

**Part – A**

**Data of the Institution**

1. Name of the Institution                      KALYANI MAHAVIDYALAYA

- Name of the Head of the institution :    DR. RUNU DAS
- Designation:    PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.:        033-25821390
- Mobile no.: 9433827071
- Registered e-mail: klymahavidyalaya@gmail.com
- Alternate e-mail : runukly@gmail.com
- Address        : Kalyani Mahavidyalaya, City Centre Complex, Kalyani, Nadia, PIN  
741235
- City/Town    : Kalyani
- State/UT     : West Bengal
- Pin Code     : 741235

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
(please specify) State
- Name of the Affiliating University: University of Kalyani
- Name of the IQAC Co-ordinator :    Indrajit Bandyopadhyay
- Phone no. : 033-25821390
- Alternate phone no. 9433901367
- Mobile: 8240263932

## Kalyani Mahavidyalaya (C-7123), AQAR for the Academic Session 2017-2018

- IQAC e-mail address: klyiqac@gmail.com
- Alternate Email address: klymahavidyalaya@gmail.com

3. Website address: <https://kalyanimahavidyalaya.net.in/>

Web-link of the AQAR: (Previous Academic Year): NA

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: YES

Weblink: <https://kalyanimahavidyalaya.net.in/>

### 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>				from: to:
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 25/05/2013

### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Painting and Photo exhibition	21/02/18 to 22/02/18	All internal stakeholders
Life, Living & Values – An Awareness Programme on Stress Management	08/02/18	All internal stakeholders
One day Interactive Workshop on Career Opportunities	24/02/18	Students of 3 <sup>rd</sup> year
Science Day & College topper felicitation	27/02/18	All internal stakeholders
Workshop on Stress Management	14/03/18	All internal stakeholders
Seminar on Gender Sensitization & Women's Day Celebration	15/03/18	All internal stakeholders

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/	Scheme	Funding	Year of award with	Amount
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Department/Faculty		agency	duration	

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

\*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 6

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No YES

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No NO

If yes, mention the amount: Year: NA

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- \* Formation of Registered Alumni Association
- \* Opening of NCC Unit-I
- \* Solar energy installation
- \* Sanitary Napkin Vending Machines and Incinerators installation
- \*LED lights in all rooms and passages

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<b>A. Infrastructural development:</b>	
1. Sustaining development of computer laboratory and have more than 160 computers in College	Done
2. Wi-fi connection for all internal stakeholders	Done
3. Installation of solar panel initially for administrative use	Done
4. Develop approach road/pathway from the main building to the new cycle garage	Done
5. Sustaining modernization of waste disposal and e-waste disposal	Done
6. Morning Class for B.A and B.Com General/Programme	Done
<b>B. Security:</b>	
1. Sustaining electronic surveillance system and CCTV cameras	Done
2. Sustaining Fire extinguishers and regular check-up their working condition	Done
3. Upgrading Manual safety data sheet (MSDS) displayed in each science laboratory.	Done
<b>C. Facility:</b>	
1. Sustaining development of canteen	Done
2. Sustaining Ramp for Divyangjan students	Done
3. Sustaining Sanitary vending machines installed at girls toilets and girls common room	Done
<b>D. Health facilities:</b>	
1. Development of Medical room equipment	Done
2. Regular awareness programs relating to Health, Hygiene, wellness and lifestyle development for the students, teachers and staff	Done & trying to improve
3. Karate training for girls students.	Done
4. Yoga centre	Done
<b>E. Admission</b>	
1. Full Online mode	In process
<b>F. Administration:</b>	
1.. Fee collection by online mode	In process
<b>G. Alumni:</b>	
1..Registered Alumni Association	Done

**14.** Whether the AQAR was placed before statutory body? Yes /No: YES

Name of the Statutory body: GOVERNING BODY

Date of meeting(s): 05/09/2018

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**NO**

**16.** Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2018

Date of Submission: 16/02/2018

**17.** Does the Institution have Management Information System?

**NO**

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

Development is in process. Information is managed through computers of Office and IQAC. Each Department has been provided with laptop to manage information. Accounts section is fully computerized.

**Part-B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- i. Departments hold meeting at the end of an Academic Year in which topics in the syllabus are distributed to the teachers for next Academic Year on the basis of discussion. Copy of syllabus allotment is provided to the Principal, IQAC, all teachers of the department and to students.
- ii. Departments prepare class routine based on Master Routine prepared by Routine Sub-committee and approved by the Principal.
- iii. Teachers prepare lectures and mode of teaching according to the syllabus allotted and classes available.
- iv. In-Charges of a department and the Principal supervise on classes being held according to the routine.
- v. Teachers use Central Library and Departmental Library for preparation and resources.
- vi. Teachers encourage students to use the libraries and internet resources – Infilibnet, e-books and e-journals – and journals, and provide e-resources through various means and personal interaction
- vii. Every department has separate whatsapp group for teachers and students for discussion on syllabus and counselling even beyond college hours
- viii. Departments also formulate the Mentor-Mentee system in format provided by IQAC, that records students’ academic, social and cultural profile to track progress.
- ix. Teachers use various classroom teaching methods depending on subjects taught and requirements of the Department, like -
  - a. Chalk and Blackboard method
  - b. ICT-enabled teaching-learning method.
  - c. Use of Softwares
  - d. Use of Charts and Scientific models
  - e. Class notes by teachers
  - f. Group discussion among the students as class activity
  - g. Encouraging Paper presentation by the students
  - h. Ensuring that practical classes are taken through proper and adequate instrumentation facility. IQAC has recommended a central instrumentation facility for that purpose, and it is underway.
  - i. Ensuring that Syllabi based field works, survey programmes and educational excursions are done in time
  - j. Conducting Project work and dissertations
  - k. Organizing seminars and special talks by experts
  - l. Providing counselling through personal interaction and whatsapp groups beyond class hours
  - m. Taking class tests, Mid-term examinations, and also viva-voce
  - n. Arranging remedial and tutorial classes if necessary to meet the need of advanced students and students facing difficulty
  - x. Departments take care of documentation, maintaining detailed record of the classes, assessments, project reports etc.
  - xi. College administration keeps vigilant eye that Academic Calendar is followed.

