

The Annual Quality Assurance Report (AQAR) of the IQAC 2014-15

Part – A

I. Details of the Institution

1.1 Name of the Institution

Raja Narendra Lal Khan Women's College

1.2 Address Line 1

Gope Palace

Address Line 2

P.O: Vidyasagar University

City/Town

Midnapore

State

West Bengal

Pin Code

721102

Institution e-mail address

rnlkcollege@gmail.com

Contact Nos.

03222 275426/297865

Name of the Head of the Institution:

Dr. Jayasree Laha

Tel. No. with STD Code:

03222 275426

Mobile:

91 9434029182

Name of the IQAC Co-ordinator:

Dr. Rupa Dasgupta

Mobile: 91 9733846160

IQAC e-mail address:

naacnlkhan@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

Id: WBC0GN11844

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/18/A&A/3.3 dated 5th November, 2016

1.5 Website address:

www.rnlkwc.org

Web-link of the AQAR:

<http://www.rnlkwc.org/Internalqualityassurance.html>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	2004	2009
2	2 nd Cycle	A	3.10	2011	2016
3	3 rd Cycle	A	3.16	2017	2022
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

03/03/2005

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

2016-17

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

- i. AQAR 2011-12 submitted on 20/09/2012 (DD/MM/YYYY)
- ii. AQAR 2012-13 submitted on 29/09/2013 (DD/MM/YYYY)
- iii. AQAR 2013-14 Submitted on 2/12/2014 (DD/MM/YYYY)
- iv. AQAR 2014-15 Submitted on 4/11/2015 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes UGC No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	
DBT Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="Yes"/>
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other (<i>Specify</i>)	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held:	3
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="0"/> Faculty <input type="text" value="1"/>
Non-Teaching Staff Students	<input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Use of ICT in Teaching and computer aided methods.

2.14 Significant Activities and contributions made by IQAC

IQAC took initiative to /for

- Construction of new of classrooms.
- Modernisation of laboratories.
- Proposal for initiating Undergraduate course in Hindi, NCC and Education.
- Initiation of Post graduate Course in Sanskrit and Computer Science
- Installation of Water ATM and pumps for supply of drinking water in the campus
- Organisation of interactive session with student and staff members
- Organisation of societal outreach programmes
- Promotion of research. Faculty members were encouraged to send more research proposals by the research committee constituted by IQAC and one number of minor research project one major research project from DST have been obtained.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • Modernisation of laboratories. 	Upgradation of eight science laboratories in the department of Zoology, Botany, Physiology, Microbiology, Physics, Chemistry, Mathematics and Geography from BSR fund.
<ul style="list-style-type: none"> • Proposal for initiating Undergraduate course in Hindi and Education and NCC.PG in Computer Science and Sanskrit 	Initiated in 16-17 academic session.
<ul style="list-style-type: none"> • Initiation of Certificate Courses 	Certificate course in Yoga, Mass Communication, Journalism with Performing Arts
<ul style="list-style-type: none"> • Organisation of societal outreach programme 	Initiatives for self employment of tribal women and children

* Attach the Academic Calendar of the year as Annexure (annexure i).

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body G.B

Provide the details of the action taken

Governing body of the college has taken prompt action and approved as well as provided finance for different activities as decided by IQAC.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	05	02	0	0
UG	22	03	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	06	02	06	02
Others	0	0	0	0
Total	29		07	06
Interdisciplinary	3	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	0
Annual	13

1.3 Feedback from stakeholders*
(On all aspects)

Alumni	<input checked="" type="checkbox"/> Yes	Parents	<input checked="" type="checkbox"/> Yes	Employer	<input type="checkbox"/> NO	Students	<input checked="" type="checkbox"/> Yes
--------	---	---------	---	----------	-----------------------------	----------	---

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

*Please provide an analysis of the feedback in the Annexure: Pl see annexure ii

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

Syllabus has been revised in 2017 by the university. CBCS has been introduced. Our faculty members participated as members of BOS.

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

Education, NCC

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	45	28	17	0	45

2.2 No. of permanent faculty with Ph.D.:

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	12	12	0	0	00	0	0	0	0	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	18	11
Presented papers	1	8	3
Resource Persons	0	0	2

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

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

University has modified the Internal examination system in CBCS. Marks allotment and pattern of questions has been revised.

