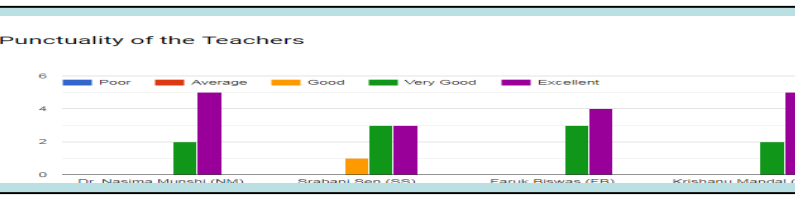


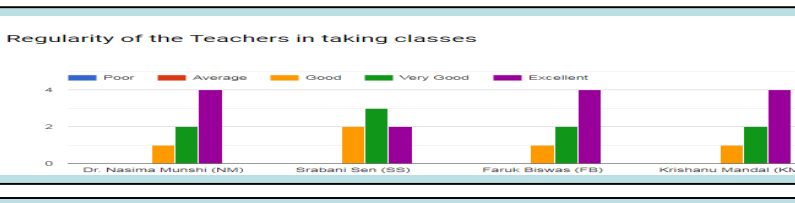


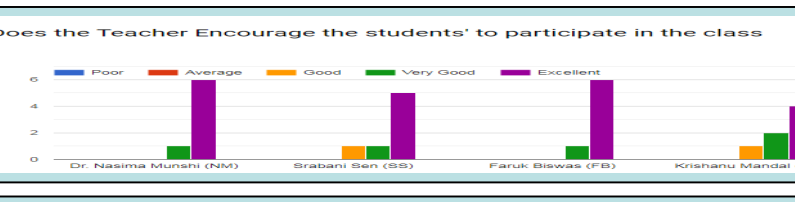
Department of Mathematics

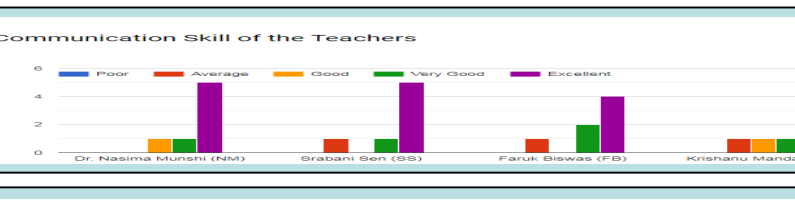


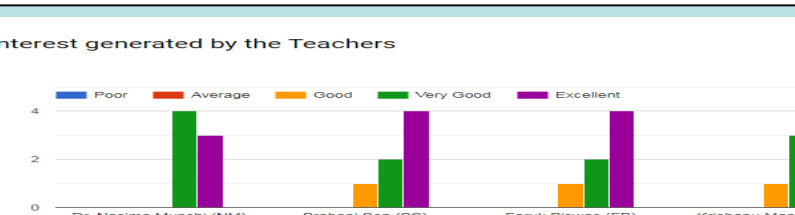


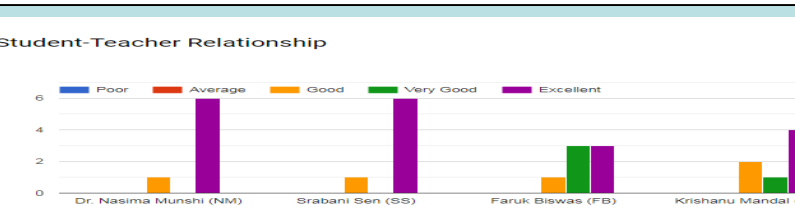




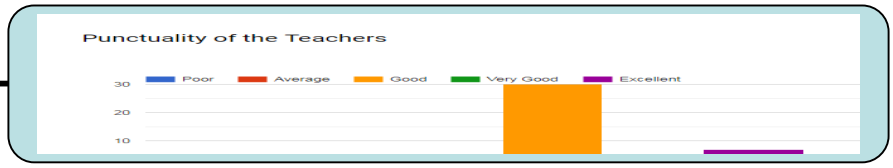


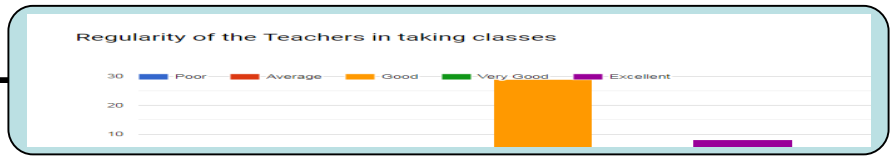


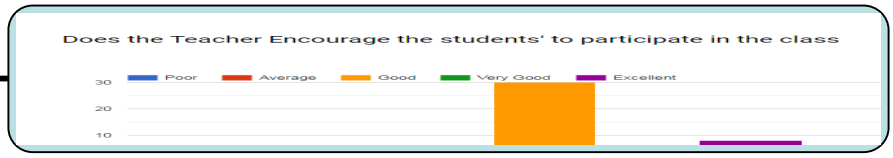


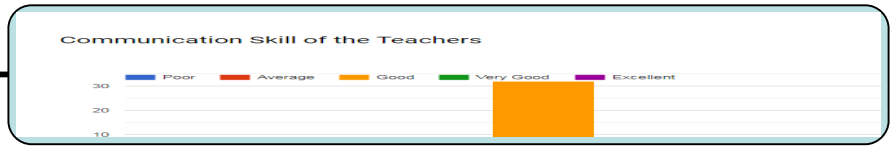


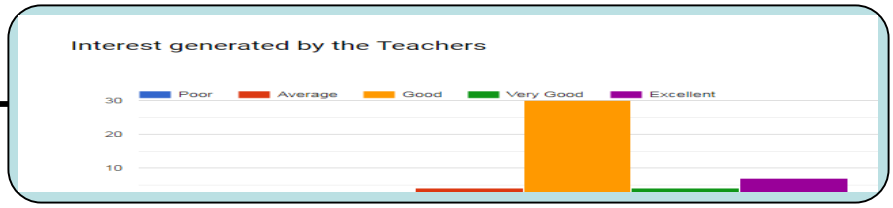
Department of Sociology

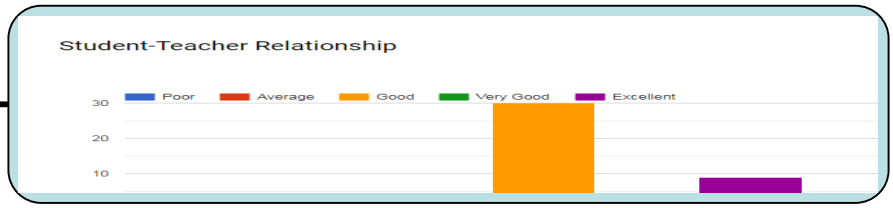












Feedback from Parents

Feedback was collected from the parents of the students to assess the satisfaction of parents regarding the various services and facilities provided by the college. It helps the institution to gain an insight into how college could improve on various parameters. It helps to strengthen the quality of teaching-learning environment in the college, assess and improve academic, non-academic, infrastructure facilities, etc.

Feedback was sorted and the opinion obtained for each parameter is represented as percentage of total number of feedback response obtained.

Feedback response from the parents indicated on an average high satisfaction rate on different parameters. Parents rated opting for admission to this college high on three grounds viz. location, environment and ambience and discipline. The majority of parents have given high ranking for well managed and transparent admission procedure to attract students.

Parents were very satisfied by the security and overall discipline of the college. High rating was given to the academic atmosphere. There were numerous positive comments on teaching and teacher - student interaction and teachers were described as caring, cooperative, approachable and efficient. Largely the concern reflected by the parents was on infrastructure of the college, but overall there is high satisfaction. On analyzing the feedback received, it is observed that parents are largely satisfied by the efforts made by the college administration in admissions, been shown by the parents on implementations of some of the suggestions made by them.