xii. College administration keeps on the results. Departmental Meetings are sometimes chaired by the Principal.

xiii. Departments keep record of the different activities of the college regarding teaching-learning, and other activities in IQAC prescribed format

xiv. IQAC supervises documentation process and that departments hold regular meetings and also take initiative in extension activities. IQAC seeks from departments report on departmental meetings and activities. Departments have own e-mail through which they take feedback from students. Analysed feedback report is then sent to IQAC in format prescribed by IQAC, along with recommendations of departments. All documents are maintained in both hard and soft mode. Departments also hold meeting with parents and take feedback on ward's experience in the College. Analysed feedback report is then sent to IQAC in format prescribed by IQAC, along with recommendations of departments.

**1.1.2 Certificate/ Diploma Courses introduced during the Academic year: NIL**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

**1.2 Academic Flexibility**

**1.2.1 New programmes/courses introduced during the Academic year: NIL**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

**1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.**

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG

Already adopted (mention the year)

**1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year**

	Certificate	Diploma Courses
No of Students		

**1.3 Curriculum Enrichment**

**1.3.1 Value-added courses imparting transferable and life skills offered during the year**

Value added courses	Date of introduction	Number of students enrolled

**1.3.2 Field Projects / Internships under taken during the year**

Project/Programme Title	No. of students enrolled for Field Projects / Internships
GEOGRAPHY FIELD WORK	55
BOTANY FIELD WORK	17

**1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

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1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	Yes/ No

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

### 1. Feedback from students

IQAC asks departments to collect students' feedback in IQAC prescribed format in departmental meeting with students. The departments receive feedbacks, analyse them, prepare reports, discuss them in departmental meeting, and submit recommendations to IQAC. IQAC processes the recommendation-reports, discusses them in IQAC meeting, take action and/or submit recommendations to the College Authority.

### 2. Feedback from parents

Departments hold teacher-parent meetings and collect feedback in that meeting. The feedback report is then forwarded to IQAC in IQAC prescribed format. IQAC processes the report and submits recommendations to the Governing Body through the Principal.

## CRITERION II -TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

#### 2.1.1 Demand Ratio during the year: 2017-2018

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BENGALI (H)	<b>113</b>	702	97
ENGLISH (H)	<b>113</b>	818	96
HISTORY (H)	<b>97</b>	383	76
SOCIOLOGY (H)	<b>97</b>	92	74
ECONOMICS (H)	<b>66</b>	45	11
GEOGRAPHY (H)	<b>78</b>	619	66
EDUCATION (H)	<b>113</b>	602	111
POLITICAL SCIENCE (H)	<b>66</b>	131	53
MICROBIOLOGY(H)	<b>58</b>	369	35
MOL.BIO & BIOTECH (H)	<b>58</b>	220	36
COMPUTER SCIENCE(H)	<b>44</b>	163	35
BOTANY(H)	<b>25</b>	388	22
PHYSIOLOGY(H)	<b>25</b>	180	13



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STATISTICS(H)	<b>44</b>	53	25
MATHEMATICS(H)	<b>81</b>	590	72
CHEMISTRY(H)	<b>12</b>	196	05
PHYSICS(H)	<b>16</b>	198	12
ACCOUNTANCY(H)	<b>73</b>	295	82
B.COM(GENERAL)	<b>88</b>	283	85
B.A. (GENERAL)	<b>1505</b>	2634	982

**2.2 Catering to Student Diversity**
**2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	3926 (1 <sup>st</sup> year – 2039 + 2 <sup>nd</sup> year – 966 + 3 <sup>rd</sup> year – 921)	NA	38 (25 WTT + 13 CWTT)	NA	NA

**2.3 Teaching - Learning Process**
**2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
97 [WTT + CWTT + PTT + Guest Lecturer]	37	8 [PI see below]	6	1	6 [PI see below]

**ICT tools and resources available**

- 1 LCD Projector
- 2 Projector Screen
- 3 Internet with WI-fi
- 4 Interactive Board
- 5 Laptop
- 6 Desktop
- 7 Printer
- 8 Scanner