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali	74	NA	1	99	0	100
English	78	NA	4	88	6	99.0
Sanskrit	53	NA	6	87	6	98
Geography	61	NA	7	85	7	98
History	38	NA	8	76	13	97
Philosophy	28	NA	00	89	7	96
Pol Science	7	NA	14	86	0	100
Music	13	NA	38	62	0	90.9
Economics	6	NA	0	100	0	100
Zoology	29	NA	52	48	0	100
Botany	36	NA	17	75	6	97
Physiology	36	NA	44	39	8	92
Nutrition	50	NA	58	42	0	100
Microbiology	27	NA	30	63	0	93
Physics	22	NA	74	36	0	100
Chemistry	26	NA	42	46	14	100
Mathematics	59	NA	19	71	2	92
Computer Science	21	NA	33	67	0	100
BCA	18	NA	44	56	0	100

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

- Monitoring the process of student feedback.
- Monitoring and analysis of parent feedback.
- Implementation of recommendations emerging out of the feedback mechanism.
- Implementing academic calendar including examination scheduling through academic calendar.

- **Oversee infrastructural support to classrooms and laboratories including maintenance work.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	01
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	09
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	07	0	05
Technical Staff	16	06	0	07

Criterion – III3. Research, Consultancy and Extension

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

Research committee constituted by IQAC promotes, encourages and guides faculties for sending research proposal. Seed money is provided to beginners. Student projects are funded from BSR grant. Publication of online research journal from the college has been formalised.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	6	0	0
Outlay in Rs. Lakhs	0	45,63,600.00	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	6	1	3
Outlay in Rs. Lakhs	9,17,000	17,85,000	3,67,000	9,17,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	11	0
Non-Peer Review Journals	0	2	0
e-Journals	0	0	0
Conference proceedings	0	3	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-2015	UGC,DRDO	45,63,600.00	77,89,088
Minor Projects	2014-2016	UGC, WBBB	2702000	13,51,000
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	2013	DST INSPIRE	50000 3,28,000	50000 3,28,000
Any other(Specify)	0	0	0	0
Total			75,98,600.00	95,18,088.00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	1	0	0	11
Sponsoring agencies	0	UGC,ICMR	0	0	College fund

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

10

19

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

0

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

JRF 1 SRF 2 Project Fellows 5 Any other 0

3.21 No. of students Participated in NSS events:

University level 61 State level 12

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 12

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 1 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="1"/>	Any other	<input type="text" value="0"/>

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

- Plantation programme in the campus by NSS and alumnae
- Organised rally on AIDS Awareness program.
- Organised rally on World population day by NCC cadets.
- Women's day celebration by NSS
- Literacy programme by NSS.
- Health awareness program by NSS.
- Aids awareness programme by NSS.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	46.6 acres	0	NA	46.6 acres
Class rooms	33	0	.0	30
Laboratories	34	3	UGC College	37
Seminar Halls	01	0	0	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	8	7	UGC addl grant, DBT STAR	15
Value of the equipment purchased during the year (Rs. in Lakhs)	3.29crores	5.41	UGC Addl. grant DBT STAR	3.70
Others	0	0	0	0

4.2 Computerization of administration and library

Library is fully computerised. Administrative block is computerisation is near completion.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35251	98,29800.00	691	352492	35942	10182292
Reference Books	503	251500.00	11	9100.00	514	260600.00
e-Books	108	0	72	525775	180	525775
Journals	13	8500	12	74812	25	83314
e-Journals	0	0	10	14811	10	14811
Digital Database	1	5,000	0	0	1	5000
CD & Video	172	0	0	0	172	0
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	235	5	Yes	2	1	1	22	0
Added	12	0	NA	0	1	0	0	0
Total	247	5	NA	2	2	1	22	0

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

Computer networking centre and e learning laboratory from DST Fist funding has been established with Server and 12 computers.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1140782.00

ii) Campus Infrastructure and facilities

2589102

iii) Equipments

2925020

iv) Others

1471908

Total : 8126812.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has encouraged and forwarded proposal to GB for increasing support to Career Advancement Centre (Training, Counselling and Placement cell of the college). Infrastructural support has been increased. Student counsellors are made available on all days of the week including holidays for hostel boarders.

