



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION  
(Effective from July 2017)**

**Accreditation - (Cycle - 1)**

**PEER TEAM REPORT ON  
INSTITUTIONAL ACCREDITATION OF  
KALYANI MAHAVIDYALAYA**

**KALYANI  
West Bengal  
741235**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission  
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

**Section I:GENERAL INFORMATION**

1.Name & Address of the institution:	KALYANI MAHAVIDYALAYA KALYANI West Bengal 741235	
2.Year of Establishment	1999	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:		
Departments/Centres:	3	
Programmes/Course offered:	18	
Permanent Faculty Members:	27	
Permanent Support Staff:	14	
Students:	4625	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Catering to socially, educationally and economically backward students 2. Honours offered at UG level in all main streams 3. Good demand ratio in majority of the courses offered.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 11-09-2018 To : 12-09-2018	
6.Composition of Peer Team which undertook the on site visit:		
	<b>Name</b>	<b>Designation &amp; Organisation Name</b>
Chairperson	MR. J H PANCHOLI	Pro-Vice Chancellor,Hemachandracharya North Gujarat University
Member Co-ordinator:	DR. VANI LATURKAR	Director,Swami Ramanand Teerth Marathwada University Nanded
Member:	DR. TARANJEET SOOD	Principal,M.B. Khalsa College
NAAC Co - ordinator:	DR. VINITA SAHU	

## Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion 1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

### Qualitative analysis of Criterion 1

Kalyani Mahavidyalaya, a grant-in-aid co-education college established in 18th July, 1999, was founded to serve the need for quality education at the undergraduate level for the residents of Kalyani and its surroundings. It is recognized by the UGC under section 2(f) and 12(B). The institution offers undergraduate programmes that would benefit the students of the immediate area in shaping their career. Although the college was begun with two programmes BA (Hons. and General) with three courses English, Bengali, and History but gradually other courses in B. Com and B.Sc. have been added as per the requirement and feedback from stakeholders. To ensure effective curriculum delivery, academic sub-committee prepares an academic calendar in accordance with the academic schedule of the University of Kalyani. With the approval of the Governing Body of the college, this calendar is published and distributed among the students, staff, and teachers of the college in the beginning of the session.

The college puts regular efforts to integrate the cross-cutting issues into the curriculum by organising various events which sensitise students. All the faculties consistently focus on Human Values while teaching different topics in their respective curricula. The topics like Human Rights, Civil Society and Good Governance, Secularism, Welfare Policies etc. are included into the curricula of Sociology, Political Science, Economics, and History. Social Extension Activities are promoted by the institutions: Different departments with their students, as well as the NSS unit of the institution are engaged in different social activities like spreading literacy, awareness of superstition, awareness regarding Arsenic-free Drinking water etc. Feedbacks are collected manually & analyzed.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

#### Qualitative analysis of Criterion 2

The surrounding districts of the college vary from rural to semi-urban and urban in nature; hence, the college has to accommodate students of diverse, socio-economic and community backgrounds. Reservation policy of State Government is followed. The Institute claims that the advanced learners and slow learners are identified through a continuous evaluation process of question - answer sessions, problem-solving sessions, home assignments, group discussions and seminars, class tests, assignments, etc.. Vigorous efforts are need to be taken to identify slow and advanced learners.

The institute is making sincere efforts to gradually deploy student-centric learning methods across all streams. Institution follows experiential learning, and participative learning for enhancing learning experiences through systematic and regular outside exposure. Similarly, in addition to primary method of 'Chalk and talk' method, other methods using ICT based teaching is followed depends on subject and topic of relevance. Special lectures by experts from various fields are arranged by the teachers according to the need of the students. Language laboratories, film & theatre study center are extensively used to teach the students of language, literature, and other disciplines. A multipurpose, multi-disciplinary computer laboratory is used extensively to make the students proficient in computer knowledge. Students across all disciplines are encouraged to participate in excursions and extension activities as part of their academic career.