E-resources and techniques used		
1	PPT	
2	JSTOR	
3	Internet Archive	
4	National Digital Library	
5	INFLIBNET	
6	NPTEL	
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)		
<p>The College considers all teachers as natural mentors and counsellors to students. In Departments where there are one or few Whole Time Regular Teachers, the Guest Lecturers assist him/her in mentoring.</p> <p>Teachers of a Department allot among themselves all students of a class in equal proportion. Each mentor has mentee randomly selected from Roll Nos. For example, in a Department with 5 teachers and 100 students, each mentor forms a group with 20 mentee. The teachers are listed as per seniority. Teacher in Sl. No. 1 forms group with students of Roll No. 1, 6, 11 ... etc. Similarly, teacher in Sl. No. 2 forms group with students of Roll No. 2, 7, 12 ... etc.</p> <p>The mentors prepare two documents in IQAC prescribed format – i) for keeping record and tracking academic progress of mentee; (ii) for keeping record of social and cultural profile of each mentee.</p> <p>After the central Induction Programme of the College, mentors meet with mentee and form a whatsapp group for regular communication, and even beyond college hours. The purpose of the mentor mentee system is to look after his/her academic and psychological wellbeing as also to give scope to his/her talents to flourish and also monitor class attendance and performance.</p> <p>Thus, the mentors using both formal and informal means of mentoring, tries to boost confidence, inclusiveness, gender sensitivity and social responsibility of students.</p> <p>The entire mentor mentee system is well documented by Departments and IQAC.</p>		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
<b>3926</b>	<b>38</b>	<b>1: 103</b>

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
<b>31</b>	<b>26</b>	<b>5</b>	<b>1</b>	<b>15</b>
<b>2.4.2 Honours and recognitions received by teachers</b> (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )				

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<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>

### 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONS	3 <sup>rd</sup> year	29/07/2018	24/10/2018
BSc	HONS	3 <sup>rd</sup> year	29/07/2018	24/10/2018
BCom	HONS	3 <sup>rd</sup> year	29/07/2018	24/10/2018
BA	GEN	3 <sup>rd</sup> year	09/08/2018	24/10/2018
BCom	GEN	3 <sup>rd</sup> year	09/08/2018	24/10/2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College implements Continuous Internal Evaluation following Academic Calendar. Two Internal Assessments are mandatory for each Department. The Examination Sub-Committee conducts the Assessments centrally. Departments are also encouraged to evaluate students in non-formal and creative mode like through organizing debates, extempore, group discussion, seminar presentation etc.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Council prepares an academic calendar in accordance with the academic schedule of the University of Kalyani. Academic Council forwards the draft Academic Calendar to the IQAC for opinion and suggestion. IQAC discusses the draft and sends it back to the Academic Council. The Academic Council finalizes the Academic Calendar thus prepared through participative governance, with approval of College Authority. The entire process is completed before the commencement of every academic year. Finally, the Principal has it published and distributed among the students, staff, and teachers of the college at the time of admission. The Academic Calendar clearly mentions day-wise and month-wise the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), college examinations (Internal Assessment, evaluations), tentative dates of University Examinations and date of publication of results, and dates of other cultural programs like college sports, social etc.

### 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://kalyanimahavidyalaya.net.in/department/molbiology-biotechnology/programs-courses/>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage

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BNGH	BENGALI	50	47	94
ECOH	ECONOMIC S	01	00	0
EDCH	EDUCATIO N	65	53	82
ENGH	ENGLISH	51	38	75
GEOH	GEOGRAPH Y	55	49	89
HISH	HISTORY	42	32	76
PLSH	POLITICAL SCIENCE	24	21	86
SOCH	SOCIOLOG Y	20	16	80
CGRH	ACCOUNT ANCY	51	51	100
BOTH	BOTANY	10	08	80
BTNH	BIO- TECHNOLO GY	13	13	100
CEMH	CHEMISTR Y	04	03	75
CMSH	COMPUTER SCIENCE	21	21	100
MCBH	MICROBIO LOGY	20	17	85
MTMH	MATHEMA TICS	34	21	62
PHSH	PHYSICS	06	03	50
PHYH	PHYSIOLO GY	08	08	100
STSH	STATISTIC S	05	04	80
BAG	BA GENERAL	357	113	32
BCOM G	BCOM(GEN ERAL)	57	34	60

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink): NA

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				

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Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)	06.09.2017–05.10.2017	Details below	NIL	NIL

Project funded by: “Kinder- und Jugendplans des Bundes (KJP)” of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth, Germany and by Brotfür die Welt- Evangelischer Entwicklungsdienst, Germany.