5.2 Efforts made by the institution for tracking the progression

Training cum Placement cell of the college trains all the outgoing students of the college in Spoken English and Computer courses. A database is maintained and these students are informed about the preparatory courses for government jobs and the placement drives that are organised.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3940	114	0	0

(b) No. of students outside the state

--

(c) No. of international students

0

No	%
0	100

Women

No	%
4054	100

Last Year(2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2329	429	186	518	13	3475	2647	521	256	614	16	4054

Demand ratio 1:7

Dropout % 1.92

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

Career Advancement Centre conducts-

Coaching for WBCS/PSC/Bank/Rail etc.

Coaching for School Service Examination and TET

Spoken English and Computer training for students beyond college hours.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Training, counselling and Placement cell conducts-

1. Psychological counselling.
2. Career Counselling.
3. Workshops and interview preparatory classes.
4. Training for Competitive examinations

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	82	18	0

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	318	161100
Financial support from government	2065	14392750
Financial support from other sources TATA & Sitram Zindal	43	1,78,000
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To empower womanhood through a proper admixture of both pragmatic and mental development.
- To create an environment truly conducive to the all round development of the student's mental, physical and spiritual free from all antagonisms of race nationality caste and creed
- Helping the student to manifest their multifarious inner propensities while achieving the highest goal of their life.
- To prepare the students for community development programme through which they can serve the society.
- To inculcate in them self respect and confidence for upholding the rights and privileges of women in the society.

6.2 Does the Institution has a management Information System

Database of admission details and student records are maintained.

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

6.3.1 Curriculum Development

As an affiliated college, the syllabus is developed and revised by the university. The college academic committee sets up guidelines after meetings with the departmental faculties regarding the portion of the syllabus to be covered in specific time periods and before each internal examinations. Our faculty members have participated in workshops for revision of syllabus and has contributed as BOS members.

6.3.2 Teaching and Learning

Tutorial classes and remedial classes are arranged for weaker students.

To provide modern teaching tools including A/V aids and internet access for students and faculty members.

Strengthening of seminar library and central library

Attendance of the students in class is strictly monitored.

6.3.3 Examination and Evaluation

Practice tests to improve and track performance of the students. Internal examinations are conducted as per university norms and are strictly monitored at the departmental level.

6.3.4 Research and Development

Research Committee tracks, monitors and encourages research activities. Modern laboratories have been setup with the funds from UGC CPE, BSR, DST FIST. Faculties are encouraged to send research proposals and publications are highly appreciated at the institutional level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Increase of space and number of computers in the library, Purchase of books is maximised from the CPE teaching grants. Computerisation and bar coding of the library is completed. Open access system has been introduced.

6.3.6 Human Resource Management

Performance of the staff members are monitored by the authority and GB . Recruitment of teachers is done by the college Service commission. Visiting faculties and guest faculties are appointed following university guidelines.

6.3.7 Faculty and Staff recruitment

All efforts are made to fill up the vacant posts and requisitions are send to CSC and Higher Education department . Guest faculties are recruited time to time considering the departmental requirements. Temporary staff members are recruited in office, laboratories and in the hostel as per requirements.

6.3.8 Industry Interaction / Collaboration

6.3.9

Nil

6.4 Welfare schemes for

Teaching	0
Non teaching	0
Students	0

6.5 Total corpus fund generated :

1,94,53,243.00

6.6 Whether annual financial audit has been done

Yes

Yes

No

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

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

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

For UG Programmes

Yes

No

NO

For PG Programmes

Yes

No

Yes

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

NA

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

NA

6.11 Activities and support from the Alumni Association

1. Fund for Campus beautification.
2. Fund for student aid fund.
3. Providing legal help to alumnae.
4. Organizing seminars and lectures on special occasions.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher meet is organized annually, parent committee is formed every year and feedback of parents is discussed in academic committee and IQAC. Suggestions emerging from the meet and parent feedback sheet were summarised in IQAC . These were analysed and necessary steps were taken.

6.13 Development programmes for support staff

Nil

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

Eco club has been functioning as per the decision of IQAC with planting of more than 100 saplings and making the college campus as a plastic free zone.

Criterion – VII

7. Innovations and Best Practices

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

Students were encouraged to maintain cleanliness of their departmental classrooms and laboratories.

Students were encouraged to plant atleast one sapling in the campus.

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

Pl see annexure III.

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

Providing students access to computers and internet on all days with special coaching for competitive examination, Spoken English and computer training.