Policy Prescription:

Based on the feedback obtained, the college has conducted faculty meetings, from time to time, where the ways and means of enhancing the academic discipline and Teaching Learning process were discussed. During such meetings, the individual faculty members have expressed their honest opinion on the teaching learning process, research and extension activities and the same would be debated and discussed. The appropriate suggestions are put forward to the head of the institution for implementations.

Feedback Questionnaires

K.K. Das College
GRH—17, Baishnabghata Patuli
Kolkata – 84

Feedback Form on College

Please complete the following form---your feedback is valuable

Course: B. A. (G) / B. Sc. (G) / B. Com (G) / B. A. (H) / B. Sc. (H) / B. Com (H)

Subjects: Honours: _____; **General:** _____

Year: First year / Second year / Third year

Sl. No.	**Criteria – Institution**	Excellent	Very Good	Good	Average	Poor
1	The institution's classroom's are comfortable					
2	The institution's public areas are comfortable					
3	Tidiness of premises					
5	Cleanliness of toilets					
6	Provision of sufficient drinking water					
7	How do you rate sports/recreational services					
8	How do you rate the student Union facilities					

Sl. No.	**Criteria – Office**	Excellent	Very Good	Good	Average	Poor
1	Office is friendly and helpful					
2	Your experience with the admission process					

Sl. No.	**Criteria – Office**	Excellent	Very Good	Good	Average	Poor
3	Timely availability of information regarding various examinations					
4	Your experience while paying fees					
5	Your experience with the registration process					
6	Your experience while collecting admit card					
7	Your experience while collecting mark sheet					

Sl. No.	**Criteria – Canteen**	Excellent	Very Good	Good	Average	Poor
1	Is the canteen premises tidy?					
2	How does the canteen services function?					
3	Is the menu suitable for you?					
4	How do you rate the food quality?					
5	Does the operating hour suit you?					