Project done by: Indrajit Bandyopadhyay, Associate Professor in English

Name of Project: North-South Incoming Programme/School Project, DE-SCI-2.10 Köln, Germany [Education and Information Programme for full-time and voluntary staff of youth organizations working with countries from the Global South - Project and Programme organized by Service Civil International, Germany (official partner of UNESCO, having consultative status)]

PI see Annexure-1

Total				
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**3.2 Innovation Ecosystem**

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)

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Name of the Department		No. of Ph. Ds Awarded				
Pl see Annexure-2						
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
				-		
				-		
Pl see Annexure-3						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Pl see Annexure-4						
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level		National level	State level	Local level	
Attended Seminars/ Workshops	4		5			
Presented papers	4		5			
Resource Persons						
<b>3.4 Extension Activities</b>						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities		Number of students participated in such activities	

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PI see Annexure-5				
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swaschhata Pakawada Programme	JNM Hospital, 2 No market committee, kalyani municipality, familia orphanage, University of Kalyani.	Swaschhata Pakawada Programme	45	350
Blood Donation Camp	JNM Hospital	Blood Donation Camp	8	75
Thalassemia Test	Ranaghat Hospital	Thalassemia Test	14	565
Blood Donation Camp	Plassey College	Blood Donation Camp	2	84
Special Camp	Kancharapara Gram Panchayet	Special Camp	41	100
<b>3.5 Collaborations</b>				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	

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3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year						
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details		Duration (From-To)	participant	
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year						
Organisation		Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs		
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>						
<b>4.1 Physical Facilities</b>						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
PI see Annexure-6			PI see Annexure-6			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing		Newly added	
Campus area			YES		NO	
Class rooms			YES		YES	
Laboratories			YES		YES	
Seminar Halls			YES		YES	
Classrooms with LCD facilities			YES		YES	
Classrooms with Wi-Fi/ LAN			YES		YES	
Seminar halls with ICT facilities			NO		YES	
Video Centre			NO		NO	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.			See Annexure-7		See Annexure-7	
Value of the equipment purchased during the year (Rs. in Lakhs)			See Annexure-8		See Annexure-8	
Others						
<b>4.2 Library as a Learning Resource</b>						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software		Nature of automation (fully or partially)		Version	Year of automation	
KOHA		Partial		3.22.10	2017	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11995	2884238	960	378900	12955	3263138
Reference Books	227	215000	NA	NA	227	215000



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e-Books	99000+	5000 (p.a)				
Journals	57					
e-Journals	7000+	5000 (p.a)				
Digital Database	6+					
CD & Video	18					
Library automation						
Weeding (Hard & Soft)	NA					
Others (specify)						

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computer s	Computer Labs	Internet	Browsin g Centres	Com puter Cent res	Office	Departmen ts	Available band width (MGBPS)	Others
Exist ing									
Adde d									
Total									
See Annexure-9									
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
..... MBPS /GBPS									
See Annexure-10									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year; See Annexure-11			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
Laboratory: Laboratories of Department of Physics, Chemistry, Botany, Microbiology, Molecular Biology Biotechnology, Computer Science, and Geography are furnished and maintained following scientific			

standard and subject-specific safety guidelines including fire safety and waste disposal. Facilities include ICT, computers, projectors, high-speed internet, whiteboard and screen. All departments maintain separate stock registers of consumables, glassware, assets and instruments. Instruments, Assets and Stock Registers are reviewed time to time by Teachers of respective Department, IQAC and College Authority. Interdisciplinary sharing of laboratory facilities is encouraged. Departments of Commerce and Economics, and Statistics and Mathematics have shared laboratories. Departments of English and Bengali have digitized language laboratory with audio-visual facility to aid the teaching of modern languages. All laboratories with equipment, instruments and computers are covered under Annual Maintenance Contract (AMC) by the college authority. Security is ensured with CCTV and Fire extinguishers.

**Library:** The Library is fully computerized with the implementation of KOHA 3.2 software and equipped with Free WiFi. Fire extinguishers and CCTV cameras have been installed as safety and security devices. The Library sub-committee meets at regular interval to discuss on requisitions, and address and solve any problem faced by internal stakeholders. Departments submit requisition of books/journals before annual budget. The College Library has registered in NLIST Programme of INFLIBNET in 2017. Permanent ID and password have already been received for faculty members and have been successfully used by the members. Besides the central library facility, every department of the college is equipped with a Departmental library enabling students and teachers a quick access to the relevant and rare books of the respective subjects.

**Sports complex:** The college owns a picturesque sports ground with natural grass with an area of 1200 sqmt surrounded by a protective fencing to facilitate preliminary level of athletic events. The Department of Physical Education possesses and maintains a wide range of outdoor and indoor sports equipment – all duly entered in Stock Register. For major sports events, the college relies on sharing the University sports ground. As an additional facility, the college has a Yoga center.

**Computers:** Every department has computer and ICT based teaching and learning facilities. There is a central computer laboratory beside the computer science laboratory. All computers are maintained under a centralized AMC and are regularly updated with original antivirus and anti-malware software. The college organizes basic computer application training modules to enable students in computer use. Account of Computers is maintained dually through Departmental Stock Register and Central Stock Register. Departments, Internet Committee, Campus Development Committee and IQAC regularly monitor maintenance and recommend upgradation through IQAC.

**Classrooms:** Class Rooms are well equipped with high and low benches for students, desk and chair for teachers, LED lights, large green boards etc. and are ICT enabled. All the lab-based departments have LCD projectors and Integrated Computers. Science departments have whiteboards. Departments, Campus Development Committee and IQAC regularly monitor the Class Rooms. Feedbacks from students on Class Room environment are taken into account for maintenance. The Students' Council also play positive role in the matter.