Career counselling, Psychological counselling and scholarship help desk run by the college.

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

7.4 Contribution to environmental awareness / protection

ECO club has been functioning as per the decision of IQAC with planting of more than 100 saplings and making the college campus as a plastic free zone.

7.5 Whether environmental audit was conducted?

No

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

Our college has been granted the second Phase of CPE in 2016

8. Plans of the institution for next year

1. To initiate PG course in Bengali, History, Music, Physiology and Geography from next academic session.
2. To initiate UG course in BSW and Education next academic session.
3. To initiate biometry for all staff members.
4. To construct a new classroom block from RUSA fund.
5. Repair of all existing toilet blocks, drainage and water supply of hostels, repair of approach roads from RUSA fund.
6. Boost societal outreach programmes.
7. Mandatory computer and soft skill courses.
8. Proposals for seminar/workshops to various funding agencies to be sent.
9. Campus to be made friendly for specially abled persons with construction of special toilets.
10. Installation of more CCTV to tighten security of the campus.
11. Install more solar lights in the campus.
12. Introduction of more vocational courses.
13. To initiate organic farming in college campus.

Name: Dr. Rupa Dasgupta

Rupa Dasgupta 12/9/15

Signature of the Coordinator, IQAC

Name : Dr. Jayasree Laha

J. Laha

Signature of the Chairperson, IQAC

DR. JAYASREE LAHA

Principal

**Raja N. L. Khan Women's College
Midnapore, West Bengal**



Annexure i.

VIDYASAGAR UNIVERSITY

Midnapore - 721102

ACADEMIC CALENDER FOR U.G. COLLEGES

For the Session 2014-2015
1st Term 01.07.2014 to 25.10.2014

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of no Class Days	No. of days available for holding Class/Exam.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
July-2014	1 st	July (1-5)	Nil	Nil	5 days	
	2 nd	July (6-12)	06.07.2014(Sunday)	1 day	6 days	10.07.2014 Commencement of 1 st year B.A./B.Sc./B.Com classes.
	3 rd	July (13-19)	13.07.2014(Sunday)	1 day	6 days	21.07.2014-Starting day of admission of 2 nd & 3 rd year B.A./B.Sc./B.Com students.
July - August 2014	4 th	July (20-26)	20.07.2014(Sunday)	1 day	6 days	23.07.2014 Last date of Admission of 1 st year B.A./B.Sc./B.Com students. 25.07.2014- Commencement of 2 nd & 3 rd year B.A./B.Sc./B.Com classes.
	5 th	July 27 - Aug - 02	27.07.2014(Sunday) 29.07.2014(1d-Ul-Fitre)	2 days	5 days	31.07.2014 - Last date of change of subjects for 1 st year B.A./B.Sc./ B.Com students.
August - 2014	6 th	August (3-9)	03.08.2014(Sunday)	1 day	6 days	
	7 th	August (10-16)	10.08.2014(Sunday) 15.08.2014(Independence day)	2 days	5 days	12.08.2014-Last date of filling up of Registration forms for 1 st year B.A./B.Sc./B.Com students.

Vidyasagar University
 Registrar
 Midnapore

18.08.2014 - Last date of submission academic auditing report to V.U.		22.08.2014 - Last date of submission registration form to V.U. by the college for Year B.A./B.Sc./B.Com students. With fine.		22.08.2014 - Last date of Admission for 2 nd 3 rd year B.A./B.Sc./B.Com students		01.09.2014 - Last date of submission registration form to V.U. for 1 st ye B.A./B.Sc./B.Com students with fine		04.9.2014 - Last date of submission Teachers' Bio data to V.U. 1 st week of September Inter College Cultural Meet.	
8 th	August (17-23)	17.08.2014(Sunday) & (Janmastami)	1 day	6 days					
9 th	August (24-30)	24.08.2014(Sun day)	1 day	6 days					
10 th	August 31- Sept- 06	31.08.2014 (Sunday)	1 day	6 days					
11 th	September (07-13)	07.09.2014(Sunday)	1 day	6 days					
12 th	September (14-20)	14.09.2014(Sunday)	1 day	6 days					
13 th	September (21-27)	21.09.2014(Sunday) 23.09.2014(Mahalaya)	2 days	5 days					
14 th	Sept-28 Oct. -04	28.09.2014(Sunday) 29.09.2014(University Foundation Day) 30.09.2014(Puja Holidays begin) 02.10.2014 (Gandhiji's Birth Day)	7 days	Nil					
15 th	October (05-11)	05.10.2014- 11.10.2014(Puja Holidays)	7 days	Nil					
16 th	October (12-18)	12.10.2014-18.10.2014 (Puja Holidays)	7 days	Nil					
17 th	October (19-25)	19.10.2014-25.10.2014 (Puja Holidays) 23.10.2014 - 25.10.2014 (kali puja & Bhatridwatia)	7 days	Nil					
			43Days	74 Days					