The evaluation comprises both CIE and external (Session) examination. They take at least two internal examinations, other than the pre-university examination, preferably, in the month of September and in the

month of December every academic year. Innovative methods- like dissertation, extempore, theatric presentation, mock -teaching by students are adopted by different departments to keep the entire process interesting and student-friendly. Evaluation of the examinees is kept strictly time-bound. Post evaluation, the answer scripts are shown to the students. In case of any grievances the students, initially, approach the concerned departments; the departments are asked to redress the grievances within a specific and realistic time-limit. However, if the student is not satisfied the matter is taken to the Grievance Redressal Cell who redresses the issue in consultation with the teachers of the department. System of solving examination related grievances of students is transparent and time bound. Programme outcomes needs to be communicated to the students. Program specific outcomes and course outcomes are analysed by the results and scores through various methods of examination and evaluation.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

#### Qualitative analysis of Criterion 3

One of the faculties has received Raman fellowship. Some teachers have contributed in book - chapter, research papers in ISBN journals and presented papers in conferences. The students and teachers of science departments undertake project works to create and transfer of knowledge. Though Institution has not yet created an ecosystem for innovations including incubation centre. The college has 27 permanent teachers but only 46 research papers published during last five years. The college should encourage the faculty by providing incentives for publication of research papers in UGC enlisted journals and attending conferences etc. There is need for effective familiarization of the faculty with issues related to IPR.

Extension activities are carried out under the aegis of NSS. The students are involved in a variety of social outreach programmes such as Aids Awareness, Gender Issue, Cleanliness drives, Health check up camps, blood donation camps etc. The college has adopted a nearby village where awareness camps and regular NSS activities are also carried out. Major collaborative research or activities involving Industry, NGOs or other institutions are yet to be initiated. More women-oriented extension activities need to be undertaken. Structured mechanism of consultancy and collaborations needs to be developed. Days of National/International importance are also commemorated with emphasis on Human Values, Patriotism and Social Service like regularly celebrates Independence Day, Republic Day, Constitution Day, etc.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### Qualitative analysis of Criterion 4

The Institution is spread over 4 – storied building. The Institution has adequate facilities for teaching-learning such as 27class-rooms, 15 laboratories which includes computer lab, science labs, 01 seminar hall, and 01 virtual seminar hall. Also the campus is partially Wi-Fi enabled. A small playground is available for handball, volleyball kind of sports in the campus. College arranges Yoga and Karate trainings initiated.

The Central Library of the college is fully automated, using KOHU 3.2 software and also registered in N-List for INFLIBNET. Books can be searched using OPAC. Average number of walk – in per day is around 179.The college has few rare books on different subjects.

The college has two fully air conditioned computer laboratory equipped with computers & software. The college has internet connectivity at the staff room and office with 5 Mbps dial-up connection. There is a digital language laboratory with desktops & laptops and user-friendly software for students and teachers. Printing and scanning facilities are also available in the college.

Regarding the maintenance and upkeep of the infrastructure and facilities,all the departments maintain separate stock registers of consumables, glassware, and instruments in due format. Departments maintain a complete list of laboratory asset. A regular assessment and monitoring of electrical and mechanical components are done both by the departments and centrally by the authorized body of the college. All high-end instruments of the laboratories are covered under Annual Maintenance Contract (AMC) by the college authority. All computers are maintained under a centralized AMC and are regularly updated with original antivirus and anti-malware software. As a part of fire safety, all laboratories are inspected and accredited by the Government Fire Brigade for fire safety.

The Department of Physical Education possesses and maintains sports equipment like football, cricket kit, hockey sticks etc. Among indoor game facilities, the college possesses Table Tennis Board, Carrom board etc.The college needs to establish systems and procedures of compliance for maintenance, insurance and utilization of physical, academic and support facilities.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Qualitative analysis of Criterion 5

On an average 7.5% of students are benefitted through Government Scholarships and 6.35% other than the Government schemes. Only 1.47% of students is benefitted by guidance for competitive examinations and receives career counselling. None of the students are benefitted by Vocational Education and Training during the last 5 years. Computer literacy classes for all the students have been initiated.

The Institution has a transparent mechanism for redressal of student grievances including sexual harassment and ragging cases and redress if they occur. College does regular meetings and record minutes. The awareness drives undertaken need to be recorded also. 23.18% of students of previous graduating batch gone for higher studies. Almost 30 students got awards / medals during the last 5 years in sport events. On an average 05 inter college sports activities are organized in a year.