**CRITERION V - STUDENT SUPPORT AND PROGRESSION**

**5.1 Student Support**

**5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Kalyani Mahavidyalaya Freeship Scheme		
Financial support from other sources			
a) National	(1) Merit-cum-Means		

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	Scholarships (2) Kanyashree Prakalpa (K-2) (3) West Bengal Minorities Development Finance Corporation (4) SC/ ST/ OBC Post Matric Scholarship				
b) International					
See Annexure-12					
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
See Annexure-13					
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
See Annexure-14					
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed	Average number of days for grievance redressal		
NIL		NIL	NIL		
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year					
<b>On campus</b>			<b>Off Campus</b>		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

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5.2.2 Student progression to higher education in percentage during the year: See Annexure-15						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam		
NET						
SET						
SLET						
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other						
See Annexure-16						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year: See Annexure-17						
Activity	Level		Participants			
<b>5.3 Student Participation and Activities</b>						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) See Annexure-18						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>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 has a treasurer and its annual budget is presented to and approved by the administration. However, a Full-Time Teacher of the college oversees the financial activities of the Students' Council. The Students' Council plays an active in the academic, administrative, sports and cultural activities of the institution. The Students' Council remains active throughout the academic year. It organizes various cultural and sports activities. It organizes a Fresher's Welcome, an annual cultural fest, Boys' and Girls' common room fest, inter-department quiz, debate, extempore, creative arts and performing arts competitions etc. the Students' Council 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</p>						

responsibilities of the students by organizing an annual Blood Donation Camp, extension activities in the neighbouring communities etc. The Students' Council also organizes several seminars throughout the year. The seminars are aimed to raise awareness of the students about the society around them. For instance, a seminar on 'the negative Impact of the Blue Whale Game' has been held in the month of December 2017. The senior students from the neighbouring schools also participated in the event. The Students' council also arranges the celebration of various auspicious days like the Teachers' Day, the Children's Day, the Independence Day, the Republic Day, Kanyashree Day, etc The Students' council also arranges the commemoration of the Birth and Death of various important personalities like Mahatma Gandhi, Netaji Subhash Ch. Bose, Swami Vivekananda, Sardar Vallabhbhai Patel, APJ Abdul Kalam, etc To foster communal harmony and integrity among the students Holi is celebrated with due respect and maîtriutsav is organized by the Students' Council on the day of Raksha Bandhan. To inculcate moral values among the Students Saraswati Bandana is organized with much fanfare and enthusiasm among the students. The General Secretary of the Students' Council is an ex-officio member of the Governing Body. The General Secretary participates in the discussions and decisions of the Governing Body and conveys the opinion of the students (collected through the meeting of the class representatives) to the Governing Body and conveys the decision of the Governing Body to the students and ensures their participation regarding the same. The Students' Council has its own sub-committee-cultural, magazine & literary, students' welfare, sports & games, Vigyan Parishad, common room (boys and girls). The sub-committees are headed by a full-time teacher of the college. The concerned teacher co-ordinates the activities of the sub-committee with that of the Teachers' Council. Thus, an optimum participation of the students is ensured in the various academic and administrative bodies of the college.

### **5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The Alumni Association of Kalyani Mahavidyalaya is known as Kalyani Mahavidyalaya Alumni Association (KMVAA). The permanent office of the Association is Kalyani Mahavidyalaya, City Centre Complex, Kalyani, Nadia-741235. KMVAA has applied for registration in September 2017. The KMVAA has, in its first general meeting, has formed an Executive Committee with five office bearers; it has passed, in its EC meeting and subsequent general meeting, its Rules, Regulations, and Constitution. It has an active Bank Account in Canara Bank, Kalyani. The Secretary, the President, and the Treasurer are the operators of the said account. All the financial transactions of the Association are carried out through its account. Since its formation, the Alumni Association has been actively taking part in the overall well-being of the college. For instance, the Executive Committee met the administration and after consultation with the same decision to contribute a PC, A LCD Projector, Headphones and Language Learning Software for the formation of such laboratory. Besides the Alumni association has already arranged an annual reunion of the ex-students of the college where the alumni came together and pledged to take part in the overall development of the college. The Alumni Association has met with present students of different departments variously and through active interaction taken stock of the immediate conditions of the departments. The association has conveyed the essence of the meetings with the suggestions to the administration and assured the students of their co-operation wherever needed. For instance, the laboratory facilities of the Microbiology, Biotechnology and Geography Departments were enhanced following the persuasion by the Alumni Association. The association has also organized career guidance programmes for the present students and has, as an outcome of the programme, stressed the need for a placement cell in the college. The proposal has been put across to the administration in writing. The Administration, on its part, assured the Alumni of their intent to set up a placement cell in the ensuing academic session. The Alumni Association has also proposed to the administration to start a Students' Welfare fund to help students financially on a regular basis from the ensuing academic session in consultation and collaboration with the administration of the

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college. Although it has taken 14 years to form a functioning Alumni Association of the college we are hopeful that the association has shown every possibility of turning out to be an asset to the college through their active participation.