23/08/14
R.F. Kulkarni
18

Subjects and at least 1 class test per paper for Pass subjects will have to be conducted by

2nd Term 25.10.2014 to 01.01.2015

Holidays	No. of no Class Days	No. of days available for holding Class/Exam.	Remarks
10.2014(Sunday)	1 day	6 days	
11.2014(Sunday)	3 days	4 days	
11.2014(Muharram)			
11.2014 (Guru Nak's Birth Day)	1 day	6 days	
11.2014(Sunday)	1 day	6 days	
11.2014(Sunday)	1 day	6 days	
11.2014(Sunday)	1 day	6 days	
1.2014(Sunday)	1 day	6 days	
2.2014(Sunday)	1 day	6 days	
2.2014(Sunday)	1 day	6 days	
2.2014(Sunday)	4 days	3 days	
2.2014 to 2.2014(Winter ss)			
2.2014 (Christmas)			
2.2014 to 2.2015(Winter s)	5 days	Nil	
	19 Days	49 Days	

10/01/2015
 Head of School
 (Signature)
 10/01/2015

N.B.: At least 1 class test per paper for Honours subjects will have to be conducted by the College within the period of the 2nd Term.

3rd Term 02.01.2015 to 30.06.2015

Month	No. of Week to Academic Session	Dates in the Week	Holidays	No. of no Days	No. of days available for holding Class/Exam.	Remarks
January 2015	27 th (Part)	January (2-3)		Nil	2 days	
	28 th	January (4-10)	04.01.2015 (Sunday) 04.01.2015 (Fateah-duaz-daham)	1 day	6 days	
	29 th	January (11-17)	11.01.2015 (Sunday) 12.01.2015 (Swami Vivekanada's Birthday) 15.01.2015 (Pous Shankranti)	3 days	4 days	
	30 th	January (18-24)	18.01.2015 (Sunday) 23.01.2015 (Netaji Birth Day)	2 days	5 days	
February 2015	31 st	January (25-31)	25.01.2015 (Sunday) 25-26.01.2015 (Swaraswati Pujja) 26.01.2015 (Republic Day)	2 days	5 days	
	32 nd	February (01-07)	01.02.2015 (Sunday)	1 day	6 days	
	33 rd	February (08-14)	08.02.2015 (Sunday)	1 day	6 days	
	34 th	February (15-21)	15.02.2015 (Sunday)	1 day	6 days	
March 2015	35 th	February (22-28)	22.02.2015 (Sunday)	1 day	6 days	07.03.2015-Closing of 3 rd Year B.A./B.Sc./B.Com classes.
	36 th	March (01-07)	01.03.2015 (Sunday)	3 days	4 days	
	37 th	March (08-14)	05-06.03.2015 (Doljatra) 08.03.2015 (Sunday)	1 day	6 days	
	38 th	March (15-21)	15.03.2015 (Sunday)	1 day	6 days	
March-April - 2015	39 th	March (22-28)	22.03.2015 (Sunday)	1 day	6 days	28.03.2015-Closing of 1 st & 2 nd year B.A./B.Sc./B.Com Classes.
	40 th	March-29 April-04	29.03.2015 (Sunday) 03.04.2015 (Good Fri day)	2 days	5 days	