Sl. No.	**Criteria – Library**	Excellent	Very Good	Good	Average	Poor
1	Sufficiency in terms of availability of books					
2	Does the operating hour suit you?					
3	Is the library staff co-operative and helpful?					
4	Ability to get the prescribed readings					
5	Satisfaction regarding the available reading space in the library reading room					

Sl. No.	**Criteria – Computer Laboratory**	Excellent	Very Good	Good	Average	Poor
1	Computer facilities					
2	Ability to access computer laboratory as and when you require					
3	Ability to access the online resource centre					
4	Sufficiency of infrastructure in the computer laboratory					
5	Is the staff co-operative and helpful?					
6	Accessibility of Wi-Fi connection in the campus					

Feedback on Teachers

Please complete the following form---your feedback is valuable

Course: B. A. (G) / B. Sc. (G) / B. Com (G) / B. A. (H) / B. Sc. (H) / B. Com (H)

Subjects: Honours: _____; **General:** _____

Year: First year / Second year / Third year

Sl. No.	**Criteria – Teacher**	Excellent	Very Good	Good	Average	Poor
1	Sincerity / Commitment of the teacher					
2	Interest generated by the teacher					
3	Accessibility of the teacher in and out of the class					
4	Did the teacher encourage student participation in class					
5	Encouragement and freedom of students to ask questions and give answers during lectures.					
6	Is tolerant of different opinions expressed in class					
7	The extent to which teaching staff are sympathetic and supportive to the needs of students					
8	Punctuality in class					
9	Regularity in taking class					

Sl. No.	**Criteria – Teacher**	Excellent	Very Good	Good	Average	Poor
10	Co-operation to solve individual problems					
11	How do you rate the student-teacher relationship in your department?					

Feedback on Principal

Please complete the following form---your feedback is valuable

Course: B. A. (G) / B. Sc. (G) / B. Com (G) / B. A. (H) / B. Sc. (H) / B. Com (H)

Subjects: Honours: _____; **General:** _____

Year: First year / Second year / Third year

Sl. No.	**Criteria – Teacher**	Excellent	Very Good	Good	Average	Poor
1	Accessibility & approachability					
2	Visibility					
3	Engagement in all activities of the institution					
4	Addressing of problems in a timely manner					
5	Innovative ideas regarding teaching-learning-evaluation as well as recreation					
6	Leadership for assessing, developing & improving environment & culture of the institution					
7	Recognition & Celebration of accomplishments (success) of students					

K.K. Das College
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Kolkata – 84

Parent's Feedback Form

Dear Parents,

Appraisal and feedback have a strong positive influence on the institution and its work. It is really important to K.K.Das College to ensure that we obtain Parent feedback regularly. This information allows us to see where our strengths lie and also the areas in which we need to improve.

Thus, you are encouraged to provide general feedback about our institute and its system by filling up the questionnaire prepared by us. Your feedback shall be kept confidential and would not affect the development of your ward towards progression.

Parent's Name:	
Contact Number:	
Name of the Student:	
Stream: B.A./B.Sc./B.com.	Course: Hons/Gen (Subject/s:)
Class/Semester:	Student Id No.:

1. You chose the college because of (you may choose any one, more than one or all):
   (a) Vicinity and Location
   (b) Reputation as a disciplined institution
   (c) Environment and Ambience
   (d) Affordable Fees Structure
   (e) Recommended by an Alumni /Acquaintance

2. Does your ward communicate with you about the college activities regularly? Yes/No

Please rate the institution from parent's perspective (tick any one)

Parameters	Excellent	Very Good	Good	Average	Poor
On College					
1. Simplicity and Transparency of Admission Procedure					
2. Comfortability and Adaptability of your ward to college ambience					
3. Academic discipline observed by the college					
4. Approachability of the authorities regarding any queries					
5. Satisfaction with the examination system adopted by the college					
On Teachers					
6. Satisfaction with the quality of teaching offered					
7. Communication from the teacher's end regarding the regular performance of your ward					
8. Approachability of the teachers in discussing your ward's performance					
On Other Facilities					
9. Library					
10. Computer Lab and Internet facility					
11. Canteen					
12. Extra-Curricular (Sports, Literary Society, Cultural Society, NSS, etc.)					
13. Support from Student's Union					
14. Administrative Staff					

3. Has your child opted for financial aid (*meant for meritorious students who are needy*) from college? Yes / No

If Yes	Excellent	Very Good	Good	Average	Poor
a. Accessibility and comprehensibility of financial assistance					
b. Timeliness of financial assistance					

If no, why? (a) Ineligibility or (b) Unawareness

4. Suggestions (if any):