5.3.2 No. of ~~registered~~ enrolled Alumni:

125

5.3.3 Alumni contribution during the year (in Rupees) :

1 Lakh

5.3.4 Meetings/activities organized by Alumni Association :

2

### CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- PRACTICE-1: INTERLINKED COMMITTEE SYSTEM ON CROSS-CUTTING ISSUES**  
Teachers' Council nominates Cells, Committees and Sub-Committees consisting of teachers and staff at the commencement of Academic Year. Some committees have over-lapping functions. The Governing Body is empowered to form Committees/Sub-Committees but ensures participative governance by generally approving recommendation of Teachers' Council. The Teachers' Council and such Committees/Sub-Committees advice the Principal on Academic, Administrative and Financial matters. Participation of students in Governing Body is ensured through General Secretary, Students Union. In absence of elected Students' Council, students' voice and participation are ensured through recommendation of Departments in consultation with students. On recommendation of IQAC, the different committees follow a policy of interlinking on cross cutting issues. For example, Campus Development and Internet Committee sometimes hold joint meeting on relevant issues. Decisions and recommendations of one committee are forwarded to another relevant committee for opinion and suggestions. Inter-linking of committees and cells and involvement of Non-Teaching Staff and students ensures decentralization and participative management. Case Study: As directed by the Govt., Online Admission had to be done entirely through online mode. The Principal and IQAC held meeting with all staff, Teachers' Council, Online Admission Committee and Academic Council regarding the matter. The recommendations of Online Admission Committee regarding filling up of vacancies, recommendations of Academic Council regarding Academic Calendar, and recommendations of all staff and Teachers' Council were channelized through Online Admission Committee and IQAC to Governing Body for final decision on the matter.
- PRACTICE-2: ALL STAFF MEETING**  
The institution emphasizes the inclusion of all the employees working at different levels to get some share in the authority. It extends its democratic administration even to the lowest level of the institution. This helps in enhancing confidence and self-reliance among the employees.  
Case study on the implementation of the Expansion of Class hour:  
With the gradual increase of student during the last few years and the insufficient of accommodation, opinions and suggestions were sought both from the teachers and the Students Union how to manage the classrooms. It was discussed in the Teachers' Council Meeting. A number of suggestions and opinions were placed. The institution consulted with The academic sub-committee and the Routine Sub-committee whether it would be possible to expand and implement



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class hour in the college. Most of the teachers, Non-teaching staff and students favored the expansion of class hour especially the B.A. and B.Com. General classes in the early phase of the college hour start from 9 a.m. and ending at 12:00 p.m. A proper proposal was drafted before the commencement of the academic year (2017-2018). All the relevant documents including Class routine and assignment of duties to the Non-teaching staff were prepared. The copy of Teachers council Meeting Resolution, Draft of Expanded Routine and works related to it were placed in the Governing body meeting for discussion and final decision. It was finally decided unanimously in the Governing Body Meeting and implanted during the current Academic year.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Response: Partial

### 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development	The College is affiliated to University of Kalyani, and follows Curriculum prescribed by the University. Departments conduct field work, industrial visit and educational excursion as part of curriculum. Class seminars and extension activities are encouraged.
❖ Teaching and Learning	Teaching-Learning is integrated process, and the College follows Learner-centric model. Teachers encourage interactive classes and lecture review. Other than use of library, teachers encourage learners to consult e-books and e-journals and online learning through wide access to internet facility. Learners are encouraged to attend seminars and class seminars and present papers. Mentors counsel learners. Departments have whatsapp groups with students for communication, counselling and providing information beyond college hours. Learner centricity is ensured through departmental meeting with students and receiving feedbacks.
❖ Examination and Evaluation	The College follows continuous examination and evaluation method. Academic Calendar is followed for scheduling Examinations – both Internal Assessment and University Examinations. Other than scheduled examinations, Departments evaluate students through Class Test, mock test, group discussions and viva voce
❖ Research and Development	The College has Research Body. IQAC and College Authority encourage teachers to engage in research, apply for MRP etc through funding agencies, attend seminar/conference to present papers in International/National/State Level Seminars, workshops and to act as resource persons. There is plan to provide incentive to teachers for attending seminar/conference and presenting papers subject to rules framed by Governing Body on recommendation of IQAC and Research Body.



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	Published research works of teachers are displayed in library.
❖ Library, ICT and Physical Infrastructure / Instrumentation	Library is well equipped. Some Class Rooms are ICT-enabled, and further development is in progress. Wifi is provided free in the campus to encourage use of e-learning resources. Internet Sub-Committee monitors maintenance of internet bandwidth. CCTV, High mast light, fire extinguishers have been installed for security of infrastructure. New Class Rooms are to be constructed at ground floor on right wing and construction of floors is in view. Development proposals are received from Departments, Teachers' Council, Campus Development Committee and Building Committee and channelled to College Authority through IQAC.
❖ Human Resource Management	Teachers are motivated to enhance teaching-learning skills and to participate in Refresher, Orientation courses, short term courses and workshops. Teachers' skill development programmes are organized by IQAC. Teachers maintain Academic Diary and submit Self-appraisal to the Principal Non-Teaching Staff are encouraged to participate in computer training and software training programmes related to Tally and MS- office. Non-Teaching Staff's skill development programmes are organized by IQAC. CASH, Grievance Redressal Cell, Anti-Ragging Committee are functional. Health check-up is organized for internal stakeholders
❖ Industry Interaction / Collaboration	Some Departments organize industrial visits
❖ Admission of Students	Admission is strictly merit based, and in strict adherence to Govt. Rules and also in matters of reservation. Next plan is to conduct admission fully through online mode. Refund policy is in place following UGC Guidelines.
<b>6.2.2 : Implementation of e-governance in areas of operations:</b>	
❖ Planning and Development	
❖ Administration	Website notice for students and other stakeholders e-tendering process through Govt. Portal as per law PFMS portal to upload expenditure related to Govt. fund. e-pension portal Notice through various Whatsapp groups including Whatsapp group of Governing Body IQAC communication with teachers and Departments through e-mail and whatsapp
❖ Finance and Accounts	Fully computerised office and accounts section Office automation software installed College accounts maintained through Tally Salary fund received from Govt. through HRMS portal
❖ Student Admission and Support	Online admission including online payment gateway of SBI Collect. Students database maintained
❖ Examination	Website Notice Results displayed on website
<b>6.3 Faculty Empowerment Strategies</b>	
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership	