The institution has been having an active Students' Council (Students Union) since its inception. The Students' Council is a body of students duly elected from amongst the bonafide students of the college. The Students' Council is administered by the regulations laid down in the statute of the University of Kalyani which are regularly updated and modified. The Students' Council plays an active role in the academic, administrative, sports and cultural activities of the institution. Organizes various sporting activities, like inter-dept. cricket tournament, volleyball tournament, carom tournament, and the chess tournament. Besides, the Students Council organizes various activities to promote social responsibilities of the students by organizing an annual Blood Donation Camp, extension activities in the neighboring communities etc.

The Alumni Association of Kalyani Mahavidyalaya is known as Kalyani Mahavidyalaya Alumni Association (KMVAA) is registered under firms and societies recently. Since its formation, the Alumni Association has been actively taking part in the overall well-being of the college.



Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years ( <i>in case of first cycle</i> )  Post accreditation quality initiatives ( <i>second and subsequent cycles</i> )

#### Qualitative analysis of Criterion 6

Kalyani Mahavidyalaya, a grant-in-aid college established in 18th July, 1999, was founded to serve the need for quality education at the undergraduate level of the residents of Kalyani and its surroundings. The vision and mission of the institution centre on producing academically competent, morally upright, aesthetically enhanced, socially responsible students. Opinions and ideas on strategic plans are encouraged from internal stakeholders individually or through bodies, and are properly channelized to the Principal and Governing Body for deployment.

Perspective plans of the college are need to be formulated for quality policy, research and development activity, human resources management and internal interactions. The Governing Body is the highest authority of the College. The Principal administrates the College as per Governing Body formulated policy and with advice of various Bodies, Cells, Teachers' Council and Students' Union/Council, Committees and Sub-Committees, Academic Council, IQAC, Cells (like Minority Cell, SC-ST Cell, RTI Cell, UGC Cell), Bursar,

Finance Committee and In-Charges of Departments. The college has formed a Grievance Redressal Cell which looks after the grievances, if any. Service rules are as per Government of West Bengal.

The Institution has a credit co-operative society for permanent staff of the college as a welfare measure for teaching and non-teaching staff. Health schemes for full time and ad hoc teaching and non teaching staff is under process. A performance appraisal is a systematic and periodic process that assesses an individual employee's job performance and productivity. Students' appraisal of the teachers is yet to be put in practice. Proper analysis of appraisals needs to be strengthened.

None of the teachers had availed any financial support to attend conference / workshop etc yet. Only 3 personal development/ training programmes for the teaching and non – teaching staff have been held during the last 5 years separately.

The college conducts internal and external audit regularly for every financial year. The college is maintaining the audit system internally by certified chartered accountants and West Bengal Government appointed an auditor who happens to be the external auditor. The college accounts are audited till the financial year 2016-2017. The major source of college fund is the collection of tuition fees other fees like development fees, building fees etc. from the students. The college receives Grants-in-Aid for the salary of all permanent teachers, non-teaching staff and government-approved Part-Time Teachers (PTT) and Contractual Whole Time Teachers (CWTT) under the Pay-Packet scheme of the Government of West Bengal. The college also receives grants from UGC for purchasing library books, equipment, laboratory instruments etc., teachers fellowship and for organizing Seminars. Financial resources are also mobilized through donations etc. from local MP, MLA. The institution needs to keep strong efforts to collect and mobilization of funds through Alumni's, other NGO's and industries under CSR activities. College tries to utilize financial resources in a transparent way.