 Controller of Examinations
 Maharaja Pratap College
 Patna, Bihar

	41 st	April (05-11)	05.04.2015(Sunday)	1 day	6 days	
April - 2015	42 nd	April (12-18)	12.04.2015(Sunday) 14.04.2015(Birth Day of Dr.BR.Ambedkar) 14.04.2015(Chaitra Shankranti) 15.04.2015(Bangla Naba Barsha)	3 days	4 days	
	43 rd	April (19-25)	19.04.2015(Sunday)	1 day	6 days	
	44 th	April - 26 May- 02	26.04.2015(Sunday) 01.05.2015(May Day)	2 days	5 days	
May - 2015	45 th	May(03-09)	03.05.2015(Sunday) 09.05.2013(Rabindranath Birth Day)	2 days	5 days	
	46 th	May(10-16)	10.05.2015(Sunday) 16.05.2013 to18.05.2013(Summer recess)	4 days	3 days	
	47 th	May(17-23)	17.05.2015-23.05.2015 (Summer recess)	7 days	—	Exam.,administrative work, academic task, etc.
	48 th	May(24-30)	24.05.2015-30.05.2015 (Summer recess)	7 days	—	Exam.,administrative work, academic task, etc.
May - June-2015	49 th	May-31- June-06	31.05.2015-06.06.2015 (Summer recess)	7 days	—	Exam.,administrative work, academic task, etc.
	50 th	June (07-13)	07.05.2015-13.05.2015 (Summer recess)	7 days	—	Exam.,administrative work, academic task, etc.
June-2015	51 st	June(14-20)	14.06.2015- 20.06.2015 (Summer recess)	7 days	—	Exam.,administrative work, academic task, etc.
	52 nd	June(21-27)	21.06.2015-27.06.2015 (Summer recess)	7 days	—	Exam.,administrative work,academic task,etc.
	53 rd	June(28-30)	28.06.2015-30.06.2015 (Summer recess)	3 days	—	Exam.,administrative work, academic task, etc.
				78days	102 days	



 Bangladesh Open University

Annexure ii: Feedback analysis

The feedback sheets were carefully analysed and a summary of suggestions emerging out of the feedback process were thoroughly discussed in IQAC. Necessary measures were taken after due approval in GB where required.

- Problems regarding classrooms, electrical installation, boards and furniture were discussed and necessary steps were taken.
- Problems regarding cleanliness of toilets were addressed and steps were taken.
- Regarding feedback of faculties, an analysis was provided by the Teacher in Charge in a one to one interaction with the particular faculty member.
- Regarding faculty strength in a department, wherever pointed out, requisitions were sent to CSC and more guest faculties and visiting faculties were recruited.
- Infrastructural support like chemicals and equipments were also reviewed from the analysis of feedback.
- Revamping of other facilities like bus and canteen was also done from the suggestions pointed out in the feedback sheets.

Annexure iii: Action Taken Report (ATR)

Plan of Action	Achievements
<ul style="list-style-type: none"> • To construct a separate Arts building and a new administrative building. • To develop at least five smart classes in the college • To maximize the use of A/V aids including use of LCD in all classrooms • To obtain more major and Minor Research Projects in the college and maximize the number of minor research projects. • To increase the infrastructural support to the student grievance and counselling cell which includes increase of space, number of computers and manpower. 	<p>Proposal for the same has been sent to various agencies including UGC and Higher education. Though we could not construct separate building for arts, we have increased the number of arts classroom by nine.</p> <p>Eight more smart classes have been developed.</p> <p>Eleven more LCD/LED projectors have been procured and now being used in classrooms and laboratories.</p> <p>Another 5 nos Minor Research Projects from UGC and WBBB were obtained in the Departments of English, Philosophy, Political Science, jointly Botany with Zoology.</p> <p>Three more computers and one printer, LED projector has been purchased. Student counsellors are made available on all days including Sundays.</p>

<ul style="list-style-type: none"> • To minimize dropout rates of students from the current 1.8 %. To less than 1 %. • To initiate a e learning Centre and e resource centre • To install green generators in the entire college for continuous power supply • To install solar lights in the remaining part of the campus. • To initiate PG courses in Botany, Geography, Music and Nutrition. • To fully computerize the accounts section of the office. • To increase the number of classrooms in all the sections of the college. 	<p>Student scholarship have been increased. Mentorship is being strengthened. Dropout rate is still below 2%.</p> <p>E learning and networking centre has been initiated in the central library with the funding from DST-FIST.</p> <p>Two green Generators are now working in the campus.</p> <p>Two High mast solar lights are to be installed soon.</p> <p>Committee for making fresh proposal have been constituted by IQAC.</p> <p>Accounts section is partially computerised. Processing for full computerisation has been initiated.</p> <p>We have completed the 2nd floor of the Library building and first floor of the Nutrition building- a total of Nine classrooms have been increased.</p>
--	--