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fee of professional bodies during the year					
Ye ar	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year: See Annexure-19					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Winter School (equivalent to Refresher Course)		1		26/02/2018 to 20/03/2018	
Refresher Course, Calcutta University		1		27/12/2017 to 18/01/2018	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
See Annexure-20					
6.3.5 Welfare schemes for					
Teaching			KALYANI MAHAVIDYALAYA EMPLOYEES COOPERATIVE CREDIT SOCIETY LTD		
Non teaching			KALYANI MAHAVIDYALAYA FREESHIP SCHEME		
Students			KALYANI MAHAVIDYALAYA FREESHIP SCHEME		
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) Internal audit – 25.07.2017 – M/ S. R.N Sarkar Company Govt. audit – 2015-16 done – Sujay Kumar Basu, Chartered Accountant Govt. audit – 2016-17 done – Sujay Kumar Basu, Chartered Accountant					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					

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Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
6.4.2 Total corpus fund generated				
<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NA	YES	GOVERNING BODY, IQAC
Administrative	NO	NA	YES	GOVERNING BODY, IQAC
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
No Parent-Teacher Association as yet; however, Departments conduct Parent-Teacher meetings				
6.5.3 Development programmes for support staff (at least three)				
1. Non-Teaching Staff have been trained with elementary and advanced Tally and Computer Training Programme for enhancing computer proficiency				
2. College trained Support staff of Accounts department for proficiency with e-Pradan and HRMS systems of West Bengal and PFMS of the Government of India				
6.5.4 Post Accreditation initiative(s) (mention at least three) NA				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : YES				
b. Participation in NIRF : NO				
c. ISO Certification : NO				
d. NBA or any other quality audit : NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2018	Painting and Photo exhibition		21/02/18 to 22/02/18	All internal stakeholders
2018	Life, Living & Values – An Awareness Programme on Stress Management	08/02/18		All internal stakeholders
2018	One day Interactive Workshop on Career Opportunities	24/02/18		Students of 3 <sup>rd</sup> year
2018	Science Day & College topper felicitation	27/02/18		All internal stakeholders
2018	Workshop on Stress Management	14/03/18		All internal stakeholders
2018	Seminar on Gender Sensitization & Women’s Day Celebration	15/03/18		All internal stakeholders

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<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>						
<b>7.1 - Institutional Values and Social Responsibilities</b>						
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year): See Annexure-21						
Title of the programme		Period (from-to)		Participants		
				Female	Male	
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
1. Green Drive- Planting trees on either side of premise path and garden 2. Awareness Programs on Environment and Alternate Energy 3. Use of power saving LED lights throughout the campus- 87% by LED light 4. Part of the power requirement is met by Solar power-15% of total energy requirement 5. Separate parking space for fuel vehicle and cycles. Encouragement on part of the college to internal stakeholders to walk, use cycle or public transport for commuting to college.						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No	No. of Beneficiaries		
Physical facilities			Yes	9		
Provision for lift			Yes	9		
Ramp/ Rails			Yes	9		
Braille Software/facilities			No	0		
Rest Rooms			Yes	9		
Scribes for examination			Yes	9		
Special skill development for differently abled students			No	0		
Any other similar facility			No	0		
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
See Annexure-23						
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
Code of Conduct for Teachers		01/07/2017		Sustained with appropriate monitoring		
Code of conduct for Student		01/07/2017		Sustained with appropriate monitoring		

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Code of conduct for all stakeholders	01/07/2017	Sustained with appropriate monitoring
Citizen's Charter	01/07/2017	Sustained with appropriate monitoring

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Celebration of Teachers' Day/ Birth Day of Dr. Sarvepalli Radhakrishnan	05/09/2017 - 05/09/2017	152
Celebration of the 66th Independence Day of India	15/08/2017 - 15/08/2017	164
Celebration of National Mathematics Day	22/12/2017 - 22/12/2017	69
Celebration of Republic Day	26/01/2018 - 26/01/2018	174
Bhasa Dibas	21/02/2018 - 21/02/2018	152
Celebration of National Science Day	28/02/2018 - 28/02/2018	163

### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- i. Installation of ample number of LED in Class Rooms and Office
- ii. Administrative Section powered by Solar Energy
- iii. Organic manures and fertilizers are used in college garden
- iv. Separate parking for fuelled vehicles (near roadside premise wall) and cycles
- v. Trees and plants on either side of premise paths and garden, well-maintained with labels for bio-diversity awareness