The IQAC of Kalyani Mahavidyalaya has taken several initiatives for the betterment of the

Institution. The review of teaching-learning process, structures and methodologies of operations and learning outcomes is done periodically by the Institution through IQAC. The IQAC can play a more pro – active role for quality assurance by regular and systematic review of teaching – learning process and delivery. The Institution needs to develop a perspective plan for future.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> <li>1. Safety and Security</li> <li>2. Counselling</li> <li>3. Common Room</li> </ol>
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• E-waste management</li> </ul>
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> <li>• Students, staff using <ol style="list-style-type: none"> <li>a) Bicycles</li> <li>b) Public Transport</li> <li>c) Pedestrian friendly roads</li> </ol> </li> <li>• Plastic-free campus</li> <li>• Paperless office</li> <li>• Green landscaping with trees and plants</li> </ul>
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Qualitative analysis of Criterion 7

Institution has conducted 02 gender equity promotional programmes during the last 5 years and it has shown gender sensitivity in providing facilities such as safety and security, counselling and common rooms. They may focus more on safety issues. The total annual power requirement of the Institution is 51710 KW. 88.68% of annual lighting power requirements met through LED bulbs. No Solar power resources initiated in the institution. Solid waste of the college is taken care by Municipal corporation . Good drainage system takes care of liquid waste while E- waste disposal is under process.

The institution does NOT have any facility for Rainwater harvesting structures and utilization in the campus.

Most of the local students and teachers prefer cycling or walking on their way to and from the college. Outstation teachers and students use public conveyance for daily commutation. Institution may provide more facilities to the differently abled students. Initiatives are taken to engage with and contribute to local community. Code of conduct handbook exists for student and staff. Institution has displayed its core values in its website. Institution plans and organizes appropriate activities to increase consciousness on fundamental duties and Rights of Indian Citizens. It does not offer any courses on Human values and Professional Ethics. Institution organizes national festivals and birth/death anniversaries of the great Indian and state Personalities. Institution is transparent in its financial, academic, administrative and auxiliary functions.

The Institution has two best practices

- i. Empowering and encouraging girl students to look out of box.
- ii. Spreading awareness amongst students as well as in nearby community for health and hygiene.

To empower the students amongst them many come from families living in poverty or BPL, and many are first-generation learners, to face the challenges of life both academic as well as personal. is with the Institutional vision and mission.

**Section III: OVERALL ANALYSIS** based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

**Strength**

**Institutional Strength :**

- Centrally located campus.
- Industry, educational, medical hub in the immediate vicinity of the college.
- Provides education to poor and underprivileged students.
- Cordial relationship among the administration, faculty, staff and students.

**Institutional Weakness :**

- Lack of language lab to improve the communication skills among students.
- Inadequate industry-institution interface.
- Insufficient physical infrastructure.
- Low research output in terms of publication and funding.
- Fewer representation of students in Sports and extension activities.

**Institutional Opportunity :**

- Can start PG and Skill based add – on courses as per area/ student specific demand.
- Ample scope for extension activities.
- Enhance college – Industry Interaction, collaboration etc.
- To get funds for seminars, projects, publication from funding agencies.
- More involvement of students in personality development and career counselling.
- Placement of students in Industries located in the vicinity.

**Institutional Challenges :**

- Poor socio – economic – education background of the students.
- To provide effective coaching for student in competitive exams and their placements.
- To provide Add –on courses and skill development centres for training to students.
- To get funds through various funding agencies for academic and research activities.

#### **Section IV: Recommendations for Quality Enhancement of the Institution**

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Skill based, job oriented PG courses such as Commerce, English, Bengali, Micro Biology, Botany etc. be initiated.
- Adoption of community, locality, village for extension activities more vigorously.
- Industry relation/ collaboration needs to be strengthened.
- Feedback system must be strengthened and streamlined through online mode.
- Communication skills, ICT, personality development should be given more emphasis.
- Alumni association should be more active and functional.
- Wi-Fi connectivity facility should be made available for all in the campus.
- IQAC should be made more effective and pro active for excellence in higher education.
- Transportation and Gymnasium facilities must be arranged for students.
- Bridge courses in English language proficiency is to be arranged for first year student.
- Rain harvesting system, solid waste management and e- waste management system must be strengthened.

**I have gone through the observations of the Peer Team as mentioned in this report**

**Signature of the Head of the Institution**

**Seal of the Institution**

Sl.No	Name		Signature with date
1	MR. J H PANCHOLI	Chairperson	
2	DR. VANI LATURKAR	Member Co-ordinator	
3	DR. TARANJEET SOOD	Member	
4	DR. VINITA SAHU	NAAC Co - ordinator	

Place

Date

NAAC