

# The Annual Quality Assurance Report (AQAR) of the IQAC

FOR THE ACADEMIC SESSION : JULY 2016 TO JUNE 2017

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

KHANDRA COLLEGE

1.2 Address Line 1

P.O. – KHANDRA, P.S. – ANDAL

Address Line 2

DIST. – PASCHIM BARDHAMAN

City/Town

DURGAPUR

State

WEST BENGAL

Pin Code

713363

Institution e-mail address

Khandracollege1981@gmail.com

Contact Nos.

0341-26652415

Name of the Head of the Institution:

Prof. Sanjib Kr. Hazra

Tel. No. with STD Code:

0341-2665245

Mobile:

9002864500

Name of the IQAC Co-ordinator:

Prof. Ashish Kr. Chakraborty

Mobile:

9647561928

IQAC e-mail address:

Khandracollege1981@gmail.com

**1.3 NAAC Track ID**

(For ex. MHCOGN 18879)

NAAC/WH/Cert-A&A/2007/382,  
Dt. 24-04-2007-Khandra College, West Bengal.doc.

**1.4 NAAC Executive Committee No. & Date:**

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

NAAC/WH/Cert-A&A/2007/382,  
Dt. April 24, 2007

1.5 Website address:

www.khandracollege.org

Web-link of the AQAR:

<http://www.khandracollege.org/AQAR2016-17.doc>

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

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	72.20 out of 100	2007	2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02-04-2014

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

2016-17

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

**We regret our inability of submitting AQAR to NAAC in a timely manner. However, the AQARs are available on the Institutional Website [www.khandracollege.org](http://www.khandracollege.org), and also sent to NAAC.**

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

- |   |
|---|
| i) Kazi Nazrul University, Asansol from June 2015 onwards |
| ii) The University of Burdwan from 1981 to June 2015      |

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="12"/>

2.10 No. of IQAC meetings held : 01 no.

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

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

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

i) Resolved that the college will undergo NAAC A & A process for 2 <sup>nd</sup> Cycle
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## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	29			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	29
Trimester	00
Annual	00

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

*\*Please provide an analysis of the feedback in the Annexure*

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

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

Syllabus changed in every five year as per University Norms.

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal
12	07	04	-	01

2.2 No. of permanent faculty with Ph.D.

04 nos.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	08	00	00	00	00	00	00	01	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

27

2.5 Faculty participation in conferences and symposia:

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

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

Unit test and Internal assessment.

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

215 days

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

MCQ

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

6

1

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	291		3.78%			57%
B.Com.	98		1.02%			35%
B.Sc.						

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : By collecting students feedback and interface meeting with the students.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	19	00	03
Technical Staff				



## Criterion – III

### 3. Research, Consultancy and Extension

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

- i) Encouraging teachers to participate in National/International seminars.
- ii) Launching Books & Journals to promote research climate.

#### 3.2 Details regarding major projects **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
				Ph.D - 01		

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

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

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

JRF       SRF       Project Fellows       Any other

3.21 No. of students Participated in NSS events:

University level       State level   
National level       International level

3.22 No. of students participated in NCC events:

University level       State level   
National level       International level

3.23 No. of Awards won in NSS:

University level       State level   
National level       International level

3.24 No. of Awards won in NCC:

University level       State level   
National level       International level

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Blood Donation Camp
- Cleaning operation in the adopted villagers during NSS Annual Special Camp

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.68 acres	89 Satak	MPLAD, UGC, College Fund	
Class rooms	11 Bigha	05 Satak		
Laboratories	04			
Seminar Halls	01			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	292			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 2,86,094.00			
Others				

#### 4.2 Computerization of administration and library

- |  |
|--|
| i) Cash & Accounts section fully computerised.       |
| ii) Initiatives are taken for automation of library. |

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value(Rs.)	No.	Value (Rs.)
Text Books	16138	1990463/-	299	116154/-	16437	2106617/-
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28							
Added	-							
Total	28							

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

e-Pradhan for disbursing salary to the staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

**Total :**

**This is an approximate and not final value.**

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Free studentship, Kanyashree, SC-ST & OBC, Minority Scholarship, Private Scholarship, Chief Minister Relief Fund.

#### 5.2 Efforts made by the institution for tracking the progression

Constant Monitoring & Upgradation of available infrastructure.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1113			

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	671	60.29		442	39.71

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

Demand ratio

Dropout %

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

Nil

No. of student beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

i) Faculty provide tips to the students & also undertake stress management individually.  
 ii) Advice for Placement provided by Faculty Members.

No. of students benefitted

5.7 Details of campus placement : N.A.

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

5.8 Details of gender sensitization programmes

Through NSS

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	80	19,890.00
Financial support from government	323	32,90,800/-
Financial support from other sources	10	46,800/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Yes & Provides

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision – To empower students from all section of society through holistic education centred on academics.  
Mission – To impart quality education to students from backward classes and first generation learners from economically challenged backgrounds, thereby encouraging inclusive growth.

6.2 Does the Institution has a management Information System

The vision, mission, objectives and code of discipline are communicated to the students through the welcome address by the Principal at the Fresher's Welcome ceremony. All important information and notification are displayed in the Notice Board and through the official website of the College [www.khandracollege.org](http://www.khandracollege.org)



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

6.3.1 Curriculum Development

- i) Breaking syllabus into modules.
- ii) Timely delivery of curriculum.

6.3.2 Teaching and Learning

- i) Group discussion
- ii) Seminar presentations

6.3.3 Examination and Evaluation

- i) Unit Test

6.3.4 Research and Development

- i) Encouraging teachers to Participate in Seminars / Symposia.
- ii) Launching books/journals by the College.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computerised catalogue of books.

6.3.6 Human Resource Management

Strengthening the bond between the students and the teachers for an effective interface.

6.3.7 Faculty and Staff recruitment

As per State Govt. guidelines

6.3.8 Industry Interaction / Collaboration

None of note.

6.3.9 Admission of Students

Online admission introduced.

6.4 Welfare schemes for

Teaching	GSLI
Non teaching	GSLI
Students	Students' Aid Fund

6.5 Total corpus fund generated

100000.00

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	-
Administrative	-	-	-	-

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

Introduction of short answer type questions for a fuller understanding of the recommended syllabus.

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

#### 6.11 Activities and support from the Alumni Association

- i) Meeting twice a year.
- ii) Forwarding recommendations to the co-ordinators, IQAC

#### 6.12 Activities and support from the Parent – Teacher Association

#### 6.13 Development programmes for support staff

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

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

### **Criterion – VII**

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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

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

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

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

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

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes  No

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

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

### **8. Plans of institution for next year**

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

Name : PROF. ASHISH KR. CHAKRABORTY

Name : PROF. SANJIB KUMAR HAZRA



Convener  
IQAC  
Khandra College



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

\_\_\_\_\_  
Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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