## 7.2 Best Practices

Describe at least two institutional best practices  
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

**1.SANITARY NAPKIN VENDING MACHINES AND INCINERATORS INSTALLATION :**  
To facilitate the unhindered participation of female students and teaching and non-teaching staff in college activities two (2) Sanitary napkin vending machines have been installed in the ladies toilets. Special mention must be made here that used sanitary pads are generally disposed with mixed waste or with dry waste and simply dumped in landfill site which creates health hazards to sanitation staff of the institution and ragpickers. To avoid such kind of serious problem the IQAC has taken initiative to install two incinerators in the ladies' toilets for hygienic and scientific disposal of soiled sanitary napkins.

### 2.NSS

At present there is one NSS Unit under an able Programme Officer. The Unit has been formed following all norms. Social Extension Activities are promoted by the institutions. Different departments with their students, as well as the NSS Team of the institution are engaged in different social activities like spreading literacy, awareness of superstition, awareness regarding Arsenic-free Drinking water etc. The NSS unit, Kalyani Mahavidyalaya is also striving continuously to communicate with and bring about a change in the quality of living in the neighboring community. Over the last five year, the NSS unit has carried out 15 extension activities.

The NSS unit has adopted a village Charbirpara to ensure its all-round development. The college is focussed towards organizing regular eye check-up, dental & health check-up through skilled professionals. Regular organization of blood donation camp, health awareness programs are done through NSS unit of the college. NSS unit time to time campaign among students and staffs to use greener transport like bicycle and encourage to use public transports. As the college is very near to railway station, transport by railways is encouraged.

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

Our Institution in keeping with its goal of *cura personalis* is committed to showing gender sensitivity i.e. understanding and consideration of socio-cultural factors underlying sex-based discrimination, in every aspect of planning and implementation.

#### **1. Safety and Security:**

The institution is particularly sensitive about the safety and security of female students and staffs. The college building and its surrounding area are under the continuous surveillance of the authority through CC-cameras placed at different strategic positions. To ensure optimum security within the campus, retired Military personnel are appointed as security officials.

The Institution has a Committee Against Sexual Harassment against Women (CASH) which rigorously develops the ICC (Internal Compliance Committee) every year which includes members from teaching and non-teaching staff, students and reputed external members with expertise in medical science and legal issues who supervise its activity on a regular basis. To develop awareness about sexual harassment among students, flexes and banners are displayed in the campus defining, pointing out the legal steps and punishments of sexual harassment. Seminars are organised to develop consciousness relating to gender equity, sexual harassment, and measures against it and to encourage all in the campus to stand and report against any such act of harassment. There is also a Grievance Redressal Cell to understand, analyze, address and solve any grievance arising on the part of the students in general. Sanitary Napkin Vending machines have been placed in convenient places within the college building and Electric Waste- burners are present in the Ladies Wash-Rooms to ensure hygiene and safety.

#### **2. Counselling:**

The Institution is committed to providing effective counselling by teachers as well as by external experts like Specialist psychological Counsellors from reputed NGOs, Medical practitioners etc. as and when necessary to female students. All Teachers of the institution act as counsellors to identify and resolve any crisis faced by the students, especially the female students and students from the weaker sections of the society. The institution forms a special Sub-Committee (Students' Counselling Sub-Committee) through the Teachers' Council for this purpose. The Career Counselling Cell of the Institution is devoted to guiding the students to build their career in future. The cell takes special care to the cases of female students and students from weaker sections of the society with a pledge that they would equally match the mainstream society in future.

#### **3. Common room:**

There are separate & well-equipped common rooms for male and female students. Efforts are made to equip these common rooms with various indoor games facilities. Male and female restrooms/ washrooms are separate for students and staff. The institution is particularly careful about maintaining health and hygiene The Health Centre of the institution is equipped to provide immediate care, support and advice to students in need, and especially to provide care with a gender-sensitive approach

**8. Future Plans of action for next academic year (500 words)**

The college plans the following for implementation in future-

1. Enhancing academic excellence
2. Construction of right wing of the main college building
3. Allotting separate Room for Office and Department Library to each Department
4. Initiative and construction of Ladies' Hostel
5. Development of students' skill by inculcating core values among them further by imparting value-based education
6. Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS, NCC and the like
7. More Extension activities
8. Open NSS Unit- II of the college
9. Sustenance and Enhancement of infrastructural facilities of Library, Laboratories, Divyangjan-friendly infrastructure
10. Implementation of the Learning Management System
11. Strengthening waste management
12. Rain Water Harvesting
13. More effort for Students' Career Counseling and Placement
14. Academic and Administrative Audit by External Agency
15. Campus Placement endeavours
16. More skill development programmes for teachers, Non-Teaching Staff and students
17. Admission in full online mode
18. All fee collection in online mode



**Kalyani Mahavidyalaya (C-7123), AQAR for the Academic Session 2017-2018**

Name Indrajit Bandyopadhyay

Name Dr. Runu Das

*Indrajit Bandyopadhyay*

*Dr. Runu Das*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

**Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya**



**Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia (W.B.)**